

## Surveys

Surveys are used for polling purposes and evaluations. Surveys are not graded. You can find surveys in any content area, learning module, lesson plan, or folder. Your responses to survey questions are anonymous.

### Taking a Survey

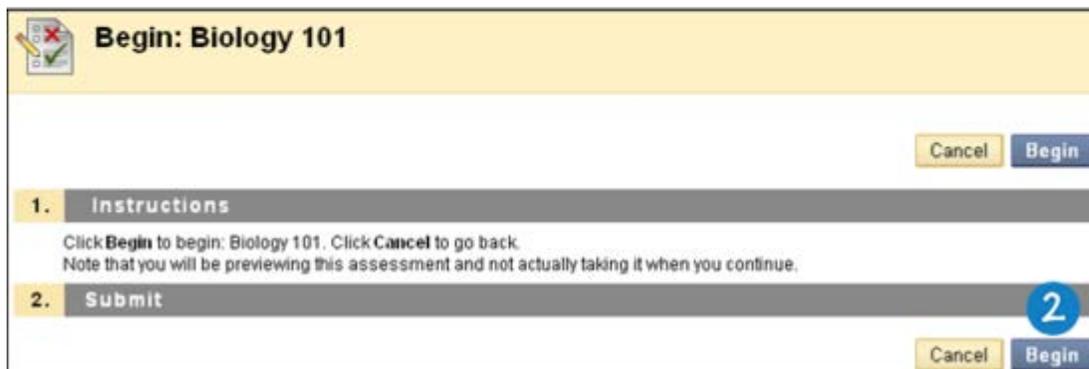
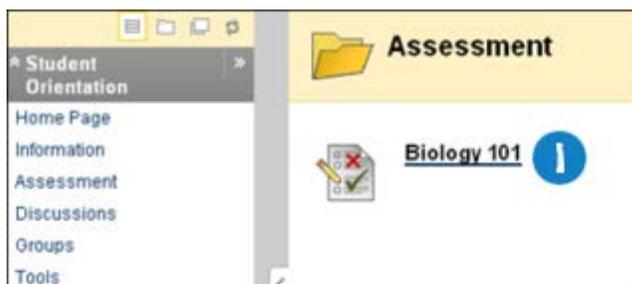
Your instructor lets you know when a survey is available and where to find it in your course. Before you begin, make sure you have a strong internet connection. A wired connection is more reliable than a wireless connection in some instances. Have any materials you need at hand before you begin. Click the link to launch the survey. Read all of the instructions. If you have any trouble taking your survey or understanding the questions, contact your instructor.

Although your instructor will be notified that you have completed the survey and a check mark will appear in My Grades, your instructor will not be able to see your individual answers.

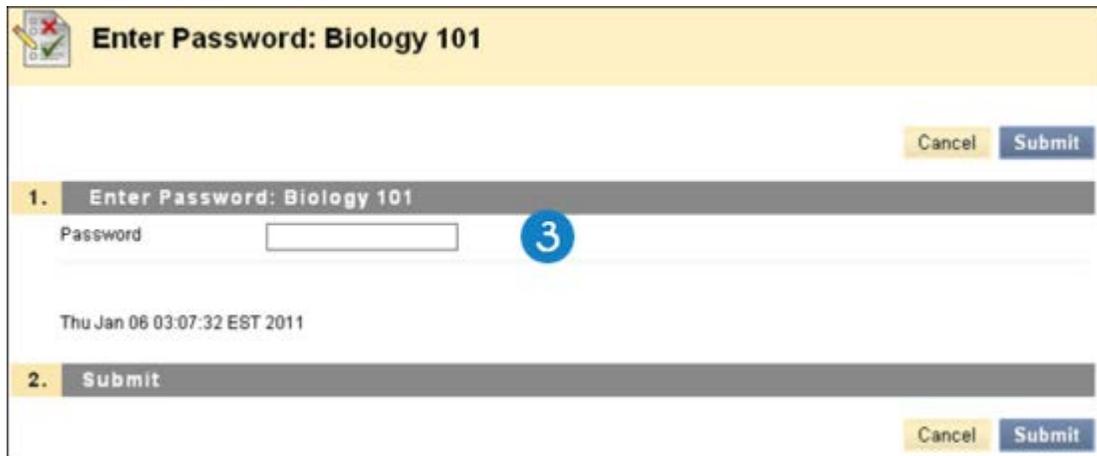
Do not refresh the page, close the window, or click the browser's back button while taking a survey. If you experience problems during a survey, contact your instructor.

