How to Create Survey

Surveys can be used to ask general questions of your learners or specific questions you want to appear on any certificate you may be issuing them.

➢ Logged in to your homepage

➢ Find a course that you'd like to create a survey for and click on the published version

➢ On the right hand side, in the action box you will see the option Edit Course, click on that link and continue

➢ On the left hand side of the page, you will notice various tabs, scroll down to survey

➢ And click on that tab

➢ A box should appear where you can ask a question, input the question into the question text field

There are 3 types of questions you can ask:

1) TEXT - where you can ask open-ended question of your learners
    o *Please tell us what C Training Solutions should do to improve the quality of its training services?*

The question will automatically duplicate in the name field, this is for instances where you would like the response to appear in the certificate you are generating.

If you are not creating a certificate or decide that you don't want this response generated in the certificate, disregard this field.

2) <u>RADIO BUTTON</u> - where learners are given a pre-populated set of answers to a question and they can select one of those answers, example
   - *Select which best identifies your function*
     - *Manager*
     - *Technician*
     - *Support*

<mark>Note: For TEXT AND RADIO - If you'd like your question to be mandatory, check the required box.</mark>

3) <u>CHECKBOX</u> - where you provide learners with a statement that they confirm by checking.
   - *Examples:*
     - *I am familiar with gasoline engines*
     - *I acknowledge that I alone am completing this curriculum.*

When you are finished, click create

You may also re-arrange your survey questions by clicking, drag and drop the question in the desired order.

You can download answers to your survey by clicking on the download answers tab.

This will provide you with an excel spread sheet of responses.

This concludes the tutorial on how to create a survey.

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