

Survey

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With our survey builder, you can easily generate surveys for conducting evaluations, expectation surveys, or any other type of survey you need.

Note

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Building the survey

In the library

1. Click “Add materials” and choose Survey.
2. Set an internal name and click “Add & Build Survey”.

In the course builder

1. Click on the plus sign and choose “Survey”.
2. Name the quiz and click “Add & Build Survey”.

Editing the survey

1. Set a page title and an (optional) description.
2. Set a section title and (optional) description.

The screenshot shows a survey editor interface. At the top right, there are buttons for 'Save automatically' (with a checkbox), 'Preview', and 'Save'. Below this, a navigation bar includes 'Intro', '1' (selected), '+ Page', and 'Outro'. The main content area is titled 'Page' and contains a text box for 'Preboarding evaluation' with the text: 'This evaluation contains five questions about how you have experienced your preboarding course. We are very grateful that you take the time to share your thoughts and reflections!'. Below this is 'Section 1' which includes a 'Part 1' text box, an 'Optional description' text box, and 'Question 1'. 'Question 1' is a single-answer question with the title 'Question 1' and the text 'Have you taken a digital preboarding course before?'. It has a 'Single answer' dropdown menu and an 'Optional' toggle switch. There are also icons for randomizing questions, sharing, and deleting.

1. Write your question in the “Question title” box
2. Choose your question type: “Single answer” if the participant should choose only 1 answer, “Multiple answer” if they should choose several, “Single row text input” if they should write a short answer, and “Multi row text input” if they should write a long answer.

This screenshot shows a closer view of the 'Question 1' section. It includes an 'Optional description' text box. Below it, 'Question 1' is shown with a title 'Question 1' and a text input field containing the question 'Have you taken a digital preboarding course before?'. The question type is set to 'Single answer' and the 'Optional' toggle is turned on. Below the question, there is a 'CHOICES' section with three options: 'Yes', 'No', and 'I don't know'. Each choice has a delete icon. At the bottom of the choices section, there is a link to '+ Add an answer'. Below 'Question 1', there are sections for 'Question 2' and 'Question 3', each with a dropdown arrow.

- To add a new question, click “+Question” and choose what type of

question you wish to add.

- **Adding media to your questions, such as images, videos, or audio files, is possible. Simply click on the media you wish to add under the question title.**
- **To add a new page, scroll up and click “+Page”.**

Survey Settings

Show answers for review before submitting: The participants will be able to see what they have answered

Allow retaking the survey multiple times: The participants will be able to take the quiz more than one time

Automatically generated report: A report will automatically be generated

Make response anonymous in report: The participants' names will not be visible in the report

Save automatically ☐ Preview Save

Intro
1
+ Page
Outro

My survey Settings

General

- ☐ Show answers for review before submitting
- ☐ Allow retaking the survey multiple times
- ☒ Automatically generate a report
- ☐ Make responses anonymous in report

Related Content

- [Editing your project](#)