



TMS
2.0

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Admin Job Aid

Add Questions to and Preview a Survey

Admin Job Aid: Add Questions To and Preview a Survey

(Revision date: September 16, 2020)

Purpose

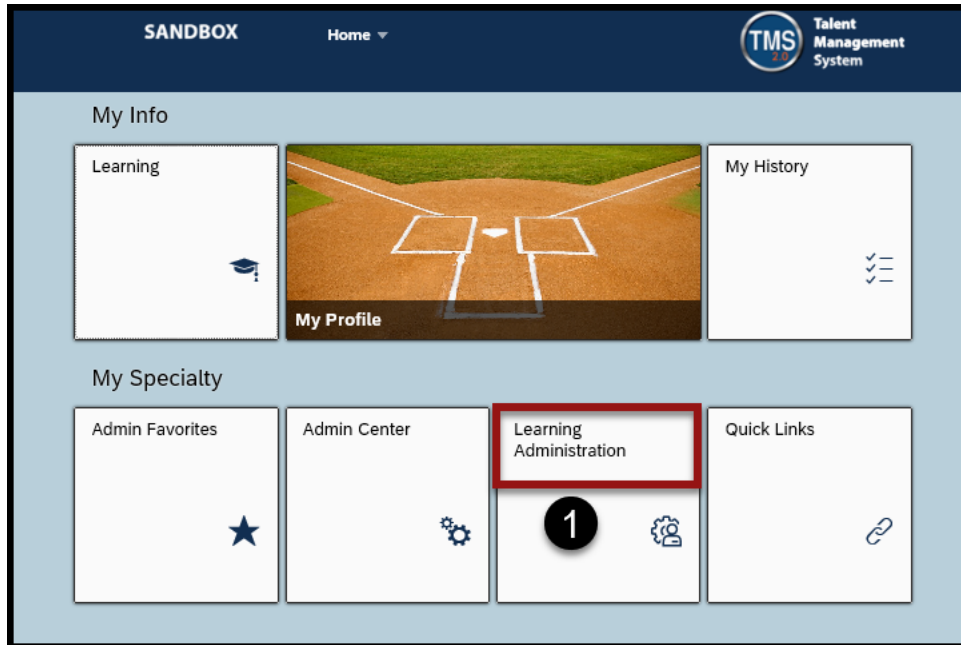
The purpose of this job aid is to guide you through the step-by-step process of adding each question type to a survey. This job aid will also cover how to launch a preview of your survey.

In this job aid, you will learn how to:

- Task A. Access Learning Administration
- Task B. Access and Setup a Survey Page
- Task C. Add a Rating Scale Question
- Task D. Add a Multiple Choice Question
- Task E. Add a One Choice Question
- Task F. Add an Open Ended Question
- Task G. Preview the Survey

