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.
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).
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).
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.
Task G. Preview the Survey

1. From the **Questions** tab, select the **Preview** drop-down menu.

2. Select 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.

<table>
<thead>
<tr>
<th>Survey</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>May 5th Survey</td>
</tr>
<tr>
<td>Class:</td>
<td></td>
</tr>
<tr>
<td>Primary Instructor:</td>
<td></td>
</tr>
<tr>
<td>Primary Location:</td>
<td></td>
</tr>
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</table>

This survey is anonymous.

**General Survey Feedback:**
Please help us improve our quality. Your feedback is important to us. Complete the survey to the best of your ability.

1. The training was relevant to my job.
   - [ ] Don't apply
   - [ ] Strongly disagree
   - [ ] Disagree
   - [ ] Neither agree nor disagree
   - [ ] Agree
   - [ ] Strongly agree

**Add Comments:**

**Save** | **Close** | **Previous Page** | **Next Page**