

# CREATE A SURVEY

Solicit feedback from learners using surveys. This tutorial shows how to create a survey.

## Step 1.

To begin, from the **Surveys** tool, click **New Survey**.

## Step 2.

Enter a **name** for the survey.

## Step 3.

In the **Anonymous** section, select **make results anonymous** if you want to hide user data. **Release Conditions** can only be added to a survey where the respondent is known.

## Step 4.

To add questions to your survey, click **Add/Edit Questions**.

## Step 5.

Then, click **New** and select a **question type**. For this example, we will create a Likert Question, the next steps are similar for other types of questions.

## Step 6.

Enter the question's **introductory text** to provide instruction to learners.

## Step 7.

Select the **scale** you would like respondents to use when rating items.

## Step 8.

Enter the **items** respondents will be rating into separate **Value fields**.

## Step 9.

To view how your survey will display to respondents, click **Preview**. To continue editing the question on the **Preview Question** page, click **Done**.

## Step 10.

When you are satisfied with your question, click **Save**.

## Step 11.

Then, click **Done Editing Questions** to return to the survey page.

## Step 12.

Click the **Restrictions tab** to modify the survey's availability.

**Step 13.**

To make your survey available to users, click the **Status** dropdown list and select **Active**. In the **Dates** section you can modify the availability times of the survey. You can also add a **Release Condition** (only for non-anonymous surveys) and **set the number of attempts allowed**.

**Step 14.**

When you are satisfied with your survey, click **Save and Close**. Your newly created survey will be displayed on the Manage Surveys page.

If you still require assistance on the matter, CITL offers support for your online course issues.  
Please contact our Support Centre at <https://citl.mun.ca/support/>