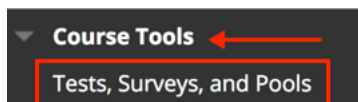


CREATE A SURVEY IN ULEARN

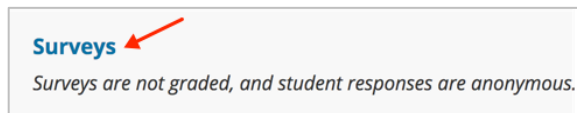
The survey tool in ulearn is used to gain information or data from your students. Surveys by default are anonymous and not graded. A green check mark shows in the grade center when a student has [completed a survey](#).

Instructions

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



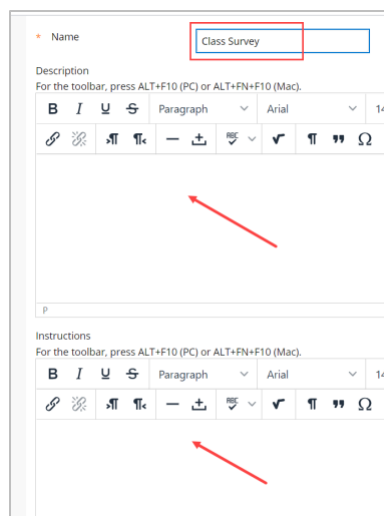
2. Click on **Surveys**.



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

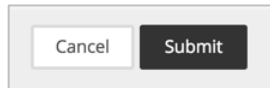


4. Enter a title into the **Name** field. The **Description** and **Instructions** fields are options and can be filled in later.

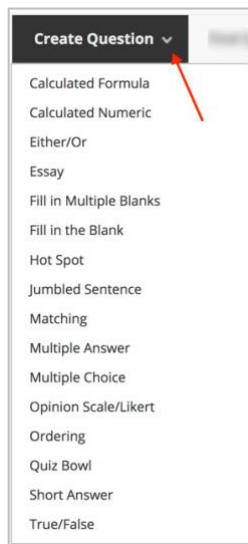
A screenshot of the survey creation form. The 'Name' field at the top contains the text 'Class Survey' and is highlighted with a red rectangular box. Below the name field are sections for 'Description' and 'Instructions', each with a rich text editor toolbar and a large text area. A red arrow points to the description text area, and another red arrow points to the instructions text area.

5. Click **Submit**.

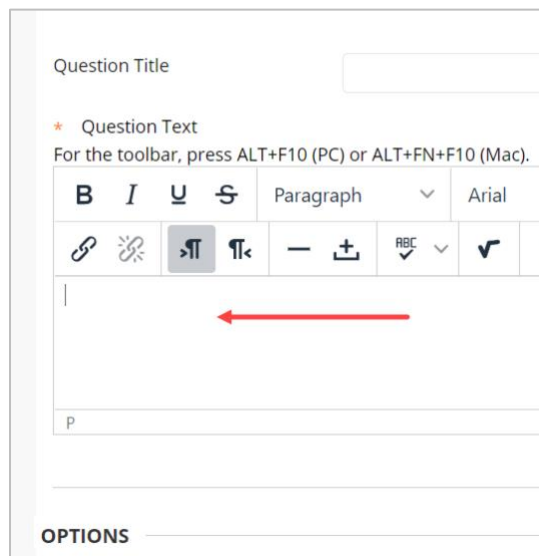
CREATE A SURVEY IN ULEARN



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.

CREATE A SURVEY IN ULEARN

OPTIONS

If partial credit is allowed, each incorrect answer can specify what percentage of credit is awarded.

Answer Numbering

Answer Orientation

Show Answers in Random Order

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

ANSWERS

Select the number of answer choices, fill in the fields with percentage of credit awarded.

Number of Answers

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

ANSWERS

Number of Answers

Answer 1.
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B I U Paragraph Arial 14px

Remove

Answer 2.
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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Remove

Answer 3.
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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Remove

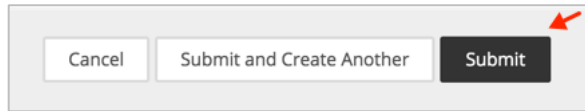
Answer 4.
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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Remove

CREATE A SURVEY IN ULEARN

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.

1. Multiple Choice: What kind of computer do you have? 

Question	What kind of computer do you have?
Answer	I don't have access to a computer.
	I have a Mac.
	I have a PC.
	I have a Chromebook.
	I have something else not listed here.



To deploy a survey in a content area, continue with this [user guide](#).