

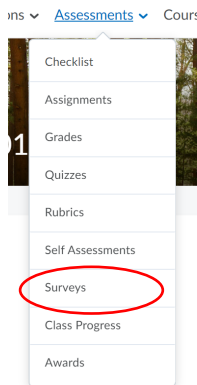
# How to create a survey in OnQ

1. Log into OnQ and navigate to your course
2. Click on Assessments

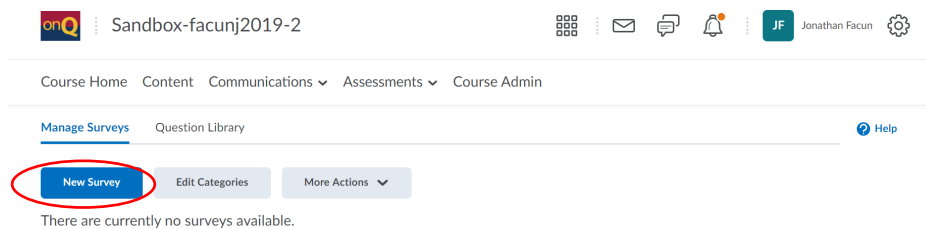


Course Home Content Communications ▾ Assessments ▾ Course Admin

3. From the menu go to Surveys



4. In the Surveys screen Click on the New Survey Button



5. Setup your Survey title and choose the check box for “make results anonymus” then click on the Save button to create the survey object. Please note that the survey is not yet visible to the students

Properties Restrictions Objectives Reports Setup

General

Name \*

Category

Feedback

Anonymous

Survey Questions

Description / Submission Message

Page Footer

Save and Close Save Cancel

6. Click on the Survey to go back into it and finish setting it up

Manage Surveys Question Library Help

New Survey Edit Categories More Actions

Preview: By Availability Apply

Bulk Edit

<input type="checkbox"/>	Current Surveys
<input type="checkbox"/>	Test Survey

7. Back in the survey's details click on the Add/Edit questions button to start adding the questions

Properties Restrictions Objectives Reports Setup

### General

Name \*

Category: no category [add category]

Feedback:  give instant feedback

Anonymous:  make results anonymous

### Survey Questions

This survey is currently empty.

Add/Edit Questions

### Description / Submission Message

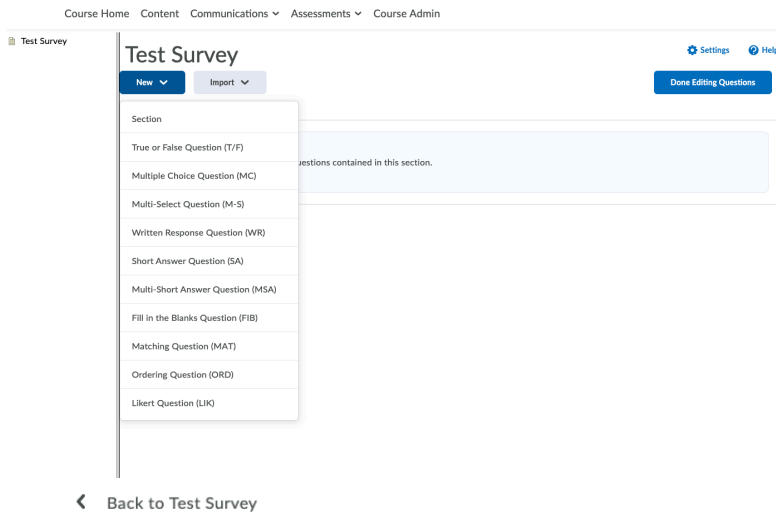
Expand description / submission Message

### Page Footer

Expand page footer

Save and Close Save Cancel

8. Now we can create the survey. Click on New then choose the type of question you would like added and create the question.