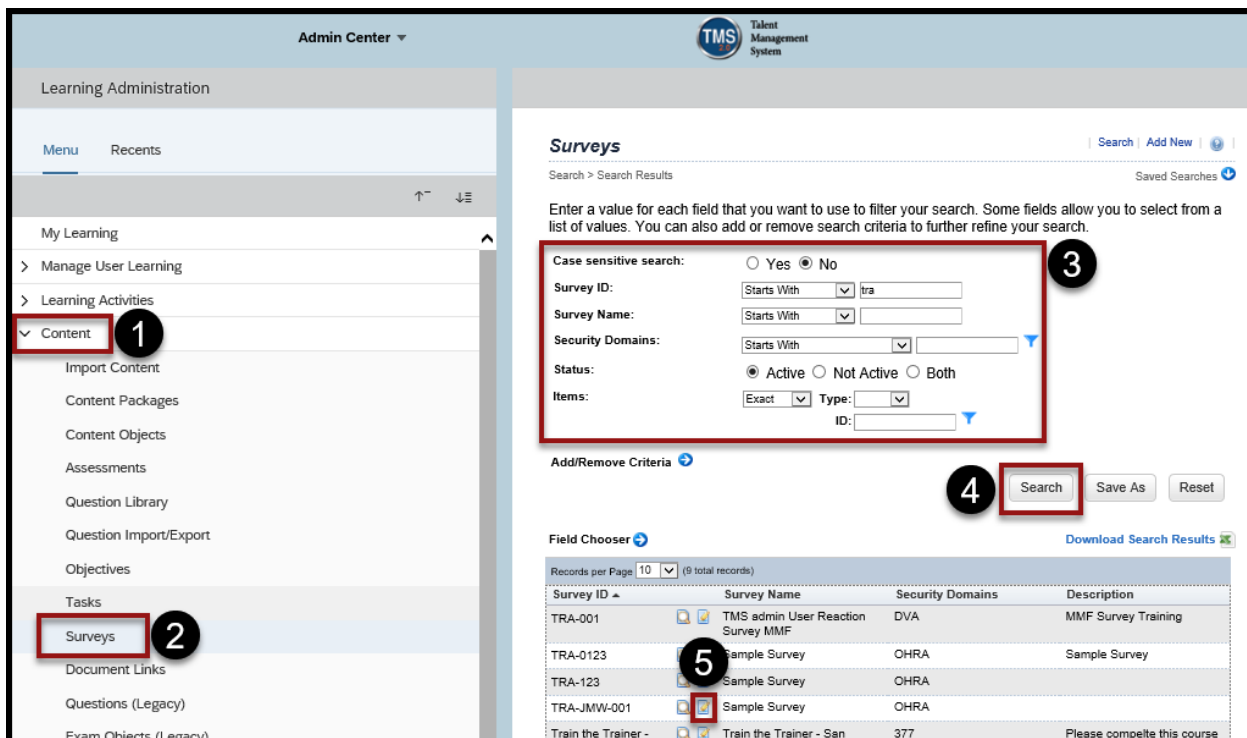
 **Task A. Access Learning Administration**

1. Click on the **Learning Administration** link.



Task B. Access and Setup a Survey Page

1. Select the **Content** to expand the menu of options.
2. Select **Surveys**.
3. Use the **search filters** to find your survey.
4. Once you've entered the desired search information, select **Search**.
5. In the search results, select the **Edit** icon next to the desired survey.



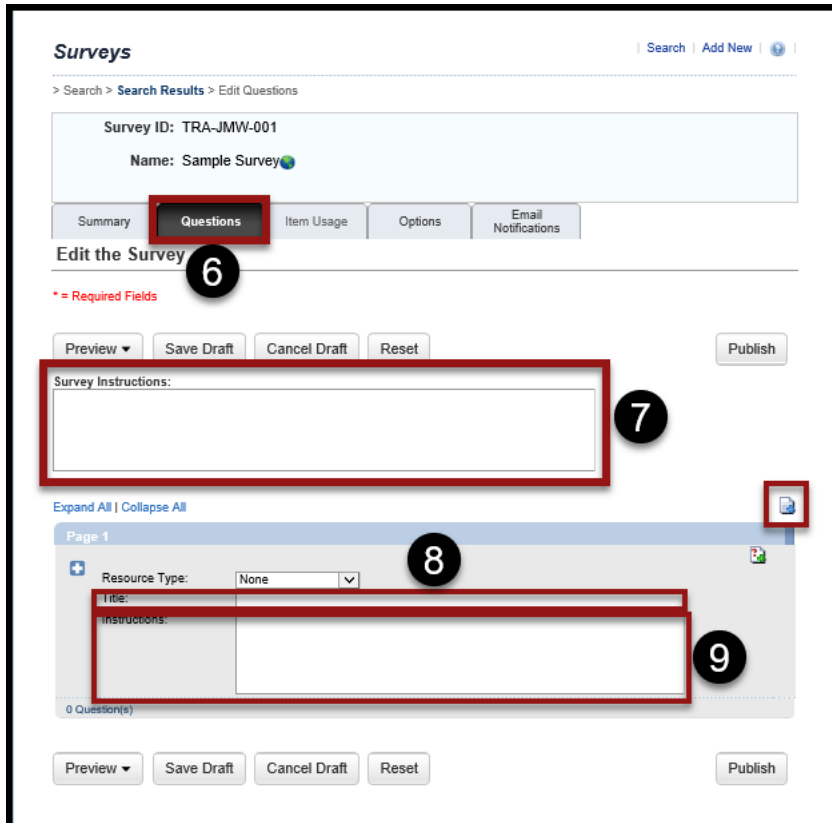
The screenshot shows the TMS Admin Center interface. On the left, the 'Learning Administration' sidebar is expanded to 'Content' (1) and 'Surveys' (2). The main area displays the 'Surveys' search page with filters (3) and a 'Search' button (4). Below, a table of search results is shown, with the 'Edit' icon (5) highlighted for the 'Sample Survey' entry.

