

## Survey

Ester Andersson - 2024-07-18 - The library

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.

Save automatically ☐ Preview Save

Intro 1 + Page Outro

My survey Settings

**Page**

Preboarding evaluation

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!

**Section 1**

Randomize questions ☐

Part 1

Optional description

**Question 1**

↑ 1 ↓ Single answer

Optional ☐

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.

Optional description

**Question 1**

↑ 1 ↓ Single answer

Optional ☐

Have you taken a digital preboarding course before?

**CHOICES**

Yes

No

I don't know

[+ Add an answer](#)

**Question 2**

**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](#)