

# Survey

Instructors may hand out and collect surveys easily in manaba.

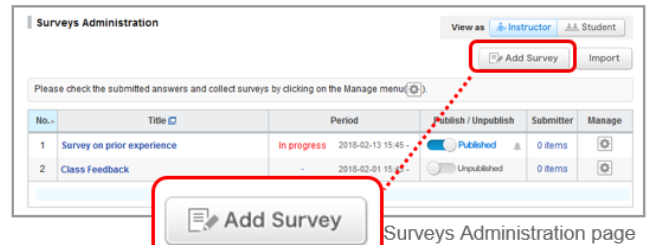
## Add a survey

1. Click **Add Survey** on Surveys Administration page.
2. Enter the title of the survey.
3. Enter a start date and end date for the survey.(optional) If you click the Start and End fields, a calendar will appear. Select a date and time, and click **OK**.
4. Enter questions you would like to ask. ( See also "Add a test question")
5. In Portfolio field, select Add if submission should be added in student's portfolio.
6. Set resubmission permission / non-permission.

- If resubmission is set, students will be able to return and resubmit the submitted answers before the submission is confirmed within the application period.
- Instructors will not receive a reminder when a student returns before submitting.

7. Use the **Preview** button to view the survey as your students will see it.
8. Click **Save** and save the survey in manaba.

! Students cannot submit their answers to a test after the end date.



Add Survey page

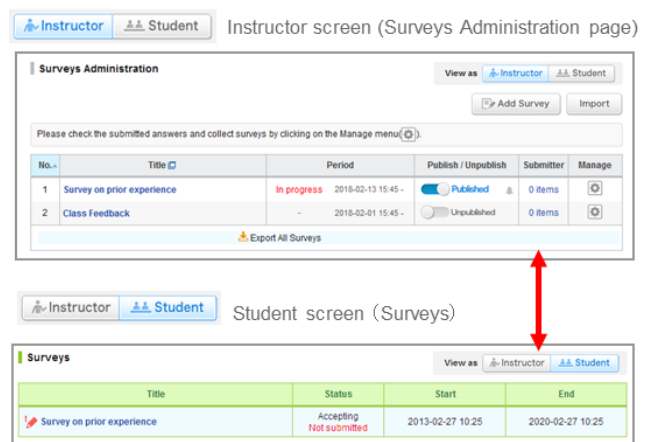
Add Survey page

## Publish a survey

In order to publish a survey you add, click  on Surveys Administration page.


- Should you wish to send a reminder message, click **Publish and send reminder**.
- Use **Student** button to view the list of surveys which are published to students.

! If you set an acceptance period, students can only respond after the acceptance start date; before the acceptance start date, the status of the survey is set as "pending".



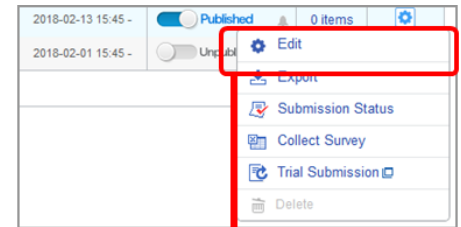
## Edit a survey

Follow the steps below, in order to change the acceptance dates or questions of a survey.

1. Click  on Surveys Administration page and select **Edit**.
2. Revise the content of the survey and click **Save**.

**!** If you edit a survey, it will automatically be unpublished. Once you finish editing, please publish it again.

**!** To avoid student confusion, editing the title of a survey after a student's answer and grade registration will not be reflected in the grade and portfolio title. (Grades titles can be manually edited from the edit page.)




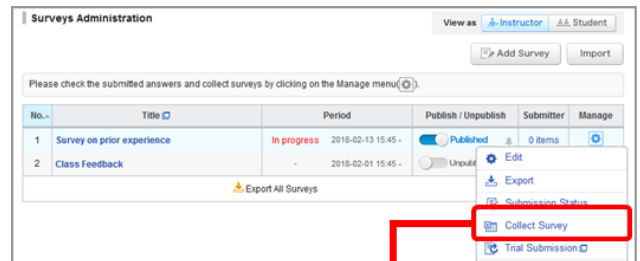
Select Edit

Surveys Administration page

Edit Survey page

## Collect survey responses

1. Click  on Surveys Administration page and select **Collect**.
2. Click **Download results**.
3. An Excel sheet with a list of students with their answers to the survey will download.



Select Collect


Collect Survey page

## Import / Export a Survey

Instructors may export a survey and save it to own computer. The survey will replicate the survey in another course by importing data you have exported.

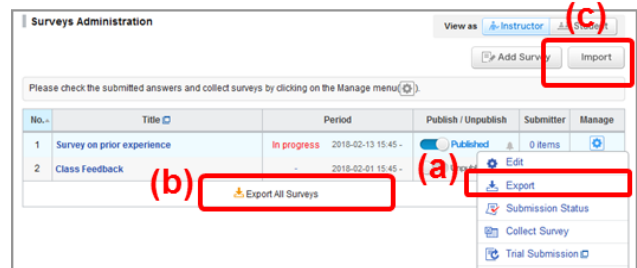
### Export

#### Export a survey individually

Click  in Surveys Administration page and select **Export (a)**. The test will be downloaded as an MHT file.

#### Export all surveys in a course


Click **Export All Surveys (b)** and a zip file containing all the existing surveys will download.

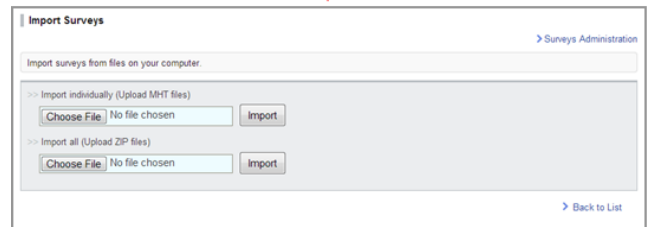


Surveys Administration page

### Import surveys

1. Click **Import (c)** on Surveys Administration page.
2. Use **Import individually (Upload MHT files)** if surveys should be uploaded one by one. Use **Import All (Upload ZIP files)** if surveys should be uploaded all together in a zip file.

 Imported surveys need to be published.



Survey Import page