Create a Survey
(Audience: Instructors)

1) Within a course content area, click **Assessments** and select **Survey**.

![Image of Assessments dropdown menu with Survey option]

2) Under **Add Survey**, click **Create**.

3) Enter a **Name** (required), **Description** (optional) and **Instructions** (optional). Click **Submit**.

4) Click **Create Question** and select a question type from the dropdown list.
5) Make the selections within the question creator as required and click <Submit>.

6) After adding all of the questions for your survey, click <OK>.

7) The new survey will show in the Add Survey list. Click on the survey name.

8) Click <Submit>.

9) Make selections in the Survey Options based on instructor preferences and course objectives.
Note: Bold items are of highest priority.

1. Survey Information
   a. **Name**
   b. **Description**

2. Survey Availability
   a. **Make the Link Available: Yes or No**
   b. Add a New Announcement for this Survey: Yes or No
   c. Multiple Attempts
   d. Force Completion (must be completed in one sitting)
   e. Set Timer
   f. Display After
   g. Display Until
   h. **Password**

3. Due Date

4. Survey Feedback

5. Survey Presentation
   a. **All at Once**
   b. One at a Time
   c. Randomize Questions

10) Click **Submit**.

11) The new survey will show in the course content area.