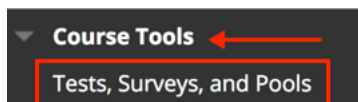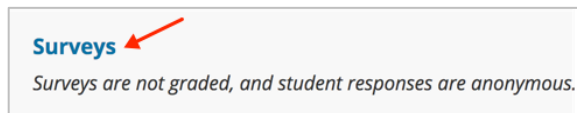# CREATE A SURVEY IN ULEARN

The survey tool in ulearn is used to gain information or data from your students. Surveys by default are anonymous and not graded. A green check mark shows in the grade center when a student has completed a survey.

Instructions

1. On the left menu, click on **Course Tools** and select **Tests, Surveys, and Pools.**
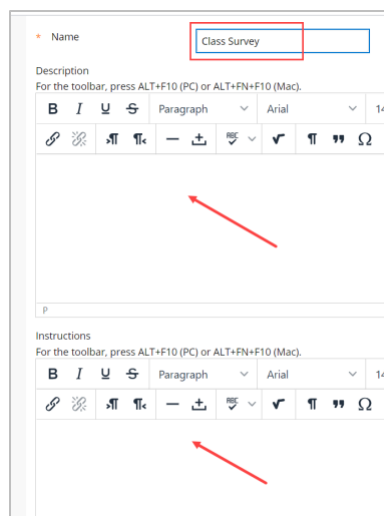

2. Click on **Surveys**.

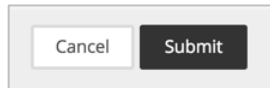3. Click on **Build Survey** to create a new survey.

4. Enter a title into the **Name** field. The **Description** and **Instructions** fields are options and can be filled in later.
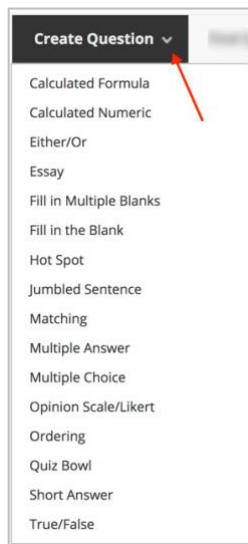

5. Click **Submit.**
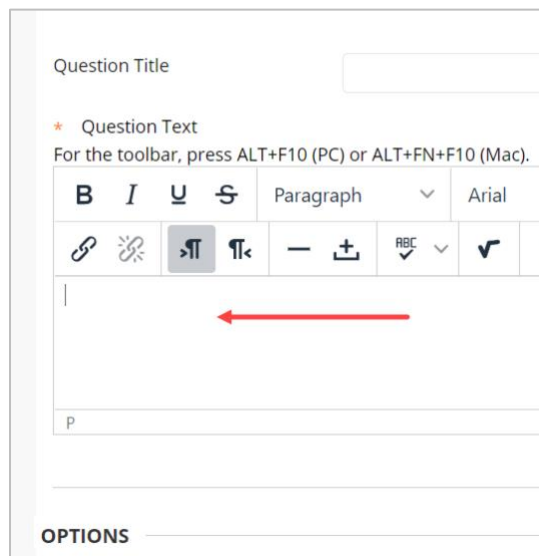
6. On the Survey Canvas page, click on **Create Question** to start adding questions. From the menu, choose your question type.

7. Enter your **question** in the Question Text box. A question title is optional.

8. In the Options section, choose options as desired.

9. In the Answers section, choose the number of desired answers. Four is the default.

10. Enter the answer choices in the respective Answer box (Answer 1, Answer 2, etc.,)

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11. Scroll to the bottom of the page. Clicking on **Submit and Create Another** will create the same type of question you used above. If you need another question type, click **Submit**.
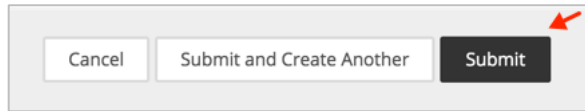
12. Your questions will be added. Click **OK** at the bottom of the page if you are finished with the survey. If you are not finished and wish to return later to this area to add more questions or edit them, you can access the survey via Steps 1-2 above and you'll be able to edit and continue working on it.

To deploy a survey in a content area, continue with this user guide.