[Back to Test Survey](#)

True or False Options

Question Text \*

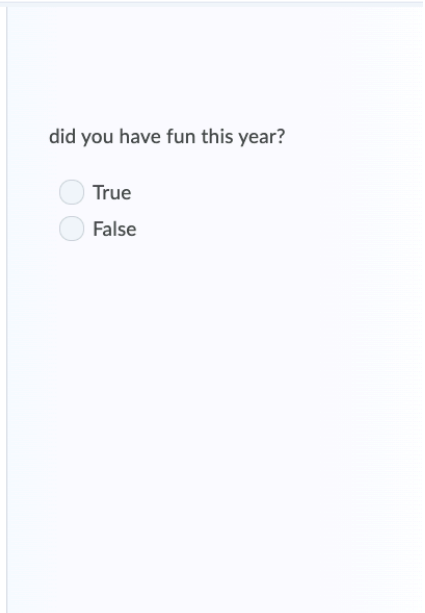
did you have fun this year?

Answers \*

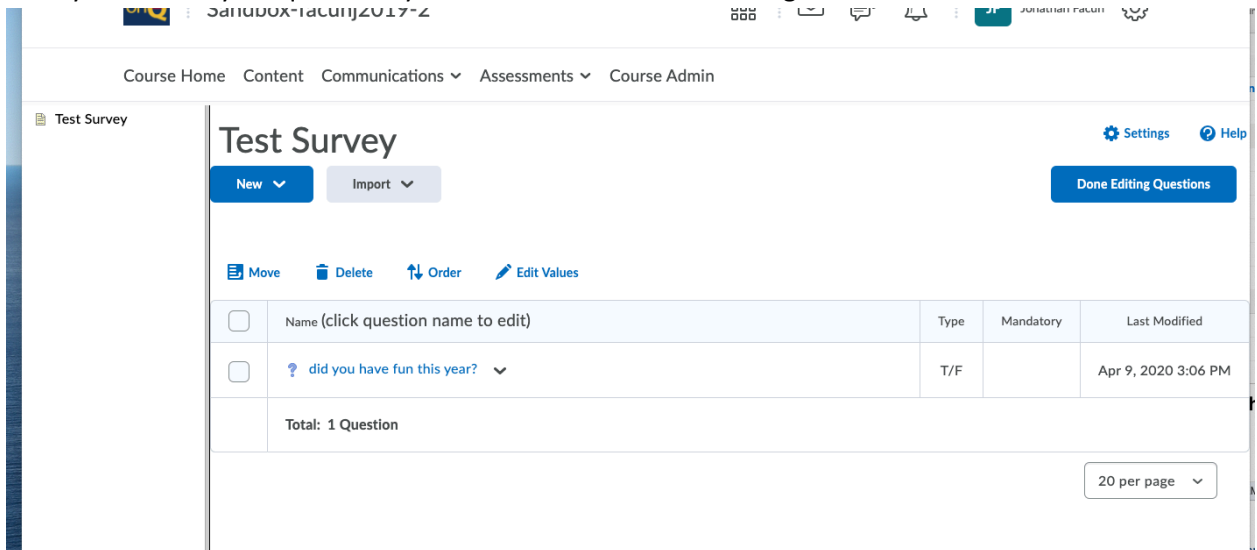
True

False

Save Cancel



9. After you have all your questions you can click on the Done Editing Questions button



10. Now you can set your Restrictions to set when it will be available to Students and how many times they can re-write their survey. Special access isn't really needed as it doesn't count for any

## Edit Survey - Test Survey

Properties **Restrictions** Objectives Reports Setup

Hide from Users

**Availability**

Has Start Date  
4-9-2020 3:08 PM Now  
Canada - Toronto

Has End Date  
4-16-2020 7:08 PM Now  
Canada - Toronto

Display In Calendar

**Additional Release Conditions**

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

**User Responses**

Attempts Allowed  
Unlimited

The user can take the survey as many times as they want. Each attempt of the survey is recorded separately.

**Special Access**

Type of Access

Allow selected users special access to this survey

Allow only users with special access to see this survey

Add Users to Special Access

Save and Close Save Cancel

11. The Objectives tab isn't really needed. The Reports tab is where you can set it to show the results of the Survey. Don't forget to choose the categories to (Instructor, Grader etc...) report it to. Click on New Report and then give it a name and choose what you want to show in the report.