### How to Take a Survey

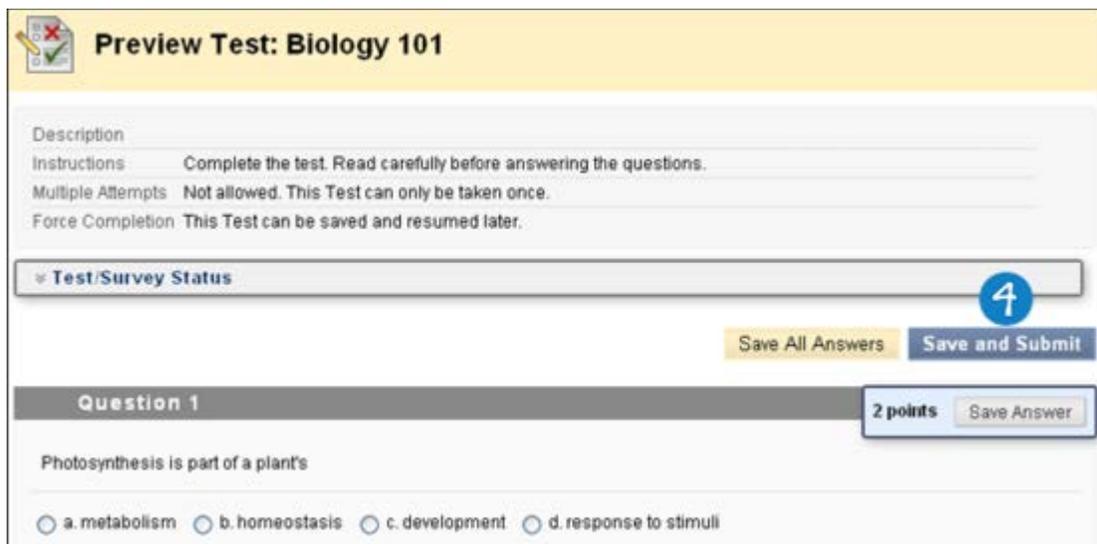
1. Navigate to the survey and click the title.
2. Click **Begin** to take the survey.



3. Your instructor may choose to have you type a password to begin taking a survey. If necessary, type the valid password and click Submit to begin the survey. The survey continues to prompt for a valid password until the correct one is provided.



4. As you work, answers are saved automatically. You can also click Save next to each question or Save All Answers at the top or bottom of the page as you work.



5. Click Save and Submit when you complete the survey.

Do not use the browser's back button during a survey. This may cause loss of data. If you have difficulties while taking an assessment, contact your instructor.

## Timed Surveys

If your instructor chose a timed survey, the scheduled time is included in the instructions before you begin.

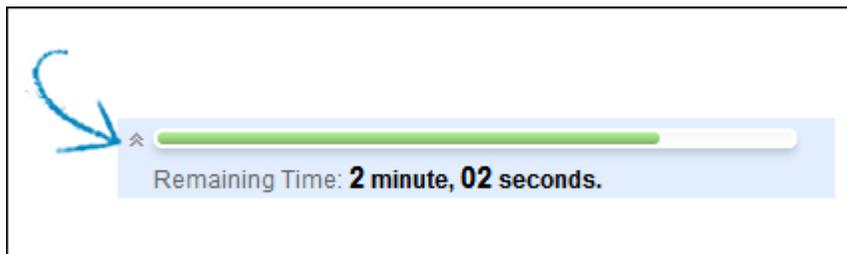
You are notified of the instructor's choice of Timer Setting, which determines whether the survey saves and submits automatically when time expires -OR- if you have the option to continue beyond the time limit.

If you save and exit the survey, the timer continues running. If you start your survey on Tuesday, save and exit it, then complete it on Thursday the timer will show that it took you 48 hours to complete the survey.

