General Overview of Creating a Survey:

1. Add the Quiz/Survey tool to your course (p. 1)
2. Create the Survey Title (p. 2)
3. Add Questions to the Question Database (p. 3)
   a. create the questions within WebCT or (p. 4)
   b. import questions built in Notepad (p. 11)
4. Add questions to the survey from the Question Database (p. 14)
5. Set the Survey settings (p. 15)
6. Preview Survey (p. 15)

1. Add Quiz/Survey Tool

Choose
Add page or tool

Click-on Quizzes/Surveys
Enter a title

Decide where to show the link

Choose Add

The Quiz/Survey Tool has been added.

Choose the Quiz/Survey Tool icon

2. Create the Survey Title

Choose Create survey
Enter a title for the survey
Choose
Survey title has been created

3. Add Questions to Question Database

Click-on Question Database
Select

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3a. Creating Questions

Multiple Choice:

Under Create question:
select Multiple choice

Choose Go
**Category:** Select the correct category, from the drop down window, to which the question will be added.

**Title:** Enter the question title.

**Question:** Enter the question.

(by selecting HTML format, HTML tags can be used to add bolding, italics (shown) and color to the text)

The equation editor can be used to add an equation to the question.

An image can also be used in the question.

**Settings:** Select the appropriate settings.


**Answers:** enter the answer in the answer box

**Note:** There are no correct answers in a survey, therefore, leave all the Correct Answer boxes unchecked.

If more answers are required, choose **More answers**.

When all answers have been entered, choose **Save**.

The question has been added.
Matching:

Under Create question: select Matching

Choose Go

Title: Enter the question title

Question: Enter the question

(selecting HTML format, HTML tags can be used to add bolding, italics and color to the text)

The equation editor can be used to enter an equation to the question.

An image can also be used in the question.

Preview columns: Indicate whether to preview the columns; yes is required for long answer (see student view on the next page)
Matching Pairs:

Answer type: Select an answer type, short answer or long answer, for both parts of the pair.

Match/with: Enter the matching pairs

If more answers are needed choose More answers

Student view examples:

Long answer for both pairs

Short answer/long answer
<table>
<thead>
<tr>
<th>Short answer for both pairs</th>
<th>![Diagram of short answer for both pairs]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long answer/short answer</td>
<td>![Diagram of long answer/short answer]</td>
</tr>
<tr>
<td><strong>General Feedback</strong>: Leave blank</td>
<td>![Diagram of general feedback]</td>
</tr>
<tr>
<td>When question is completed, choose <strong>Save</strong></td>
<td>![Diagram of save button]</td>
</tr>
</tbody>
</table>

**Short Answer:**

**Under Create question:**

select Short Answer 

Choose **Go**

**Match the state with its capital city.**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Illinois</td>
<td>Choose match</td>
<td>Springfield</td>
<td>Colorado</td>
<td>Denver</td>
</tr>
<tr>
<td>Arkansas</td>
<td>Choose match</td>
<td>Montana</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alabama</td>
<td>Choose match</td>
<td>Montgomery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colorado</td>
<td>Choose match</td>
<td>Denver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pennsylvania</td>
<td>Choose match</td>
<td>Philadelphia</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**General Feedback:** Leave blank

Format: Add, Input, Text

Seal, Save as text, Print answer, Cancel

*Required fields.

**Options: Question**

Create question:

- Multiple choice
- Matching
- Calculated
- **Short Answer**

**Select:**

- Chapter 1

**View question statistics**

**Match Pennsylvania with Harrisburg**

Previews columns:

1. Illinois
2. Arkansas
3. Alabama
4. Colorado
5. Pennsylvania

Choose match

Short answer for both pairs

Long answer/short answer

**General Feedback**: Leave blank

When question is completed, choose **Save**
**Question:** Enter Title and Question

**Settings:** Number of answerboxes, select number from drop-down menu

Indicate case sensitivity

**Answers:** Skip; there are no answers in a survey

**Note:** It is not necessary to add grading options or feedback for a survey question. Skip to the next step.

When question is completed, choose **Save**
3b. Import Questions from Notepad (.txt file)

From the Quizzes/Surveys page, click on Question Database

Choose Import questions from file

Choose Browse...
Select File for the uploaded file

Choose Add selected

The file is imported.

Proofread questions. To make changes, select cancel and edit original file. If no changes are needed, scroll to the bottom of the page.

Choose Continue

The questions are now imported into the question database.
4. Add Questions to the Survey from the Question Database

From the Quizzes/Surveys page:

Click-on the survey in which to add questions

Choose Add questions

Select the questions to be added to the survey by clicking in the selection box.

Or to select all questions in a folder, select the box beside the folder.

After selecting all the questions to be added, choose Add selected.
The survey can be previewed by choosing

Survey preview

5. Set the Survey Settings

From the Survey List, select the name of the survey to work on, choose

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Basic Settings

Survey title (required),

Display question titles,

How the questions are delivered

Availability

Specify date and time survey will become available or will no longer be available.

Choose to allow or deny access immediately.

Selective Release (optional)

Note: Leave this entire section blank to release the survey to all students.

To release the survey only to a certain student or students, choose Select

Select the appropriate student(s)

Choose Update
The WebCT id for the selected students will display in the **Release to:** textbox.

*To release the survey based on specific criteria that must be met before the survey is made available, select the column, quiz, survey or assignment from the drop-down menu.*

From the second **Release based on:** drop-down list, select the release criteria.

Enter the specified numeric or alphabetical value or specified text string.

To hide the survey from students who do not meet the selective release criteria, select the **✓** at **Hide:**
Security (optional)

To restrict survey access to students in a proctored setting, In Proctor password: enter a password.

Important: Be sure to give the proctor the password in advance. Without it, the student will not be able to access the survey.

Submission (optional)

To provide a message to students verifying correct submission of their survey, enter a message in the textbox.

To receive an email of each student survey, enter your email address in the textbox.

After all settings are set, choose Update.