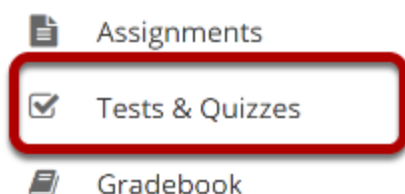


How do I create a survey?

The Tests & Quizzes tool may be set up to deliver surveys as well as other types of assessments. Survey question types may be added to a new or existing assessment. There are two types: a basic survey and a matrix of choices survey.

*Tip: If you are delivering a survey, you may wish to set the assessment to **anonymous** when publishing the item, so that your survey responses will be gathered anonymously. See [How do I view and modify the settings of an assessment?](#) for more information on delivery options.*

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

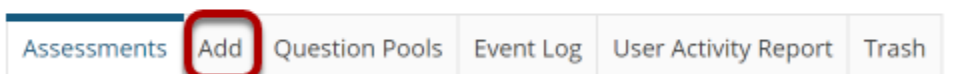
A survey question (either a basic survey or a matrix of choices) may be added to any assessment. Select an existing assessment or create a new one.

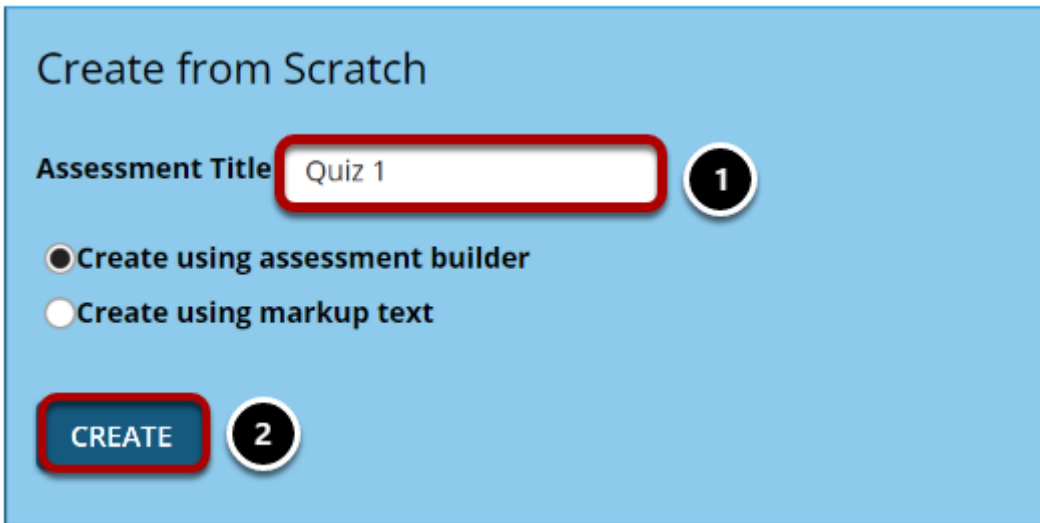
Note: You may also [add a question directly to a question pool](#).

Create a new assessment.

Click Add.

TESTS & QUIZZES





For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Assessment List

View

Display assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▾	Remove?
Draft - New Quiz Actions ▾	Draft			Entire Site			Demo Instructor	Apr 10, 2020 6:17 PM	<input type="checkbox"/>
Quiz 1 Actions ▾	Published - Active	0	0	Entire Site	Apr 8, 2020 11:55 AM		Demo Instructor	Apr 8, 2020 11:55 AM	<input type="checkbox"/>
Draft - Quiz 1 Actions ▾	Draft			Entire Site	Apr 8, 2020 11:55 AM		Demo Instructor	Apr 8, 2020 11:55 AM	<input type="checkbox"/>

For a basic survey, select Survey from the drop-down menu.

Questions: New Quiz

0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part 1 ▾ Default - 0 questions

[Copy to Pool](#) | [Edit](#)


Add Question

select a question type ▾

- select a question type
- Calculated Question
- File Upload
- Fill in the Blank
- Hot Spot
- Matching
- Multiple Choice
- Numeric Response
- Short Answer/Essay
- Student Audio Response
- Survey**
- Survey - Matrix of Choices
- True False
- Copy from Question Pool

[Update Points](#)

[ataway](#) | [Accessibility](#)

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After selecting **Survey** from the drop-down menu, the program will open additional options for the question.

