eCampus Training
Basic

BT102-Part III
Surveys

2013/2014
# Table of Contents

Surveys ...................................................................................................................................................... 3  
Creating Surveys ...................................................................................................................................... 3  
Deploying Surveys ................................................................................................................................... 12  
View Survey Results ................................................................................................................................ 17
Surveys

Creating Surveys

Surveys provide Instructors with an Assessment tool that is useful for polling purposes, evaluations of material being presented, and random checks of class knowledge.

Surveys differ from tests in these ways:

- Survey responses are anonymous
- Surveys answers cannot be graded (there are no right or wrong answers)

1. In the Control Panel, Course Tools select **Test, Surveys, and Pools**.
2. Select the **Surveys** link
3. Select **Build Survey**

4. Type the **Survey Name**

5. Select **Submit**
6. Select desired settings
7. Select **Submit**
8. Scroll over **Create Question**

9. Select a question type, e.g., **Multiple Choice**
10. Type the **Question**
11. Type the **Answers** in the answers boxes
12. Once you have typed the possible answers, scroll down and select Submit
The Survey Canvas page appears. Note that when creating Survey questions, the answers are not visible on the Survey Canvas page. To see the answers for a question, select, from the question’s drop down menu, Edit.

13. To create additional questions, repeat the steps shown previously.

14. Select OK to complete the Survey and return to the Surveys
Note that the **Survey** has not yet been deployed. To make the **Survey** available to the students, it will have to be deployed. For additional information, see the **Deploying Surveys** section.

### Deploying Surveys

To deploy a **Survey**, select the **Content Area** where the **Survey** is to appear.  
**NOTE**: Surveys are deployed by selecting and submitting the desired **Survey Options**.

In this example, we created a **Surveys** folder in the **Content** area. You do not have to create a new **folder** to deploy a survey. A survey can be deployed in any one of the **Content Areas**.

**NOTE**: **Edit mode** has to be set to **ON** to add content.
1. Select **Content** (or whatever **Content Area** the survey will be deployed in)
2. Select, if applicable, the **Surveys** Folder

3. Scroll over **Create Assessment**
4. Select **Survey**
5. Select the desired **Survey**

6. Select **Submit**
7. Select the desired options

*(Optional) type a description*

It is recommended that a **Survey NOT** open in a new window. *(Students that have pop-up blockers turned on will not see the survey.)*
Select **Yes** to make the survey available to the students.

Continue selecting the desired options.
5. Survey Presentation

Presentation Mode

- 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.

6. Submit

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

8. Select **Submit**
The results of a Survey are available in the **Grade Center**.

To view the survey results in the **Control Panel**:

1. Expand **Grade Center** (by selecting the double down arrows)
2. Select **Full Grade Center**
3. Locate the survey and select the survey’s drop down menu
4. Select **Attempts Statistics**

### Survey Results

#### Question 1: Multiple Choice

What is your favorite Color?

<table>
<thead>
<tr>
<th>Color</th>
<th>Percent Answered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>40%</td>
</tr>
<tr>
<td>Blue</td>
<td>20%</td>
</tr>
<tr>
<td>Green</td>
<td>20%</td>
</tr>
<tr>
<td>Yellow</td>
<td>20%</td>
</tr>
<tr>
<td>Unanswered</td>
<td>0%</td>
</tr>
</tbody>
</table>