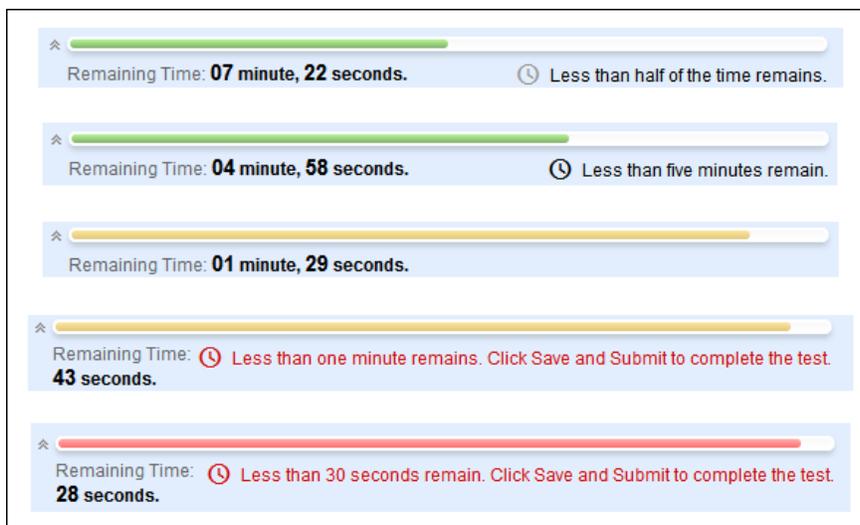
When the timer runs out with the auto-submit feature, a pop-up window appears with the choice to submit or continue.

## Time Status Bar

When taking a survey, the remaining time appears on a status bar. Click the arrows next to the timer to collapse or expand it.



Timer warnings appear when half the time, five minutes, one minute, and thirty seconds remain. When the remaining time reads 1 minute, 30 seconds, the status bar turns yellow. At 1 minute, the warning is red, and at 30 seconds, both the status bar and the warning are red. If the timer is collapsed, the color changes are not visible.



## Retaking a Survey

If you are allowed to take a survey multiple times, this appears at the top of the survey. If your instructor placed a limit on the number of attempts, the number is stated. A link to take the survey again appears when the survey is reopened.

## Survey Presentation Options

### Force Survey Completion

If force completion is enabled, you must complete the survey the first time you open it. You are not allowed to exit the survey and continue working on it at a later date. This is stated at the top of the survey. The Save function is available for you to save the survey as you work through it, but you are not allowed to exit and re-enter the survey.

### Backtracking Prohibited

If backtracking is prohibited, you are not allowed to go back to questions you already answered. This is stated at the top of the survey. An error appears when you attempt to use the Back function within the survey.

## Survey Presentation

Your instructor can choose to present survey questions all-at-once or one-at-a-time.

An all-at-once survey presents all of the questions at the same time. The following options are available while taking this type of survey:

<b>Function</b>	<b>Action</b>
Store answers	Click Save All Answers. A saved icon appears in the question completion status indicator. You are allowed to change answers after they are saved.
Finish the survey	Click Save and Submit. You receive a confirmation followed by a receipt page stating that the survey is completed.

A one-at-a-time survey presents questions separately. Only one question appears on the screen at a time. You decide when you are ready to move on to the next question. The following options are available while taking this type of survey:

<b>Function</b>	<b>Action</b>
Navigate through questions	Use the navigation arrows (<<, <, >, or >>). The question completion status indicator describes the current location in

Function	Action
Save answers	the survey and the overall number of questions. When backtracking is prohibited, these arrows do not appear. Click Save All Answers. Questions answered up to this point are saved.
Finish the survey	Click Save and Submit. You receive a confirmation followed by a receipt page stating the survey is completed.

## Question Completion Status

The question completion status indicator provides an up-to-date look at complete or incomplete questions in a survey.

The status of which questions you answered appears at the top of the page. Click the arrows next to the status indicator to collapse or expand it.



When you answer a question and move to the next question in a question-by-question survey, the status box is updated on the next page to show that you answered the previous question. If you do not answer a question and move on to the next page, the status box on the next page shows that you did not answer the previous question. Navigate between questions by clicking the question number in the status indicator.

When you take an all-at-once survey—a survey where the questions all appear on the same page—click Save Answer to save a specific question without scrolling to save. When you click Save All Answers at the top or bottom of the page, the status indicator shows which questions you completed. You can click it after completing one, three, or more questions on a page.