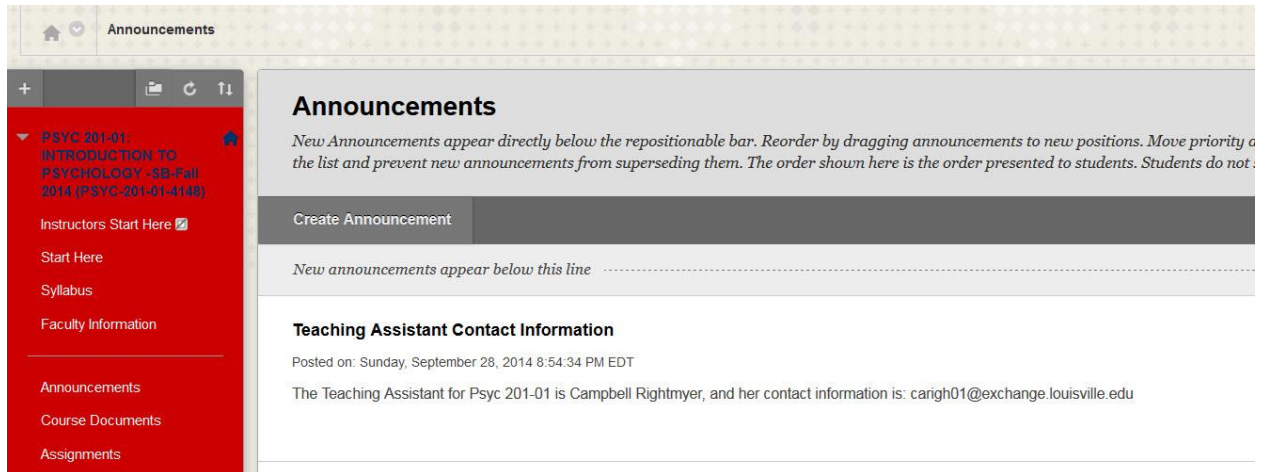
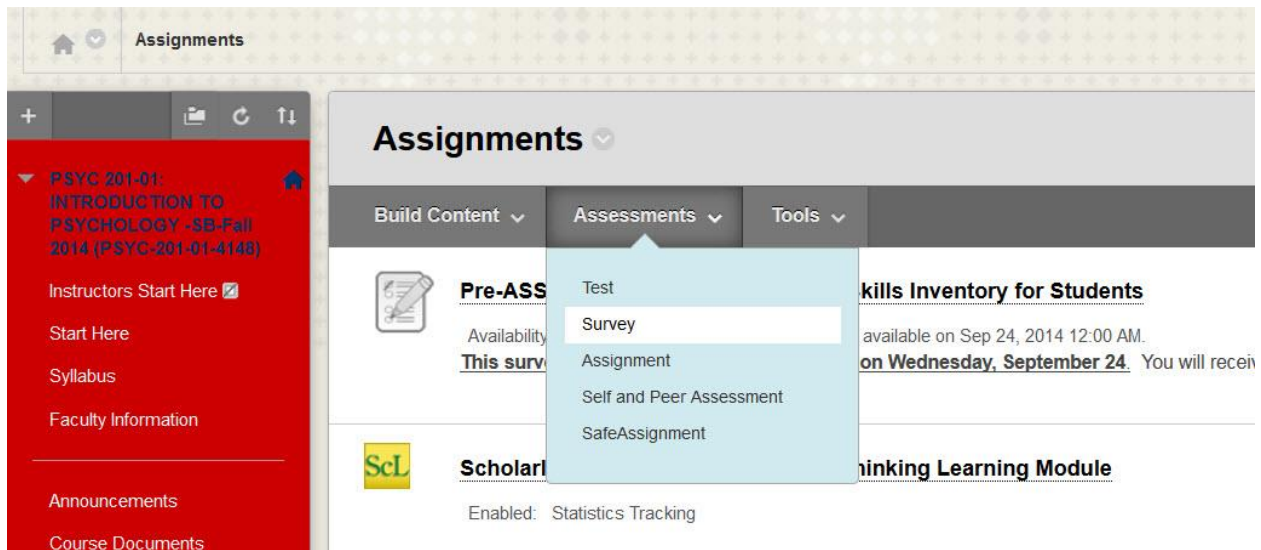


# Survey Deployment instructions

**Step 1:** Go to your course where the survey is located (e.g. PSYC-201 or CIS-100).



**Step 2:** Go to a content area on your Student Navigation menu on the left and click Assessments > Survey (Assignments Content area used in this example)



**Step 3:** Then choose the survey from the list in the box below the word “Create” (Since the survey was already created and placed in the survey manage in your course, it automatically appears in the box shaded yellow here)

### Create Survey

*Adding a Survey deploys the Survey to a Content Area. Once a Survey has been deployed, use Survey Options to make it available for students to take. [More Help](#)*

Cancel Submit

#### 1. Add Survey

Create a new Survey or select an existing Survey to deploy.

