

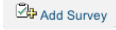
The Survey Manager feature allows you to administer anonymous surveys to those enrolled in your course. A student's name is not attached to the survey results.

Accessing the Survey Manager Feature

1. Select and log into the course.
2. Click on the **Control Panel** button on the left side of the screen to view course management options.
3. Click on the **Survey Manager** link located under **Assessment**.

Assessment	
Test Manager	Gradebook
Survey Manager	Course Statistics
Pool Manager	

Adding a Survey

1. Click on **Add Survey**. 
2. Type the name of the test in the **Name** (required) field, enter a Description and Instructions for students in the fields provided.
3. Click on the **Submit** button.
4. Choose a question type (see below) from the **Add Question** pull down list.
5. Click on the **Go** button.
6. Scroll down to the bottom of the page and click on the **Save** button.
7. Repeat above steps 1 through 6 above to add additional questions.

Question Types

Multiple Choice

1. Type the question into the **Question Text** field.
2. Choose the number of answers in the **Number of Answers** pull down list.
3. Type the answers into the **Answer** field and click on the **Correct** box next to the correct answer.
4. Click on the **Remove** button next to the Answer if not needed.
5. Scroll down to the bottom of the page and click the **Submit** button.

True/False

1. Type the question into the **Question Text** field.
2. Click on the **Correct Answer** button, next to the Answer Values of True/False.
3. Scroll down to the bottom of the page and click the **Submit** button.

Multiple Answer

1. Type the question into the **Question Text** field.
2. Choose the number of answers in the **Number of Answers** pull down list.
3. Type the answers into the **Answer** field and click on the **Correct** box next to the correct answers.
4. Click on the **Remove** button next to the **Answer** if not needed.

QuickStart

5. Scroll down to the bottom of the page and click the **Submit** button.

Ordering

1. Type the question into the **Question Text** field.
2. Choose the number of answers in the **Number of Answers** pull down list.
3. Type the answers into the **Answer** field in the Correct Order.
4. Click on the **Remove** button next to the Answers Values if not needed.
5. Scroll down to the bottom of the page and click the **Continue** button.
6. Choose the **Display Order** from the pull down lists.
7. Scroll down to the bottom of the page and click the **Submit** button.

Matching

1. Type the question into the **Question Text** field.
2. Choose the number of questions in the **Number of Questions** pull down list.
3. Type the questions into the **Question** field(s).
4. Choose the number of answers in the **Number of Answers** pull down list.
5. Type the answers into the **Answer** field(s).
6. Scroll down to the bottom of the page and click the **Continue** button.
7. Match each question item to the correct answer from the **Match** pull down list.
8. Scroll down to the bottom of the page and click the **Submit** button.

Fill in the Blank

1. Type the question into the **Question Text** field.
2. Choose the number of answers in the **Number of Answers** pull down list.
3. Type the answers into the **Answer** field.
4. Scroll down to the bottom of the page and click the **Submit** button.

Essay

1. Type the question into the **Question Text** field.
2. Enter an example of an answer, to assist graders, in the **Answer** field.
3. Scroll down to the bottom of the page and click the **Submit** button.

Opinion Scale/Likert

1. Type the question into the **Question Text** field and delete the point value.
2. Choose the number of answers (standard is 6) in the **Number of Answers** pull down list.
3. Type the answers into the **Answer** field.

From Question Pool or Assessment

1. Click on the pool/assessment in the **Pool/Assessment** field.
2. Click on the **Question Types** box(s).
3. Click the **Search** button.
4. Select the question.
5. Scroll down to the bottom of the page and click the **Submit** button.