

## Using Survey/Form/Quiz Management to Collect Assignments

Teachers do have the ability to collect student documents via their teacher website. The following directions will explain the step by step process of how you would accomplish this. There are three parts to using the Survey to collect assignments, Creating the Survey, Installing the Component, and Viewing the Results.

### Creating the Survey

1. Log into the CMS and click on the school you are located at.
2. Click on Survey/Form/Quiz Management instead of Content Management.
3. Click on +Add Survey/Form.
4. Give your survey a title. Example titles could be Homework Upload or Assignment Turn In.
5. Give your survey a description. Example, Please upload your assignment here.
6. Do not check the box for Show Results Button.
7. Check the box for Results Private.
8. Do not check the box for anonymous OK.
9. In the confirm message box type in something along the lines of "Thank you for uploading your assignment". This will let the students know they have uploaded their assignment and prevent them from uploading the same assignment numerous times.
10. Select a date visible and date expires if you wish. I would recommend not doing this and setting up the survey to be as generic as possible so that you can use it on numerous occasions for a variety of assignments.
11. Click save. Your survey has been created and now you will create the question.
12. Under Survey Questions, the type will be Document Upload.
13. The Question Text will be "Please upload your assignment."
14. Check the Is Req'd? box and click save question.
15. Click Save at the bottom of the page next to the green checkmark.

### Installing the Component

1. Log into the CMS and click on the school you are located at. (If you are already logged in because you were creating the survey, just click Admin Home then click on your school)
2. Click on Content Management.
3. Select the page you would like your survey to be placed on.
4. Click +Add Page Component, and select Survey/Form from your list of choices and give it an internal name.
5. Click Edit This Component.
6. Click Show Header Configs, check the Show Header/Footer box and in the box where it says Styled Header Text type "Assignment Upload." Click save and then click Hide Header Configs.
7. It will show "Surveys created by: Your Name:". In the drop down box, select the survey you wish to use and click save. Your survey is now on your page.

## **Viewing the Results**

1. Log into the CMS and click on the school you are located at.
2. Click on Survey/Form/Quiz Management instead of Content Management.
3. You should see a list of all the quizzes that you have created.
4. Click view in the responses column.
5. In Show Report select individual responses.
6. Under each response you will see where you can click on the uploaded files.