Admin Job Aid
Add a Course Feedback Survey to an Item
Admin Job Aid: Add a Course Feedback Survey to an Item

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Purpose

The purpose of this job aid is to guide you through the step-by-step process of associating a Course Feedback Survey with an Item Record. There is a separate job aid for adding a Follow-up Survey to an Item Record.

In this job aid, you will learn how to:

- Task A. Access an Item Record
- Task C. Add a Course Feedback Survey to an Item
Task A. Access an Item Record

1. Select the **Learning Administration** link.
2. Select **Learning Activities**.
3. Select **Items**.
4. Enter **search criteria** for an item.
5. Select **Search**.
6. Select the **item** from the search results.
Task B. Add a Course Feedback Survey to an Item

1. Select the **More** button in the Related Area.
2. Select **Surveys** from the options.
3. Within the Edit Surveys for Item page, select the magnifying glass icon to search for your Course Feedback survey.

4. Select Apply Changes.

5. The option settings for the Course Feedback survey will default in the Days to Complete and Required for Item Completion. If you would like to change the settings for this Item, you can do so manually. **Note:** This will only change the settings within the Item and not for the Survey. If you do change the settings here, don't forget to Apply Changes upon adjustment.