Survey ID	Survey Name	Security Domains	Description
TRA-001	TMS admin User Reaction Survey MMF	DVA	MMF Survey Training
TRA-0123	Sample Survey	OHRA	Sample Survey
TRA-123	Sample Survey	OHRA	
TRA-JMW-001	Sample Survey	OHRA	
Train the Trainer -	Train the Trainer - San	377	Please complete this course

6. Once the survey profile displays, select the **Questions** tab.
7. Enter **Survey Instructions**.
8. Enter the page **Title**.

Note: Use different pages to change subjects for your questions (i.e. instructor presentation, materials, objectives, etc.). If you would like to add a new page, select the **Add Page** icon.

9. Enter page **Instructions**.

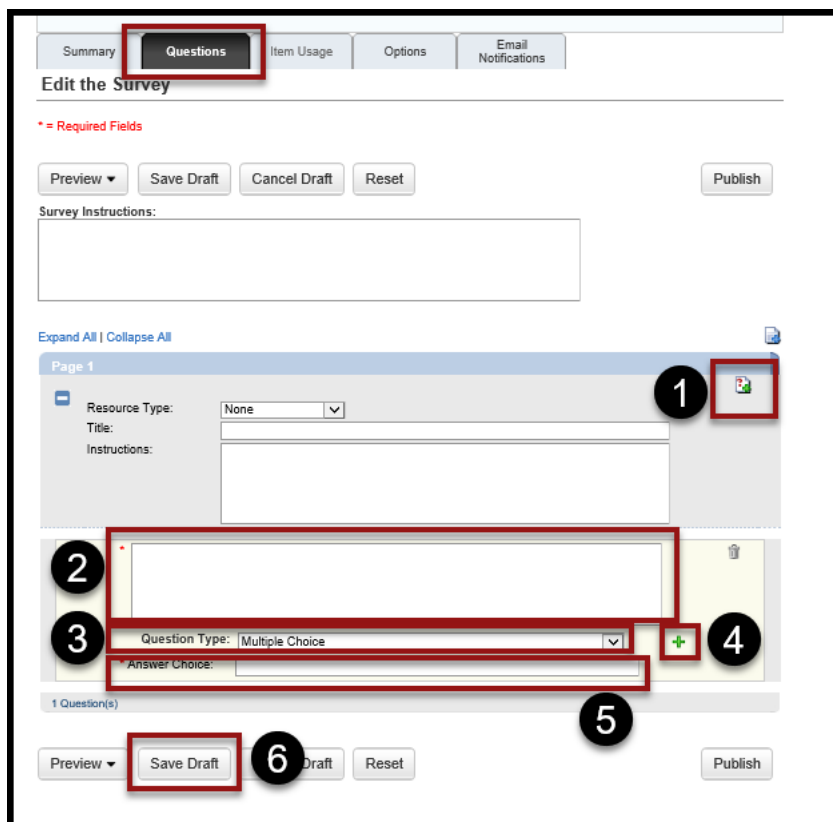


 **Task C. Add a Rating Scale Question**

1. From the **Questions** tab, select the **Add Question** icon within the page area.
2. Enter your **question**.
3. Select **Rating Scale** from the **Question Type** drop-down menu.
4. Select a **Rating Scale** from the **Rating Scale** drop-down menu.
5. Select **Save Draft**.

 **Task D. Add a Multiple Choice Question**

1. From the **Questions** tab, select the **Add Question** icon within the page area.
2. Enter your **question**.
3. Select **Multiple-Choice** from the **Question Type** drop-down menu.
4. Select **Add Answer** icon (green plus sign) to add as many answer choices as you need.
5. Enter **Answer Choice(s)**.
6. Select **Save Draft**.

