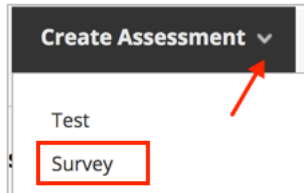


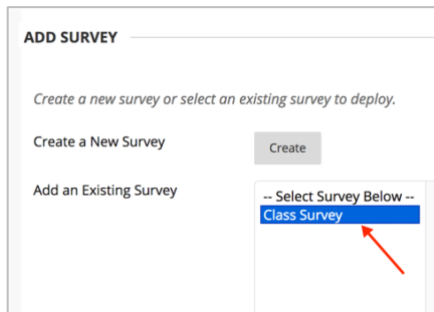
Once a survey has been [created](#), deploy it in a content area for students to take.

Instructions

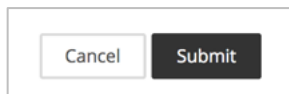
1. Click a [content area](#) on the left menu to deploy your survey.
2. From the **Create Assessment** menu, select **Survey**.



3. Click on the Survey you previously created.

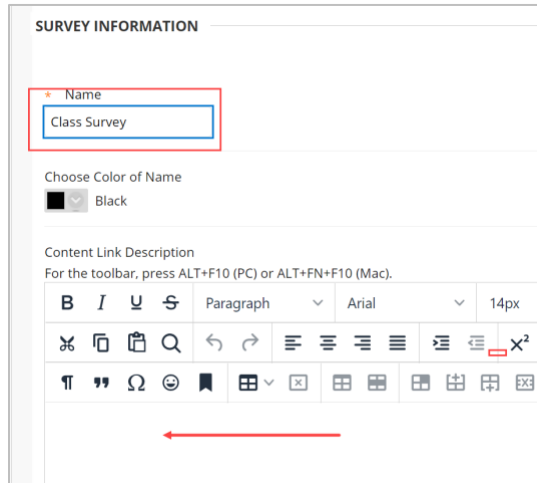


4. With the survey selected, click **Submit**.



5. Provide a **name** and **instructions** in the text box.

DEPLOY A SURVEY IN ULEARN



SURVEY INFORMATION

* Name
Class Survey

Choose Color of Name
Black

Content Link Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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←

6. In the Survey Availability section, make sure that Make Available to Students is set to **Yes**. Fill out other options as desired. **DO NOT** check "**Force Completion**".

DEPLOY A SURVEY IN ULEARN

SURVEY AVAILABILITY

Make available to students Yes No

Add a new announcement for this survey. Yes No

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

Force Completion
Once started, this survey must be completed in one sitting.

Set Timer
Set expected completion time. Selecting this option also records completion time for they begin the survey.
60 Minutes
Auto-Submit
 OFF ON
OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.

Display After 08/21/2020 07:54 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 08/21/2020 07:55 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Password
Require a password to access this survey.

7. A **Due Date** can be entered if needed.

DUE DATE

Set the date the survey is due. Optionally, do not allow students to take a survey if the due date has passed.

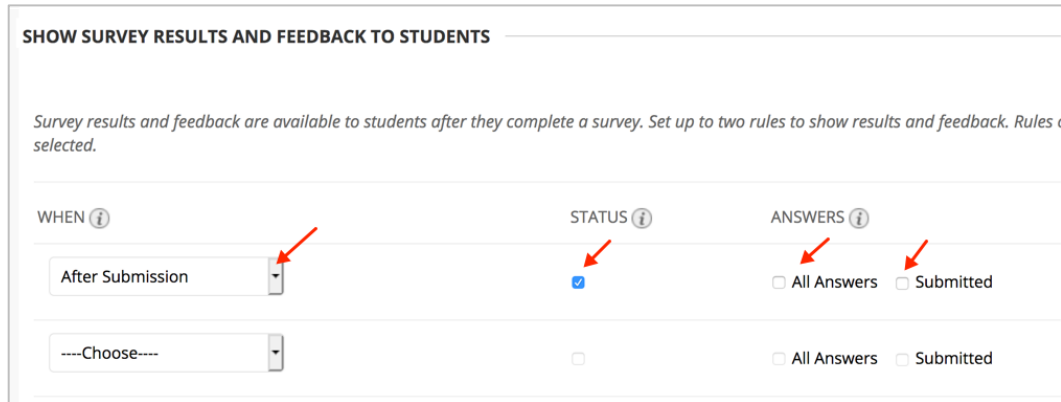
*Submissions are accepted after this date, but are marked **Late**.*

Due Date
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Do not allow students to start the Survey if the due date has passed.
Students will be unable to start the Survey if this option is selected.

DEPLOY A SURVEY IN ULEARN

- In the Show Survey Results and Feedback area, select any desired options. The most common options are to allow the student to see that the survey was completed by them.

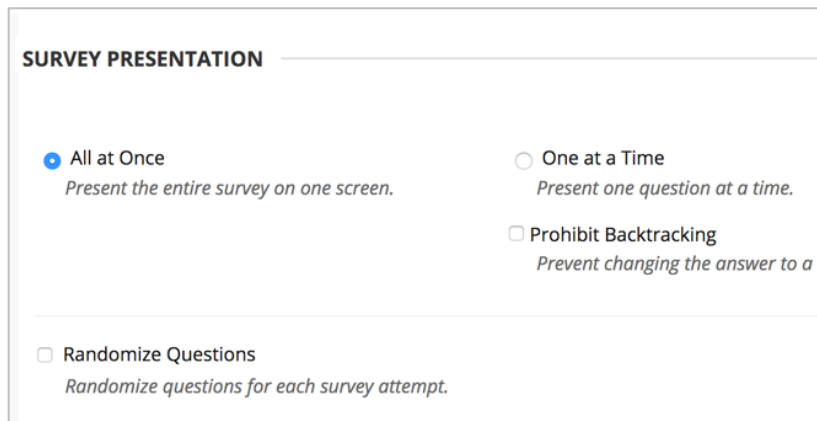


SHOW SURVEY RESULTS AND FEEDBACK TO STUDENTS

Survey results and feedback are available to students after they complete a survey. Set up to two rules to show results and feedback. Rules selected.

WHEN ⓘ	STATUS ⓘ	ANSWERS ⓘ
After Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input checked="" type="checkbox"/> Submitted
---Choose---	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Submitted

- In the Survey Presentation section, select **All at Once**. It is not recommended to choose One at a Time and Prohibit Backtracking as these options can result in issues if a student is taking a survey on a mobile device.



SURVEY PRESENTATION

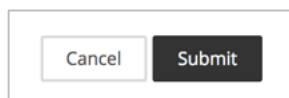
All at Once
Present the entire survey on one screen.

One at a Time
Present one question at a time.

Prohibit Backtracking
Prevent changing the answer to a question.

Randomize Questions
Randomize questions for each survey attempt.

- Click **Submit**.



Cancel Submit

- The survey has been deployed.



To access survey results, continue with this [user guide](#).