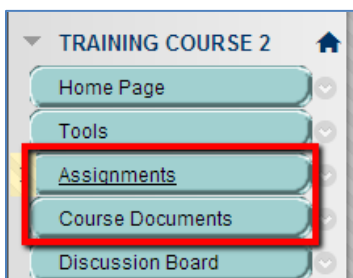


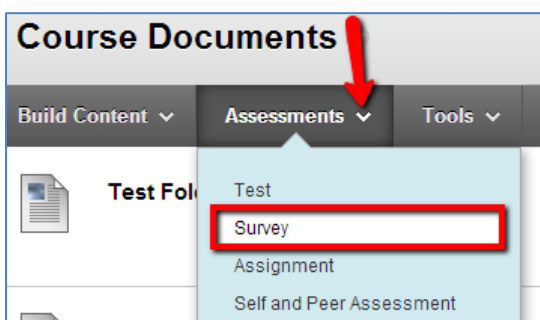
## Making a Survey Available

You can add a survey to any content area and make it available to students either immediately or for a specified time frame.

1. On the Course Menu, click the desired link under Content Areas (Assignments, Course Documents, etc.) where you want the Survey to be deployed.




2. Point to the **Assessments** action bar button, and select **Survey**.




3. You have two options: deploy a Survey that you have already created by clicking on it in the Add Survey list, or click the **Create** button to create a new Survey. In this example, we will use an existing Survey.

**ADD SURVEY**

Create a new survey or select an existing survey to deploy.

Create a New Survey 

Add an Existing Survey    
 fdgfdg  
 Survey Example

4. Click **Submit**.

**NOTE:** The survey will be placed under the selected Content Area. (If you click **Create** in the previous step, you will be taken to the survey creation area, where you can follow the instructions given earlier in this chapter.)


5. After submitting, you will be automatically redirected to the Survey Options page. In the Survey Information section, you can add a description for the link to the Survey, not the Survey itself; you can also choose a different name for the link. You can also choose whether clicking the link will open the Survey in a new window or tab.

**SURVEY INFORMATION**

Name

Choose Color of Name

Content Link Description



This survey contains questions to guide you in creating surveys of your own, without ambiguous or "loaded" questions.

Path: p

Survey Description

Show survey description to students before they begin the survey.

Survey Instructions

Show Instructions to students before they begin the survey.

Open Survey in New Window  Yes  No

6. In the Survey Availability section, click the **Yes** option button next to **Make the Link Available**. Choose any other options you need (these options are similar to the Test Options).

**SURVEY AVAILABILITY**

Make the link available  Yes  No

Add a new announcement for this survey.  Yes  No

Multiple Attempts  
 Allow Unlimited Attempts  
 Number of Attempts

Force Completion  
*Once started, this survey must be completed in one sitting.*

Set Timer  
*Set expected completion time. Selecting this option also records completion time for this survey. Students will see the timer option before they begin the survey.*

Minutes  
Auto-Submit  
 OFF  ON  
*OFF: The user is given the option to continue after time expires.  
ON: Test will save and submit automatically when time expires.*

Display After

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Password

*Require a password to access this survey.*

7. You can exempt certain users or groups from taking the survey, such as students designated as Teaching Assistants. Click the **Add User or Group** button to start this process. As indicated in the instructions, some complicated conditions apply.

**SURVEY AVAILABILITY EXCEPTIONS**

*Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous survey availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the survey.*

8. Optionally, add a Due Date and Time, especially for Surveys for which participation is graded, and decide whether to allow late submissions.

**DUE DATE**

*Set the date the survey is due. Optionally, do not allow students to take a survey once the due date has passed.*

*Submissions are accepted after this date, but are marked **Late**.*

Due Date

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Do not allow students to start the Survey if the due date has passed.  
*Students will be unable to start the Survey if this option is selected.*

- Determine whether and when to display feedback to the users. Unlike Tests, Surveys do not have correct answers, the feedback can show either all answer choices for the questions or only the answers submitted.

**SHOW SURVEY RESULTS AND FEEDBACK TO STUDENTS**

*Survey results and feedback are available to students after they complete a survey. Set up to two rules to show results and feedback. Rules occur based on the events selected.*

When (i)	Status (i)	Answers (i)
After Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Submitted
----Choose---- ----Choose---- On Specific Date After Due Date After Availability End Date After Attempts are graded	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Submitted

- Choose whether to display questions one at a time or on one continuous page. If one at a time, decide whether to prohibit returning to previous questions.

**SURVEY PRESENTATION**

All at Once  
*Present the entire survey on one screen.*

One at a Time  
*Present one question at a time.*


Prohibit Backtracking  
*Prevent changing the answer to a question that has already been submitted.*

Randomize Questions  
*Randomize questions for each survey attempt.*

- Click **Submit**.



12. The Survey is now active and deployed for the users.



**Sample Survey**

Availability: Item is not available.  
This survey contains questions to guide you in creating surveys of your own, without ambiguous or "loaded" questions.