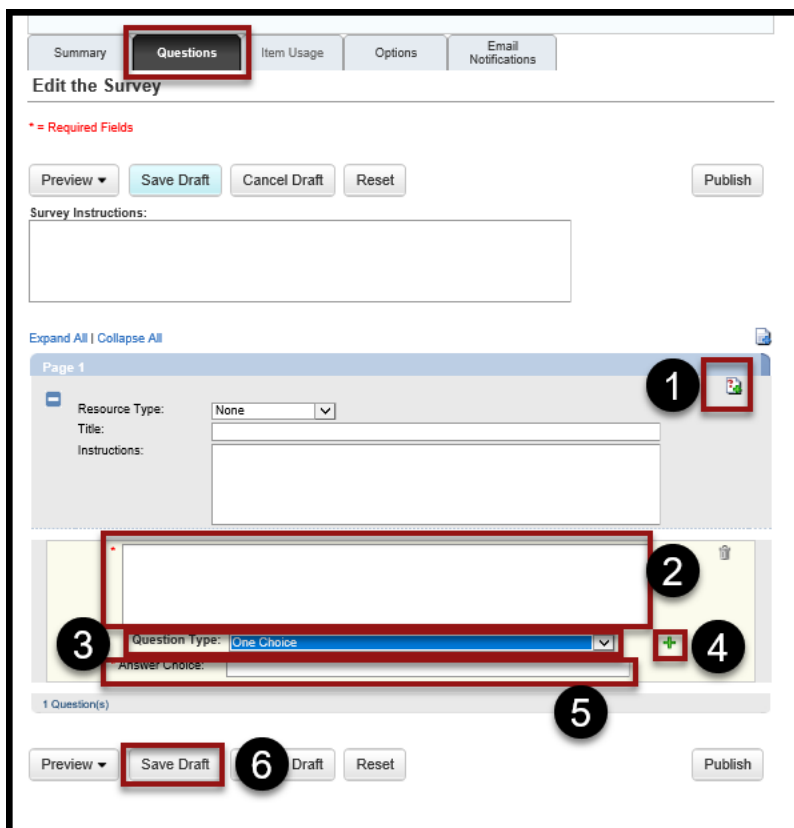


The screenshot displays the 'Edit the Survey' interface. At the top, there are tabs for 'Summary', 'Questions', 'Item Usage', 'Options', and 'Email Notifications'. The 'Questions' tab is selected. Below the tabs are buttons for 'Preview', 'Save Draft', 'Cancel Draft', 'Reset', and 'Publish'. A 'Survey Instructions' text area is present. The main content area shows 'Page 1' with fields for 'Resource Type', 'Title', and 'Instructions'. A question is being added with a 'Question Type' of 'Multiple Choice' and an 'Answer Choice' field. A green plus sign icon is used to add answer choices. The 'Save Draft' button is highlighted.



