



[Knowledge base](#) > [The library](#) > [Survey](#)

# 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

- [Building the survey](#)
- [Editing the survey](#)
- [Survey settings](#)

## 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 these are tabs for 'Intro', 'My survey', and 'Settings'. On the left sidebar, there are buttons for '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 a 'Section 1' section. It has a 'Part 1' text box and an 'Optional description' text box. Under 'Section 1' is 'Question 1'. It has a title 'Question 1', a 'Single answer' dropdown, and an 'Optional' toggle. The question text is 'Have you taken a digital preboarding course before?'. Below the question text are three choices: 'Yes', 'No', and 'I don't know'. There is a '+ Add an answer' link. The interface also includes a 'Randomize questions' toggle and a 'Share' icon.

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.

The screenshot shows a survey editor interface. It features a 'Question 1' section with a title 'Question 1', a 'Single answer' dropdown, and an 'Optional' toggle. The question text is 'Have you taken a digital preboarding course before?'. Below the question text are three choices: 'Yes', 'No', and 'I don't know'. There is a '+ Add an answer' link. The interface also includes a 'Randomize questions' toggle and a 'Share' icon. Below the 'Question 1' section, there are sections for 'Question 2' and 'Question 3'.

- 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](#)