

How do I create a survey in my course?

You can use surveys to receive feedback from your students or give them some extra points by responding to a survey. Graded surveys appear in the Syllabus, Gradebook, Calendar, and To Do Lists.

Notes:

- Student Analysis for surveys must be downloaded as a CSV file. Item Analysis is not available for surveys.
- Graded surveys do not support the use of fudge points to manually add or remove points from a student's overall quiz score.
- The anonymous option can be enabled or disabled before or after a survey has received submissions, allowing a user with sufficient permissions to see a student's identity and responses. To collect fully anonymous survey responses, you may want to use a third-party survey tool.

Open Quizzes

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In Course Navigation, click the **Quizzes** link.

Add Quiz

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Click the **Add Quiz** button.

Select Quiz Engine

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If your course has New Quizzes enabled, you must select a quiz engine.

Surveys must be created using classic quizzes. To create a survey using classic quizzes, click the **Classic Quizzes** option [1].

Then click the **Submit** button [2].

Add Survey Details

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Give your survey a name [1], and complete any survey instructions in the text box [2].

Select Survey Type

Select Quiz Type

Click the **Quiz Type** drop-down menu [1] and select the survey type you want to create [2].

Select Survey Options

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Place your survey in an assignment group [1], assign your survey a score [2], and complete the survey options [3].

Within surveys, you have all the regular [quiz options](#), but you can also keep submissions anonymous [4]. This anonymous option applies to both graded and ungraded surveys and can be enabled and disabled before or after survey submissions.

Select Availability Dates

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You can also set a due date and available from/until dates for your survey.

Add Question

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Click the **Questions** tab [1]. Manually create a new survey question by clicking the **New Question** button [2]. To find out what kind of options are available for questions, please see the [question type](#) lesson in the Instructor guide.

Note: If you include a file upload question on an anonymous survey, the downloaded files will include the student's name in the file name. To preserve anonymity on a survey, do not include file upload questions.

Name Survey Question

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Survey questions are not automatically numbered for instructors. To add a custom name to your survey question, enter the name in the question text field. Custom names can help you identify survey questions more easily.

Regardless of the question name, students always see survey questions in numerical order (i.e. Question 1, Question 2).

Create Likert (Quantitative) Scale Questions

If you're interested in creating questions that involve a quantitative scale, you can create a Likert scale question using the Multiple Dropdowns question type. Please reference the [Likert scale lesson](#) for more information.

Save Survey

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Click the **Save** button to save your work and preview the survey.

Note: You should not publish your survey until it is your final product. If you are ready to publish your survey and make it available to students, click the **Save & Publish** button.

Preview and Publish Quiz

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To preview the survey, click the **Preview** button [1]. When you are ready for students to see the survey in the course, click the **Publish** button [2].

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