This document outlines how to create a survey in iLearn.

Surveys

The Surveys tool collects feedback from students on various aspects of the course. It can be used for purposes such as general course evaluations, mid-year reviews, or general feedback.

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Create a New Survey

1. Navigate to your course.
2. Click **Course Management**
3. Select **Course Admin.**
4. Under Assessment, click **Surveys**.

Figure: Surveys are available under Assessment

5. Click **New Survey**.
6. (Optional) Check the box next to "make results anonymous."
   *Note: If you make a survey anonymous, you **cannot** tie it to release conditions.*
7. Under Survey Questions, click **Add/Edit Questions**.
8. Choose either **New** or **Import**.
   - **New Options**: Section, True or False, Multi-Select Question, Written Response Question, Short Answer Question, Multi Short Answer Question, Fill in the Blanks Question, Matching Question, Ordering Question, and Likert Question.
     Note: Likert Questions are only available in the Survey tool and Question Library. Likert questions measure subjective information on a scale.
   - **Import Options**: Upload a File or Browse Question Library

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9. Create/Add your questions, then click the **Done Editing Questions button** when finished**.**
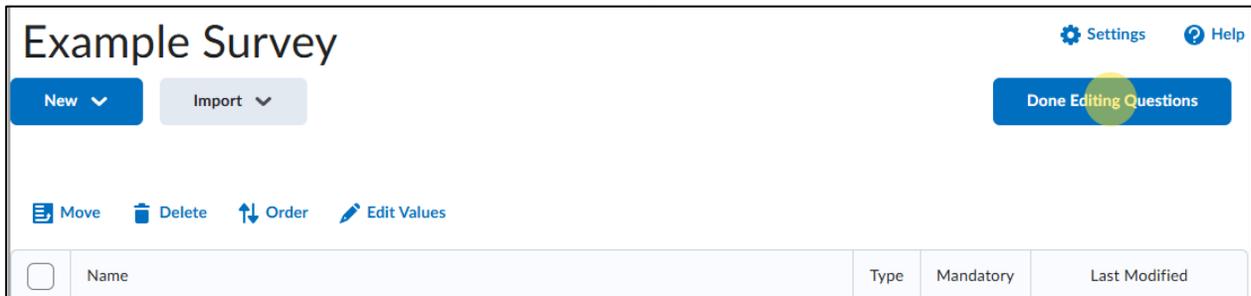

Figure: Done Editing Questions button

10. Click **Save and Close**.

Manage Student Navigation

Set Survey Questions as Mandatory

If a question is marked as Mandatory, students cannot submit the survey until they have answered the question.
*Note: Mandatory questions **cannot** be used with the Prevent Moving Backwards setting or with branching questions- both described below.*

1. Click the survey **name.**
2. Under Survey Question, click **Edit Values**.
3. Check the box under Mandatory for any question.
4. Click **Save and Close**.

Prevent Moving Backward

When this option is enabled, students taking the survey will only be able to move forward through pages. They will not be allowed to move to a previous page once they have left it.
*Note: This **cannot** be used if the survey has mandatory questions*.

1. Click the survey **name.**
2. Under Survey Questions and Paging, check the box next to "Prevent moving backwards through pages."
3. Click **Save and Close**.

Activate a Survey

By default, a survey will be hidden from users. To make the survey active and available to users, this survey will need to be made visible.

1. Select the dropdown arrow next to the survey to be made active.
   Note: You will know if a survey is hidden from users if there is an eye icon with a slash through it].

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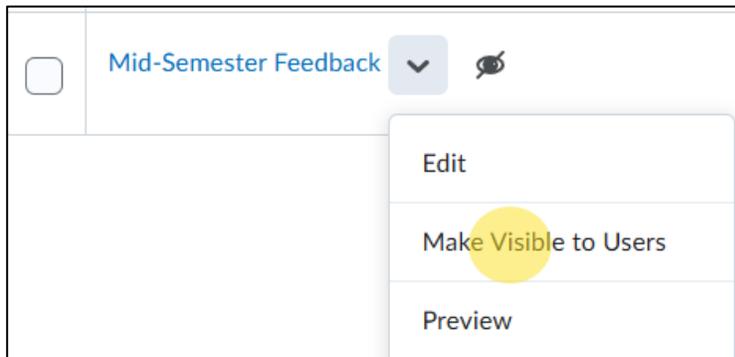2. Select **Make Visible to Users**.

Figure: Example Hidden Survey

Link a Survey

Students do not have a Survey tool option within a course, so the survey must be linked either an HTML editor somewhere in the course (like an Announcement) or within Content.

Link a Survey in Announcements

1. Click the down-arrow next to the Announcements Widget.
2. Select **New Announcement**.
3. Type "Take Survey Here" in the text box. Highlight the text, then click the "Quicklinks" icon in the text editor bar.
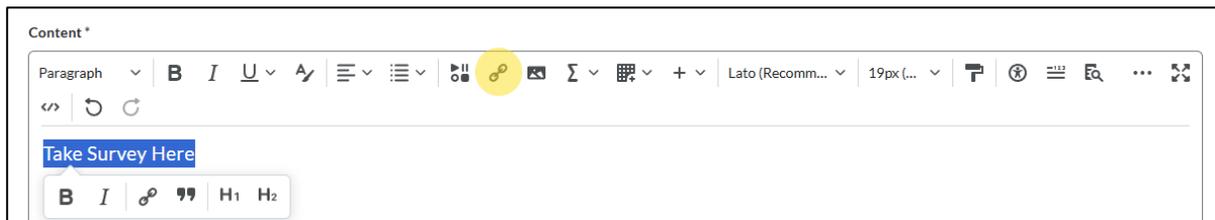

Figure: Quicklinks Icon

4. Select **Surveys**.
5. Choose the survey.
6. The text will now be blue. Click on the link to go to, edit, or remove the link.
7. Click **Publish**.

Link a Survey in Content

1. Click **Content** in the course navigation bar.
2. In a module, click **Existing Activities**.
3. Select **Surveys**.
4. Choose the survey.
5. The survey will be added to the bottom of the module. Click and drag to relocate.

View Survey Results

1. Click the dropdown arrow next to the survey.
2. Select **Statistics**.
3. Choose to view either an individual response or the overall survey results

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Surveys

- To view an individual response, click the attempt under the name.
- To view an overview of all survey responses, click the **View Overall Results** button.

Note: If the survey was set up as anonymous, only Overall Results will be available.

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