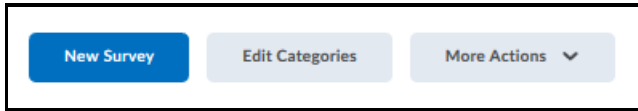


Create a Survey

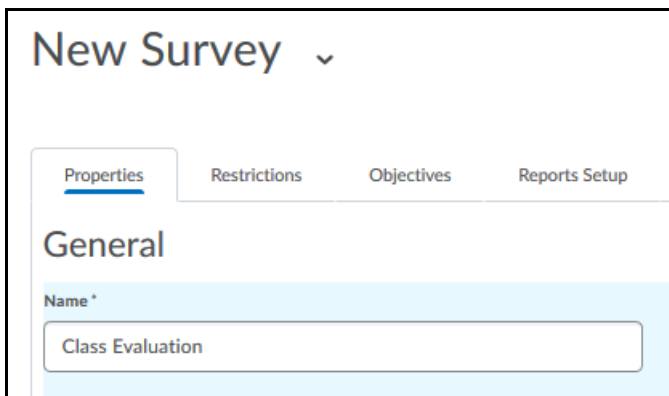
Last Modified on 09/02/2021 12:28 pm CDT

Create a Survey

1. Go to **Course Management > Course Admin**.
2. Click on **Surveys**.
3. Click on the **New Survey** button.



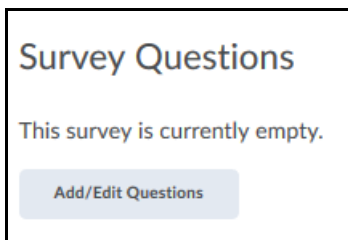
4. Enter a name for the Survey in the Name field.

A screenshot of the 'New Survey' form. The title is 'New Survey' with a dropdown arrow. Below the title are four tabs: 'Properties' (selected), 'Restrictions', 'Objectives', and 'Reports Setup'. Under the 'Properties' tab, the section is titled 'General'. There is a 'Name*' field with the text 'Class Evaluation' entered.

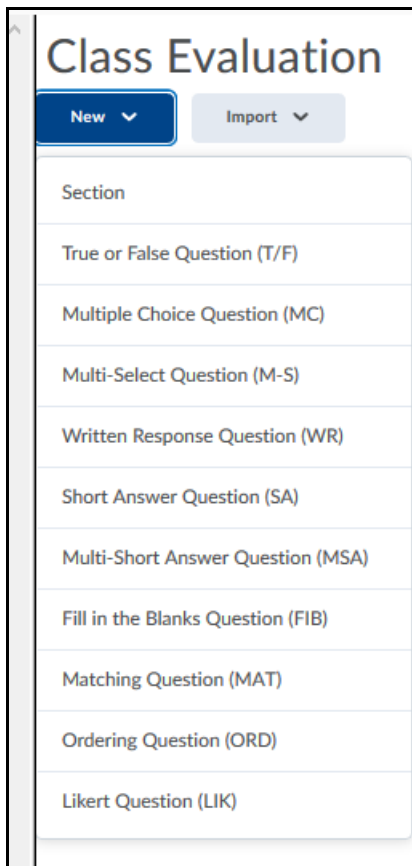
NOTE: For details on recommended practices for other settings and fields on the **Properties, Restrictions and Reports Setup** tabs, contact your campus representative. See [Meet Your LSC-Online Representative](https://vtac.lonestar.edu/help/a109) (<https://vtac.lonestar.edu/help/a109>) for contact information.

Add New Questions to a Survey

1. On the **Properties tab**, click on the **Add/Edit Questions** button.



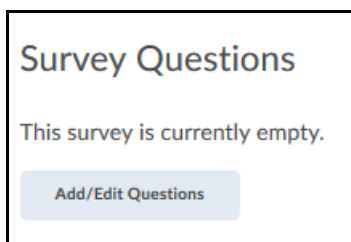
2. Add new questions directly in the survey by clicking the **New** button and choosing a question type.



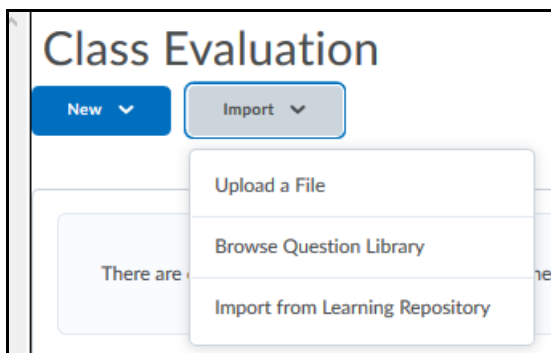
NOTE: For details on question types contact your campus representative. See [Meet Your LSC-Online Representative](https://vtac.lonestar.edu/help/a109) (<https://vtac.lonestar.edu/help/a109>) for contact information.

Add Questions to a Survey from the Question Library

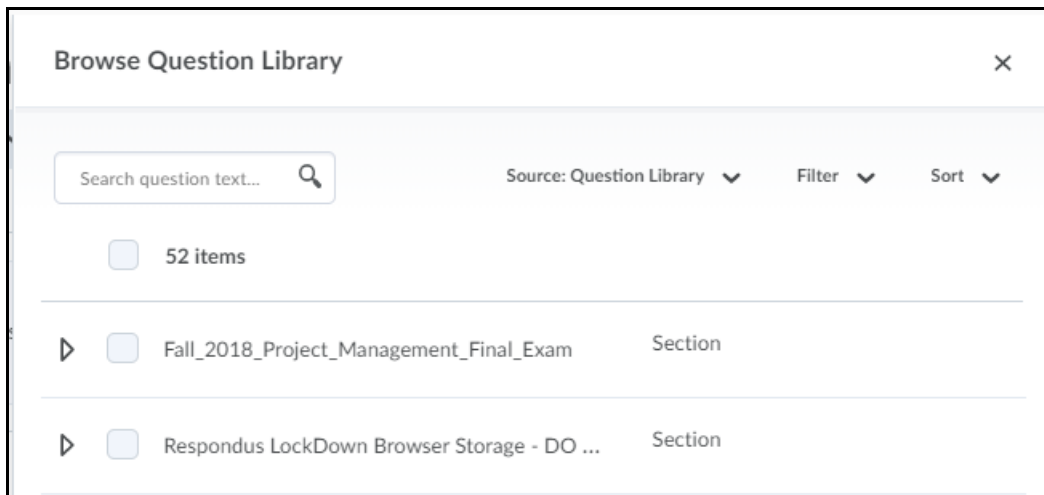
1. On the **Properties** tab, click on the **Add/Edit Questions** button.



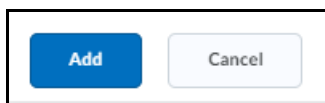
2. Click the **Import** button.
3. Choose **Browse Question Library**.



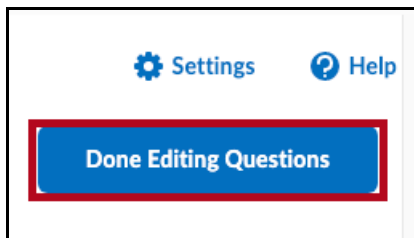
4. Navigate to the **Question Library** with the questions that you want.



5. Click the **Add** Button.



6. Click the Done Editing Questions button to return to editing your survey.



7. Click the **Save and Close** button to save your survey.

You are now ready to place your survey in your content. For instructions on how to view the survey data, see [Survey Reports & Statistics](https://vtac.lonestar.edu/help/a250) (<https://vtac.lonestar.edu/help/a250>).