Create a New Survey

Add an Existing Survey

– Select Survey Below –

Post-ASSIST - Approaches and Study Skills Inventory for Students

Mind Myth Master

Mind Myth - Exam 5 Survey

Mind Myth - Exam 6 Survey

Final - Learning Critical Thinking Inventory-A (LCTI-A)

#### 2. Submit

*Click **Submit** to add this Survey. Click **Cancel** to quit.*

Cancel **Submit**

**Step 4:** Click Submit (shown in the circle above)

**Step 5:** On the survey options page choose the options you want and set dates and the presentation mode (Use the page shown below to set the times and such to have the survey appear for the students to take)

Success: Final - Learning Critical Thinking Inventory-A (LCTI-A) created.

### Survey Options

*Survey Options control information about the Survey, including instructions, availability, feedback, and presentation. [More Help](#)*

\* Indicates a required field.

#### 1. Survey Information

\* Name

Choose Color of Name

Content Link Description

Paragraph Arial 3 (12pt)

Path: p

## 2. Survey Availability

Make the Link Available  Yes  No

Add a New Announcement for this Survey  Yes  No

Multiple Attempts

Allow Unlimited Attempts

Number of Attempts

Force Completion

Once started, this survey must be completed in one sitting.

Set Timer

Set expected completion time. Selecting this option also records completion time for this Survey. Students will see the timer option before they begin the Survey.

Minutes

Auto-Submit

OFF  ON

**OFF:** The user is given the option to continue after time expires.

**ON:** Test will save and submit automatically when time expires.

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Password

Require a password to access this Survey.

## 3. Survey Availability Exceptions

Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and Force Completion must be enabled in the previous Survey Availability step to enable those settings for Exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the survey.

## 4. Due Date

Set the date the survey is due. Optionally, do not allow students to take a survey once the due date has passed. Submissions are accepted after this date, but are marked **Late**.

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Do not allow students to start the Survey if the due date has passed.

Students will be unable to start the Survey if this option is checked.

### 5. Show Survey Results and Feedback to Students

Survey results and feedback are available to students after they complete a survey. Set up to two rules to show results and feedback. Rules occur based on the events selected.

When (i)	Status (i)	Answers (i)
After Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Submitted
---Choose---	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Submitted

**Step 6:** Finally press submit (after you have set the options you want on this page, there are 6 sections on this page that allow you to decide how the survey will present to the students) then you can press submit at the bottom of the page.

### 6. Survey Presentation

- All at Once  
*Present the entire Survey on one screen.*
- One at a Time  
*Present one question at a time.*
- Prohibit Backtracking  
*Prevent changing the answer to a question that has already been submitted.*
- Randomize Questions  
*Randomize questions for each Survey attempt.*

### 7. Submit

Click **Submit** to edit options for this Survey. Click **Cancel** to quit.

Cancel

Submit

Now, you should see your survey listed in the content area you chose at the bottom as seen below.

The screenshot shows a list of surveys in a management interface. The first survey is "Midterm - Learning Critical Thinking Inventory-A (LCTI-A)" with a grey pencil icon and the text "Availability: Item is not available." The second survey is "Final - Learning Critical Thinking Inventory-A (LCTI-A)" with a blue pencil icon. A context menu is open over the second survey, listing options: "Edit the Survey", "Edit the Survey Options" (highlighted in yellow), "Adaptive Release", "Adaptive Release: Advanced", "Set Review Status(Disabled)", "Metadata", "Statistics Tracking (On/Off)", "User Progress", "Move", and "Delete".

If the icon to the left is color to it is available for the students to click on and give their responses. If it is grey, it is currently not visible to students and you can check the availability by using the drop-down menu to the right of the title and clicking on Edit Survey options.