

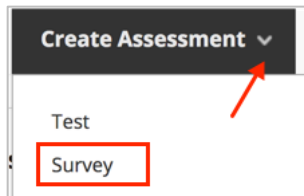
# DEPLOY A SURVEY IN ULEARN

Once a survey has been [created](#), deploy it in a content area for students to take.

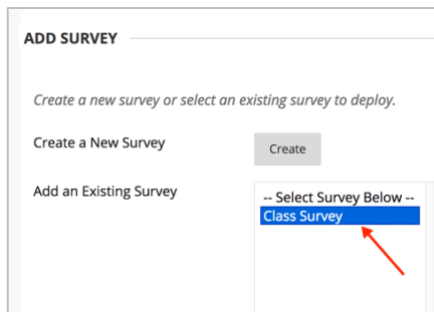
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## Instructions

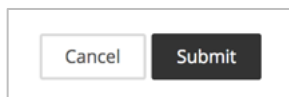
1. Click a [content area](#) on the left menu to deploy your survey.
2. From the **Create Assessment menu**, select **Survey**.



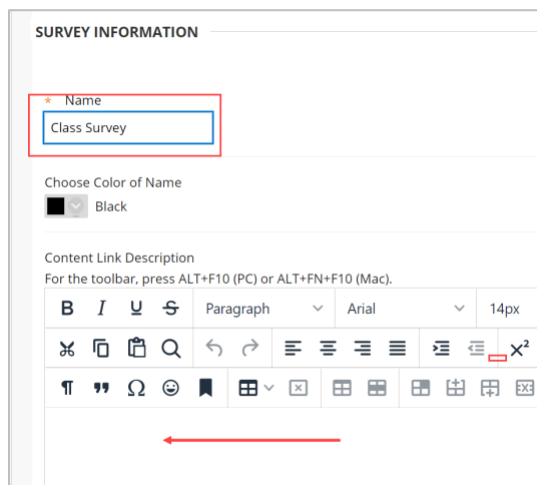
3. Click on the Survey you previously created.



4. With the survey selected, click **Submit**.



5. Provide a **name** and **instructions** in the text box.



# DEPLOY A SURVEY IN ULEARN

- In the Survey Availability section, make sure that Make Available to Students is set to **Yes**. Fill out other options as desired. **DO NOT** check “**Force Completion**”.

**SURVEY AVAILABILITY**

Make available to students  Yes  No

Add a new announcement for this survey.  Yes  No

Multiple Attempts  
 Allow Unlimited Attempts  
 Number of Attempts

Force Completion  
*Once started, this survey must be completed in one sitting.*

Set Timer  
*Set expected completion time. Selecting this option also records completion time for they begin the survey.*  
 Minutes  
Auto-Submit  
 OFF  ON  
*OFF: The user is given the option to continue after time expires.  
ON: Test will save and submit automatically when time expires.*

Display After     
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until     
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Password   
*Require a password to access this survey.*

- A **Due Date** can be entered if needed.

# DEPLOY A SURVEY IN ULEARN

**DUE DATE**

Set the date the survey is due. Optionally, do not allow students to take a survey after this date.

Submissions are accepted after this date, but are marked **Late**.

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Do not allow students to start the Survey if the due date has passed.  
Students will be unable to start the Survey if this option is selected.

8. In the Show Survey Results and Feedback area, select any desired options. The most common options are to allow the student to see that the survey was completed by them.

**SHOW SURVEY RESULTS AND FEEDBACK TO STUDENTS**

Survey results and feedback are available to students after they complete a survey. Set up to two rules to show results and feedback. Rules selected.

WHEN <small>(i)</small>	STATUS <small>(i)</small>	ANSWERS <small>(i)</small>
After Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Submitted
----Choose----	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Submitted

9. In the Survey Presentation section, select **All at Once**. It is not recommended to choose One at a Time and Prohibit Backtracking as these options can result in issues if a student is taking a survey on a mobile device.

# DEPLOY A SURVEY IN ULEARN

**SURVEY PRESENTATION**

All at Once  
*Present the entire survey on one screen.*

One at a Time  
*Present one question at a time.*

Prohibit Backtracking  
*Prevent changing the answer to a question.*

Randomize Questions  
*Randomize questions for each survey attempt.*

10. Click **Submit**.

11. The survey has been deployed.



To access survey results, continue with this [user guide](#).