Step by Step: Deploying a Survey

To deploy your survey, you need to add it to an existing Content Area or create a new Content Area. If you do not need to create a new Content Area, start at step 5.

1. On the Course Menu, point to the Blue + and click on the Create Content Area link.

2. Add a Name and click on the Available to Users checkbox (optional).

3. Click the Submit button.

4. The new Content Area appears in the Course Menu. Drag the up/down arrows to reposition it on the Course Menu, if desired.
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5. Click on the Content Area’s title.

6. Point to Create Assessment and click on Survey in its drop-down menu.

7. In the Add Survey box, click the name of the survey you would like to add. (If you have not yet created the survey, see the separate Step by Step on Creating a Survey).

8. Click on the Submit button.
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9. After your survey has been added to a Content Area, additional options appear on the Survey Options screen. Scroll down to the Survey Availability section.

10. In the Survey Availability section, set the options as needed.

11. Optional: In the Due Date section, click the checkbox to set a due date.

12. In the Survey Feedback section, click the checkboxes to select the desired options.
13. Under **Survey Presentation**, click to select the **Presentation Mode** options.

14. Click the **Submit** button.