The Answer Point Value will default to zero.

Answer Point Value 0 points

Because basic surveys are not typically scored, the answer point value will default to zero. This setting cannot be changed.

Display points?

Display Point Value while student is taking the exam Yes No

Select the radio button to determine whether or not students will see the point value as they are taking the survey. Since this type of question is not typically scored, **No** is the recommended selection.

Add Question Text.

Question Text

[Show Rich-Text Editor \(and character count\)](#)

The textbook for this class was appropriate for the content covered in this course.

Type the question text to the text box provided.

Note: To edit with the [Rich Text Editor](#), click the hyperlink to open the full menu.

Add Attachment. (Optional)

Attachments

No Attachment(s) yet

[Add Attachments](#)

Click **Add Attachments** to browse for and select a file attachment.

Select Answer(s) from list.

Answer

- Yes, No
- Disagree, Agree
- Disagree, Undecided, Agree
- Below Average -> Above Average
- Strongly Disagree -> Strongly Agree
- Unacceptable -> Excellent
- 1 -> 5
- 1 -> 10

Select the desired answer format from the list.

Assign the question to a part of the assessment. (Optional)

Assign to Part

Part 1 - Default | ▼

The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.

Assign the question to a Question Pool. (Optional)

Assign to Question
Pool

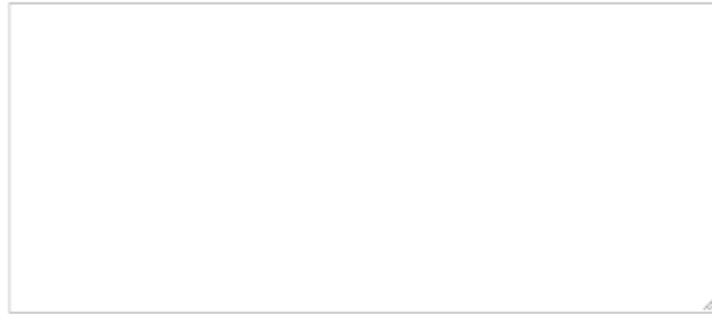
Select a pool name (optional) | ▼

The question may also be added to a [Question Pool](#), if desired.

Provide Feedback. (Optional)

Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)



Feedback is optional text available for students to view.

Note: To edit with the Rich Text Editor, click the hyperlink to open the full menu.

Click Save.



Click **Save** to save the question (or **Cancel** to exit).

For a matrix of choices survey, select Survey - Matrix of Choices from the drop-down menu.

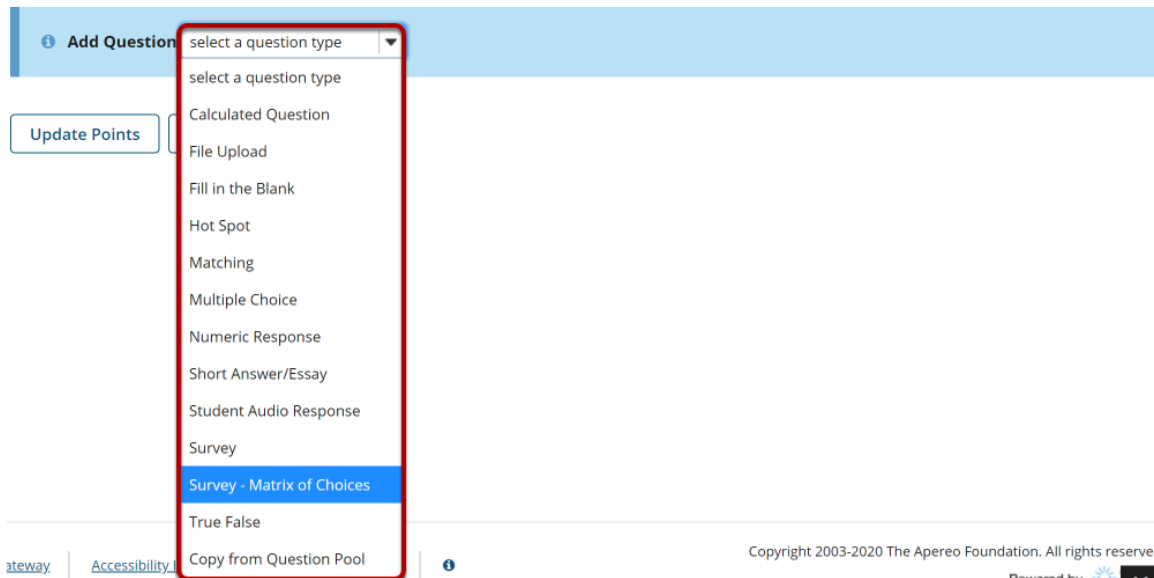
Questions: New Quiz

0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part 1 Default - 0 questions