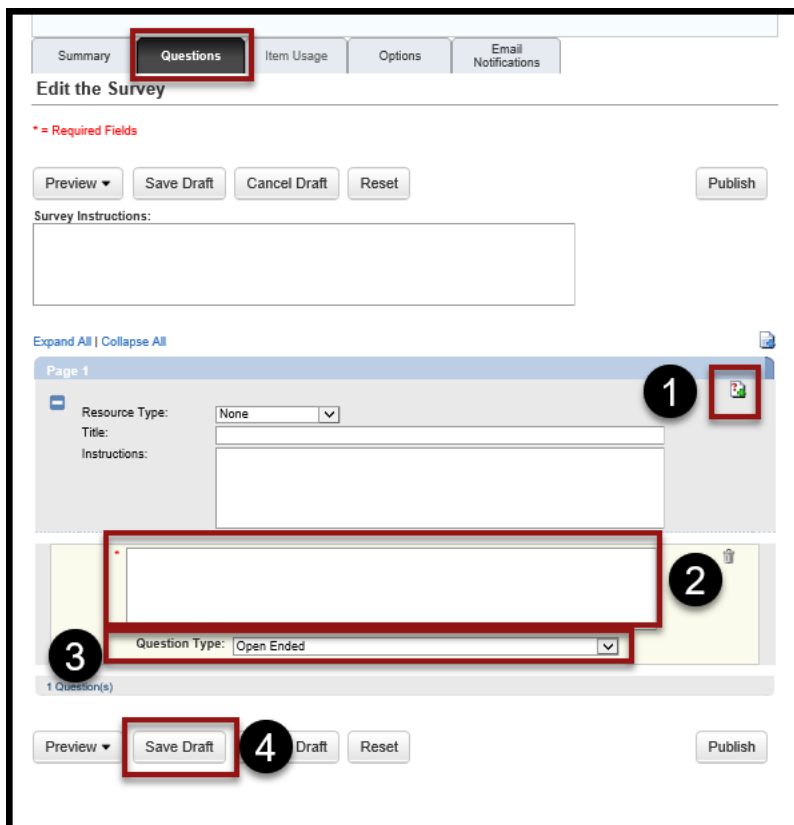
Task E. Add a One Choice Question

1. From the **Questions** tab, select the **Add Question** icon within the page area.
2. Enter your **question**.
3. Select **One-Choice** from the **Question Type** drop-down menu.
4. Select **Add Answer** icon (green plus sign) to add as many answer choices as you need.
5. Enter **Answer Choice(s)**.
6. Select **Save Draft**.



 **Task F. Add an Open Ended Question**

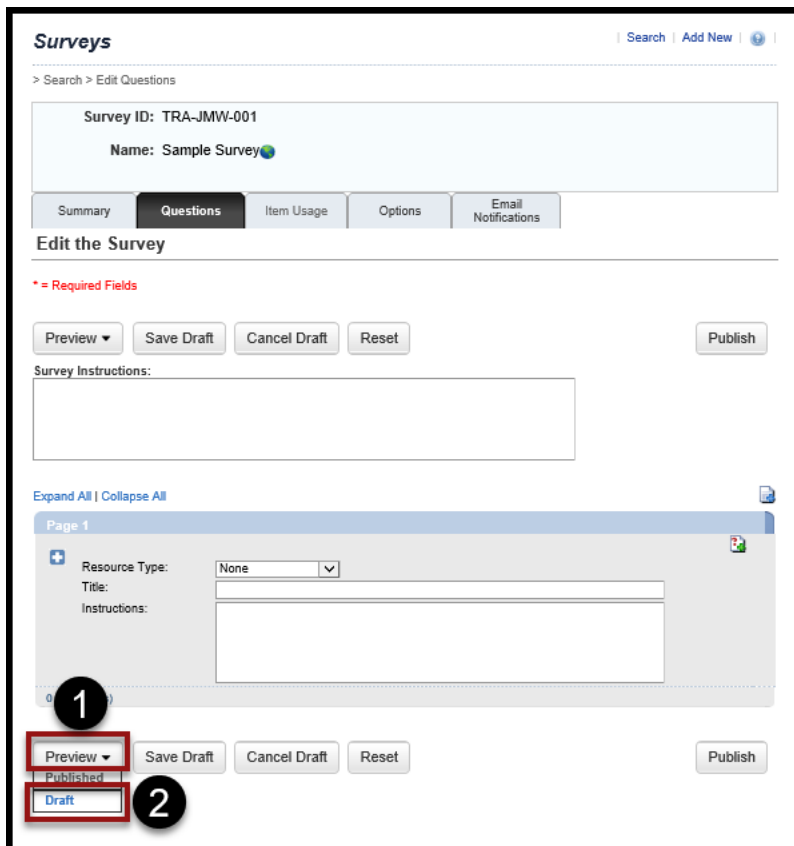
1. From the **Questions** tab, select the **Add Question** icon within the page area.
2. Enter your **question**.
3. Select **Open Ended** from the **Question Type** drop-down menu.
4. Select **Save Draft**.



The screenshot displays the 'Edit the Survey' interface with the 'Questions' tab active. At the top, there are tabs for 'Summary', 'Questions', 'Item Usage', 'Options', and 'Email Notifications'. Below the tabs are buttons for 'Preview', 'Save Draft', 'Cancel Draft', 'Reset', and 'Publish'. A 'Survey Instructions' text area is present. The main content area shows 'Page 1' with fields for 'Resource Type', 'Title', and 'Instructions'. A red box labeled '1' highlights the 'Add Question' icon. Below this, a large text input field is highlighted with a red box labeled '2'. Underneath the text field, the 'Question Type' dropdown menu is set to 'Open Ended', highlighted with a red box and a circled '3'. At the bottom, the 'Save Draft' button is highlighted with a red box and a circled '4'. Other buttons at the bottom include 'Preview', 'Draft', 'Reset', and 'Publish'.

