

Surveys

Creating a Survey

Step 1: Click the **Build** tab.

Step 2: Click **Assessments** located under the **Course Tools** menu (on the left).

Step 3: Click **Create Assessment** at the top of the **Assessment** screen. The **Create Assessment** screen will appear.

Step 4: *Under the section at the very top,*

a. Enter a title for the assessment in the **Title** text box.

b. Enter a description for the assessment in the **Description** text box (optional).

Step 5: *Under the section labeled **Grade Book column name**,*

a. Enter a title for the corresponding Grade Book column for the Quiz.

Step 6: *Under the section labeled **Type**,*

a. Select the option labeled **Survey**.

Step 7: *Under the section labeled **Template**,*

c. Select the option labeled **Do not base** to start the new assessment from scratch.

d. Choose **Base on an existing** to use an existing assessment as a template for the new assessment. Select an assessment from the drop-down menu.

Step 8: Click the **Save** button.

NOTE: Item visibility for a **Survey** cannot be turned on until at least one question has been added to it. Visibility can be set once questions have been added.

Adding Questions to a Survey

Step 1: Click the **Build** tab.

Step 2: Click **Assessments** located under the **Course Tools** menu (on the left). The **Assessments** screen will appear, with a list of all **Assessments** in the course.

Step 3: Click the title of the **Survey** to be edited.

Step 4: Click **Add to Assessment** at the top of the **Survey** screen.

Step 5: Choose **Existing Questions** or **Question Set** from the **Add to Assessment** drop-down menu. The **Question Database** will appear from which to select questions.

NOTE: For information regarding *question sets*, click the **Help** link in the upper right-hand corner of the WebCT window.

- Step 6:** Select each question to be added from the **Question Database** by clicking each question's corresponding check box.
- To see some questions, you may need to expand a category by clicking the plus (+) symbol to the left of a question category (see screenshot below).


- Step 7:** Click the **Add Selected** button at the bottom of the screen to add the selected questions to the **Survey**.

TIP: *To select all questions in a category, expand the category to be selected (click the plus symbol +). Make sure the category you want is the only one expanded. Once expanded, click the check box at the very top, left-hand corner of the Question Database table. All the questions in the expanded category will be selected.*

Specifying Survey Settings

- Step 1:** Click the **Build** tab.

- Step 2:** Click **Assessments** located under the **Course Tools** menu (on the left). The **Assessments** screen will appear, with a list of all Assessments in the course.

- Step 3:** Locate the Survey to edit and click the **ActionLinks** menu  located to the right of the Survey title.

- Step 4:** Click the **Edit Properties** link from the **ActionLink** drop-down menu. The **Edit Assessment Properties** screen will appear.

- Step 5:** Scroll down to the section labeled **Question Delivery** (the first two sections were set up during the initial creation of the Survey).

- Step 6:** *Under the section labeled **Question Delivery**,*
- Select an option for question delivery (**Deliver all questions at once, Deliver questions one at a time and allow questions to be revisited, or Deliver questions one at a time and do not allow questions to be revisited**).
 - Deselect the option labeled **Display question titles** (recommended).

- Step 7:** *Under the section labeled **Display Assessment**,*
- Choose **In the same browser window** (recommended).

- Step 8:** *Under the section labeled **Duration**,*
- Choose the option labeled **Unlimited** to allow unlimited time to take the Survey or choose the option labeled **Time** to indicate a time constraint.
 - If **Time** is selected, input the amount of time allotted to complete the Survey.

- Step 9:** *Under the section labeled **Dates Available** (click to expand),*
- Choose a start (access) time for the Survey using the **Start Time** section.

- b. Choose an end time for the Survey, if desired

Step 10: Click the **Save** button at the bottom of the **Edit Assessment Properties** screen.

NOTE: For additional information or information regarding settings not covered, click the **Help** link in the upper right-hand corner of the WebCT window.