

# Assessments: Survey Manager

I-LEARN TRAINING  
aligning technology with the learning model

**BYU**  
IDAHO

## Objective

To create a survey in an I-Learn course and make it available to students.

## Instructions

1. Access the Control Panel of the desired course.
2. Select "Survey Manager."
3. Select "Add Survey."
4. Fill in the name, description, and instructions.
5. Click "Submit."
6. Select the type of question and click "Go."
7. Fill in the appropriate information.
8. Click "Submit."
9. Continue steps 6-8 for each question. When all questions have been created click "OK."
10. To deploy, select the desired Content Area either through the control panel or by clicking "Edit View."
11. Select "Survey" from the drop down menu.
12. Select correct survey and click "Submit."
13. Select "Modify the Survey Options" to modify the survey properties such as availability.
14. Under the second section "Survey Availability," make the link available by clicking "Yes."
15. If desired, specify dates and times for the assessment to become available under "Display After" and "Display Until."
16. Click "Submit."