

## Using the Survey/Quiz/Quiz Management Component

**Important** – When using the Survey/Quiz component, **make sure that you have completed the PSW module over Teacher Internet Guidelines.**

- 1) Log into the CMS and click on the school that you are located at.
- 2) Click on the Survey/Form/Quiz management button.
- 3) Select +Add Survey/Form or +Add Quiz.

### **If you clicked +Add Survey/Form**

- 1) Give your Survey a Title.
- 2) Give your Survey a brief description.
- 3) Decide if you want to show the results. If yes, check the box next to Show Results Button?
- 4) Check the box next to Results Private ensuring that only you can see the results.
- 5) Checking the Anonymous OK box will not require the person filling out the Survey to submit a name or email address.
- 6) If you would like a message to be displayed when the person has completed the survey, you may type that message in the Confirm Message box.
- 7) The alert email will notify whatever email addresses are entered that a survey has been completed.
- 8) If you would like to a set date visible and date expires you may do that as well.
- 9) Click Save.
- 10) You now can create your questions.
  - a. Yes/No are simple yes or no questions.
  - b. Single Text will require the person being surveyed to answer with a single word.
  - c. Free Text is an open ended response.
  - d. Radio list will allow you to have multiple options they may choose.
  - e. Dropdown list will allow you to have a dropdown box where the surveyed will have to select the one answer appropriate for them.
  - f. Checkbox list will allow the surveyed to select more than one option.
  - g. Document Upload will allow the surveyed to share a document with you.
- 11) For any question, you may select whether or not it is required. You may also add file they must download or share an image with them.
- 12) You can create as many questions as you like. Each time you have created a question, click save question and it is now part of your survey. Remember that when using a survey, you cannot select a correct response, which you can do in the quiz component.
- 13) Go to the Now That I Have My Survey/Quiz Created section.

### **If you clicked +Add Quiz**

- 1) Give your Quiz a Title.
- 2) Give your Quiz a brief description.
- 3) Decide if you want to show the results. If yes, check the box next to Show Results Button?
- 4) Check the box next to Results Private ensuring that only you can see the results.
- 5) Checking the Anonymous OK box will not require the person filling out the Quiz to submit a name or email address.
- 6) The Passing Grade will allow you to set a percentage required to be considered passing.
- 7) The Passing/Fail Message will appear only to those that have passed your quiz notifying them that they passed or to those that Failed notifying them that they failed.
- 8) The Passing URL is if you want your students to go to a certain website if they pass and the Fail URL is if you want your students to go to a certain website if they failed.
- 9) The alert email will notify whatever email addresses are entered that a quiz has been taken.
- 10) If you would like to a set date visible and date expires you may do that as well.
- 11) Click Save.
- 12) The only type of question you can enter is a multiple choice question.
- 13) Enter your question text.
- 14) Enter as many options as you wish. Make sure you check the correct? box letting the quiz know what the correct answer is.
- 15) Check the Is req'd box so that students answer all questions.
- 16) Click Save question to enter more questions for your quiz.

### **Now That I Have My Survey/Quiz Created**

#### **Inserting the Component**

- 1) Log into the CMS and click on the school that you are located at.
- 2) Click on Content Management and go to the page you would like your survey/quiz located on.
- 3) Click +Add Page Component.
- 4) Select Quiz or Survey/Form, whichever you are trying to install and give it an internal name. Click save.
- 5) Click Edit this Component. Select the Survey or Quiz that you have created to place it on your page and click Save.

#### **Viewing the Responses**

- 1) Log into the CMS and click on the school that you are located at.
- 2) Click on the Survey/Form/Quiz management button.
- 3) You will see a list of the quizzes/surveys you have created. Click view in the responses column to view the responses.