[Copy to Pool](#) | [Edit](#)



The screenshot shows the 'Add Question' interface. A dropdown menu is open, displaying various question types. The option 'Survey - Matrix of Choices' is highlighted in blue. Other options include Calculated Question, File Upload, Fill in the Blank, Hot Spot, Matching, Multiple Choice, Numeric Response, Short Answer/Essay, Student Audio Response, Survey, True False, and Copy from Question Pool. The 'Update Points' button is visible on the left side of the interface.

After selecting **Survey - Matrix of Choices** from the drop-down menu, the program will open additional options for the question.

Answer Point Value.

Answer Point Value

0.0

There is a field for the **Answer Point Value** which may be edited. However, it is recommended that you leave the default value of **zero**, since this question type does not have a way to designate the "correct" answer selection and therefore cannot be automatically scored.

Display points?

Display Point Value while student is taking the exam Yes No

Select the radio button to determine whether or not students will see the point value as they are taking the survey. Since this type of question is not typically scored, **No** is the recommended selection.

Add Question Text.

Question Text

[Show Rich-Text Editor \(and character count\)](#)

Please indicate your agreement with the following statements:

Type the **Question Text** into the text box provided.

Note: To edit with the [Rich Text Editor](#), click the hyperlink to open the full menu.

Add Attachment. (Optional)

Attachments

No Attachment(s) yet

[Add Attachments](#)

Click **Add Attachments** to browse for and select a file attachment.

Enter Answer Options.

Answer

	column choice #1	column choice #2
row choice #1	<input type="radio"/>	<input type="radio"/>
row choice #2	<input type="radio"/>	<input type="radio"/>

Row Choices (press "Return" key after each choice)

I feel comfortable conversing through the online medium.
I feel comfortable participating in the course discussions.
I feel comfortable interacting with other course participants.

Column Choices (press "Return" key after each choice)

strongly disagree
disagree
neutral
agree
strongly agree

Input the desired choices for **Row Choices** and **Column choices** in the corresponding boxes. Press **Return** after each choice to separate the items.

Select forced ranking. (Optional)

Allow Only One Response per Column (forced ranking)

Check the box for **Allow Only One Response per Column** if **forced ranking** is desired.

Add Comments field. (Optional)

Add Comment Field

Check the box to **Add Comment Field** in the survey if desired.

Specify Relative Column Width. (Optional)

Relative Widths of
Columns

Use browser defaults for column widths

The drop-down menu is available to regulate column and row width. The widths are based on percentages.

Assign the question to a part of the assessment. (Optional)

Assign to Part

Part 1 - Default

The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.

Assign the question to a Question Pool. (Optional)

Assign to Question
Pool

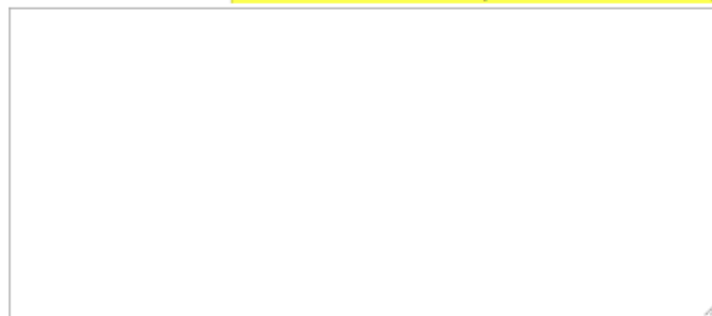
Select a pool name (optional)

The question may also be added to a [Question Pool](#), if desired.

Provide Feedback. (Optional)

Feedback (optional)

Show Rich-Text Editor (and character count)



Feedback is optional text available for students to view.

Note: To edit with the Rich Text Editor, click the hyperlink to open the full menu.

Click Save.



Click **Save** to save the question (or **Cancel** to exit).