

## CREATE A QUESTIONNAIRE

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If you have the Questionnaire Add-On, you can create your own surveys for members or potential members to fill out. You can be notified by email about responses and can view survey responses online.

### Before You Begin

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- Make sure you are logged in to your EasyCampus as an admin.
- Decide if your questionnaire will be public, private, or a template.

*Use a template questionnaire to build a default set of questions you can use in other courses.*

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- For each question you want to create, determine a type.

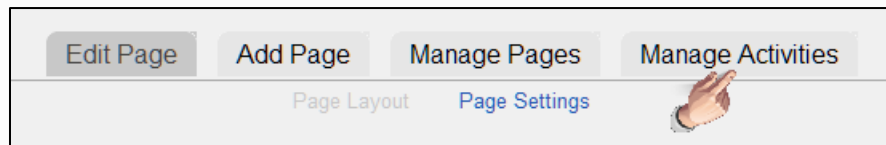
*Example: Dropdown box*

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### Begin:

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1. On your landing page, click the name of the course to which you want to add a questionnaire.
2. Make sure editing is turned on and then click the Manage Activities tab.



*Manage Activities tab*

3. Select the Questionnaire activity from the Add an Activity drop-down box at the top of the screen. A form for the questionnaire will display.
4. Type a name for your new questionnaire.

*Example: Course Survey*

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5. Enter a brief summary of the questionnaire's purpose.
6. If you want to, enter opening and closing dates for the questionnaire.
7. If necessary, select response options.

*Example: respond once*

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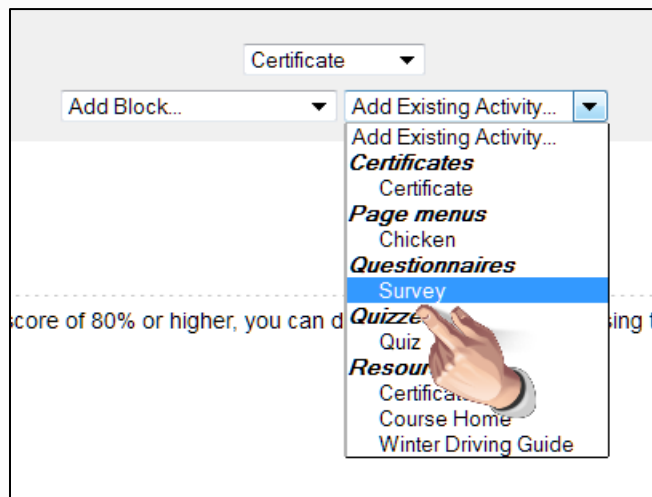
8. If your questionnaire should be anonymous, select that from the Respondent Type dropdown.
9. Determine whether or not students can view all the other responses and select the appropriate option from the dropdown.

*Example: Never*

10. If you want students to be able to save and continue later, select Yes from the dropdown next to Save/Resume answers.
11. If you want the questionnaire to be graded, select a grade from the dropdown, otherwise, select No grade.
12. If you are copying an existing template questionnaire, select it under Content option.

*Note: this won't be available unless you have saved a questionnaire as a template previously.*

13. If you like, select groups, visibility or other settings on the bottom of the form. These are optional. Scroll to the bottom of the form and click the Save and Return to Course button.
14. Display the page onto which you want to place the new activity or resource.
15. Locate the drop-down box with "Add an Existing Activity" in it. From this box, select the name of your Questionnaire.



Add Existing Activity drop-down box

16. The activity will be displayed at the bottom of the middle column. Use the small black arrow icons to move it around the page.
17. When you're ready, click the name of the Questionnaire to begin defining questions. The screen will change and you'll see that you currently have no content defined.
18. Click the Questions tab.
19. Select the first type of question you want to create from the dropdown at the top.

*Example: dropdown*

20. Click the Add Selected Question Type button and fill in the form for the question. Each type provides a slightly different form.

*Note: The Question Name field is necessary if you plan to export survey responses but otherwise optional.*

21. Continue to define your questions until your questionnaire is complete. When you're ready, click the Advanced Settings tab.
22. Fill in the fields on this form to reset the Questionnaire type, select a theme, and set Submission options. When you're ready, click the Save Settings button at the bottom of the form.
23. Click the Continue link and you will see a preview of the questionnaire.

**Survey**

**\*1** Please rate your overall satisfaction with this course (1 = Low)

	1	2	3	4	5
Course Content	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Online Delivery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quiz Effectiveness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**\*2** Would you take another course we offer?

Yes

No

**\*3** Do you have any comments or suggestions to help us improve?

Trebuchet    1 (8 pt)    Lang    **B**    *I*    U    ~~S~~    x<sub>2</sub>    x<sup>2</sup>

Path:

Sample Questionnaire

**Note:** It's a good idea to create a test student account and use it to thoroughly test your questionnaire from a student's perspective.