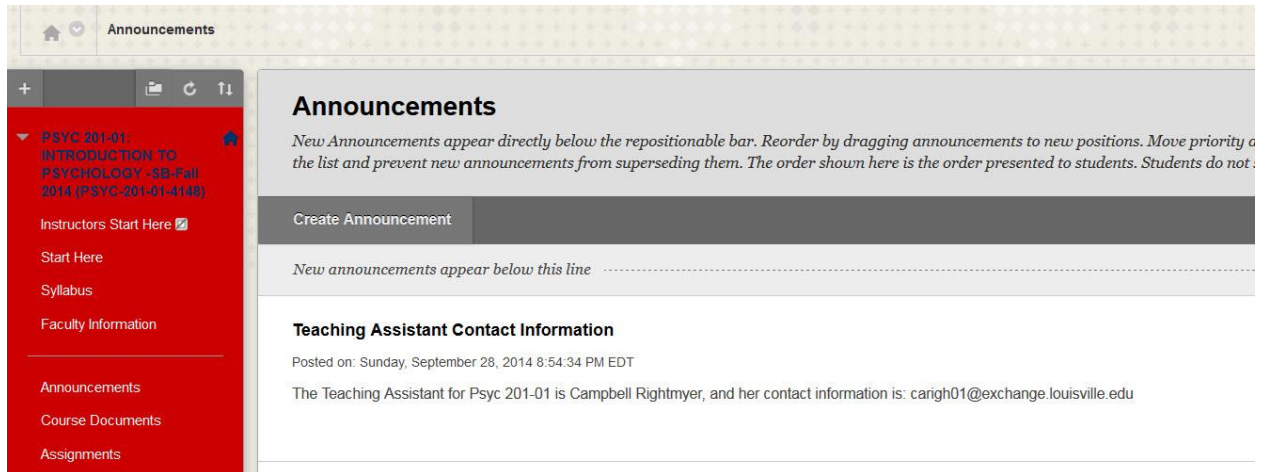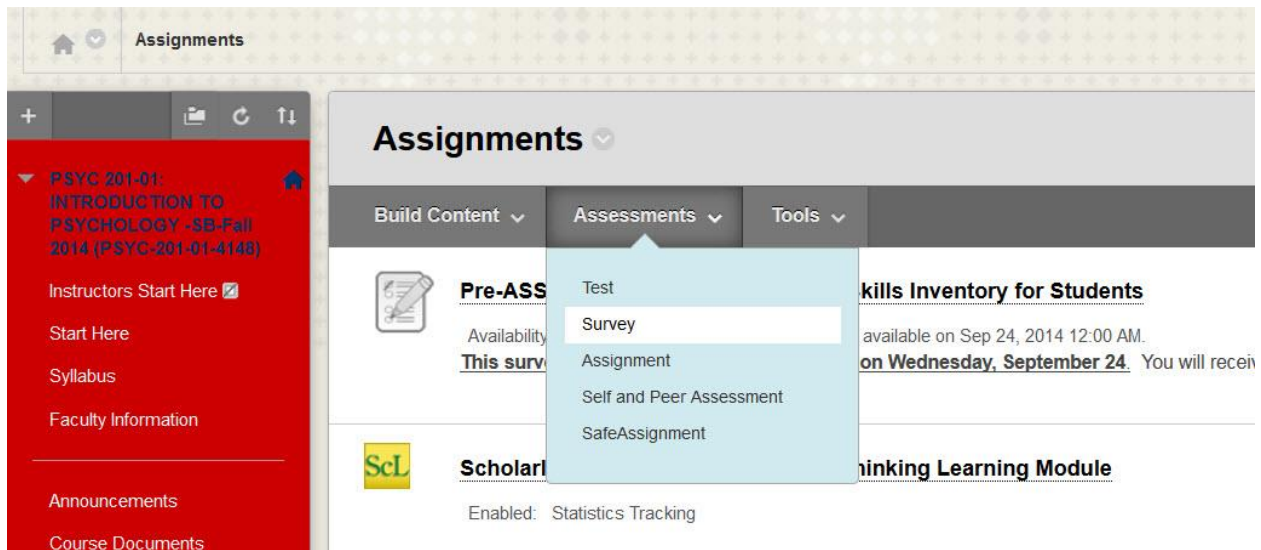# Survey Deployment instructions

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)

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)

2. Survey Availability

Make the Link Available   ⦿ Yes   ○ No

Add a New Announcement for this   ○ Yes   ⦿ No
Survey

☐ 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.

[60] 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 [09/30/2014] 📅 [12:42 PM] 🕐
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until [09/30/2014] 📅 [12:43 PM] 🕐
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.*

[Add User or Group]

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.

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.

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

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.