Step by Step: Creating An Anonymous Survey

1. Be sure Edit Mode is ON.

2. In the course Control Panel, click on Course Tools and click the Tests, Surveys, and Pools link. (Alternate: add a survey within a content area – Create Assessment>Survey)

3. Click on the Surveys link.
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4. On the **Surveys** page, click on the **Build Survey** button.

5. On the **Survey Information** page, enter the survey's **Name**, **Description**, and **Instructions**.

6. Click the **Submit** button.
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7. The **Survey Canvas** page displays. You’re ready to add questions.

8. Click on the **Create Question** action link and click on the **Opinion Scale/Likert** question type. You can add other types of questions as appropriate.
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9. On the **Create/Edit Option Scale/Likert Question** page, complete the fields with the question name, text, and answer choices.

10. Complete the **Options** section.

11. Confirm the **Answers**. The default has 6 answers (Strongly Agree, Agree, Neither Agree nor Disagree, Disagree, Strongly Disagree, Not Applicable). Click the **Remove** button to delete an answer. The **Number of Answers** will update.

12. Click the **Submit** button.
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13. At the top of the **Survey Canvas** page you’ll see the message “Success: Question saved.”

   Continue to add questions, as needed.

   After you have added all questions, you will need to deploy the survey to students. See the Step by Step on “Deploying a Survey.”