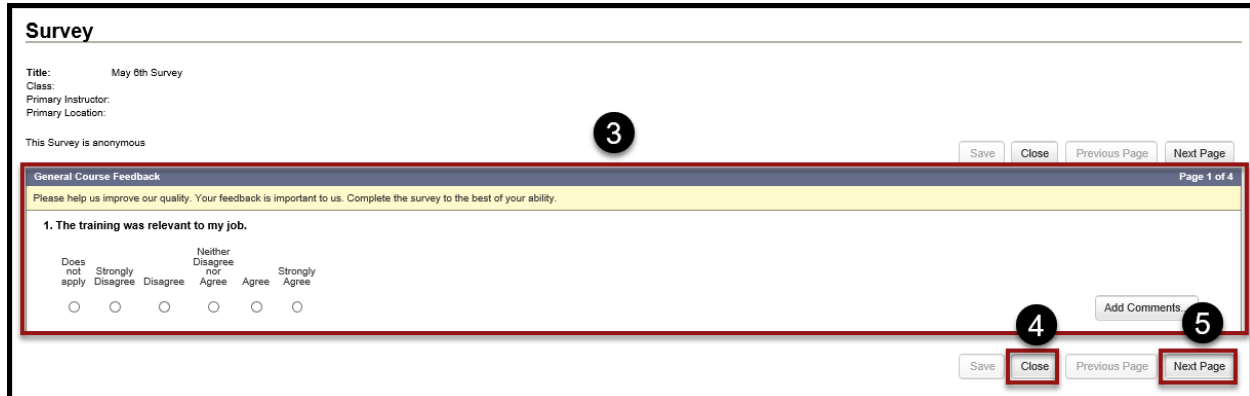
 **Task G. Preview the Survey**

1. From the **Questions** tab, select the **Preview** drop-down menu.
2. Select the **Draft** option.



The screenshot displays the 'Surveys' management interface. At the top, there are navigation links for 'Search' and 'Add New'. Below this, the survey details are shown: 'Survey ID: TRA-JMW-001' and 'Name: Sample Survey'. A tabbed interface includes 'Summary', 'Questions' (the active tab), 'Item Usage', 'Options', and 'Email Notifications'. The 'Edit the Survey' section contains a 'Survey Instructions' text area and a row of buttons: 'Preview' (with a dropdown arrow), 'Save Draft', 'Cancel Draft', 'Reset', and 'Publish'. A red asterisk indicates required fields. Below the instructions is a section for 'Page 1' with fields for 'Resource Type' (set to 'None'), 'Title', and 'Instructions'. At the bottom of the page, the 'Preview' dropdown menu is open, showing 'Published' and 'Draft' options. A red box highlights the 'Preview' dropdown, and another red box highlights the 'Draft' option. A circled '1' is placed over the 'Preview' dropdown, and a circled '2' is placed over the 'Draft' option.

3. Review the **preview** of the survey.
4. Select **Next Page** to review subsequent pages of the survey.
5. Select **Close** to return to the Survey profile.



The screenshot shows a survey titled "Survey" with the following details: Title: May 6th Survey, Class: (blank), Primary Instructor: (blank), Primary Location: (blank). A note states "This Survey is anonymous". The survey content is titled "General Course Feedback" and includes the instruction: "Please help us improve our quality. Your feedback is important to us. Complete the survey to the best of your ability." The first question is "1. The training was relevant to my job." with a five-point Likert scale: "Does not apply", "Strongly Disagree", "Disagree", "Neither Disagree nor Agree", "Agree", "Strongly Agree". Each point has a radio button. The interface includes navigation buttons: "Save", "Close", "Previous Page", and "Next Page" at the top and bottom. A "Page 1 of 4" indicator is present. Three callouts are present: callout 3 points to the "Previous Page" button; callout 4 points to the "Close" button; callout 5 points to the "Next Page" button. There is also an "Add Comments" button.