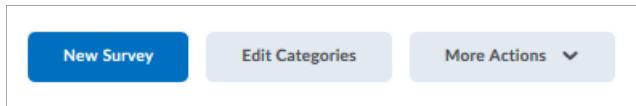


Create a Survey

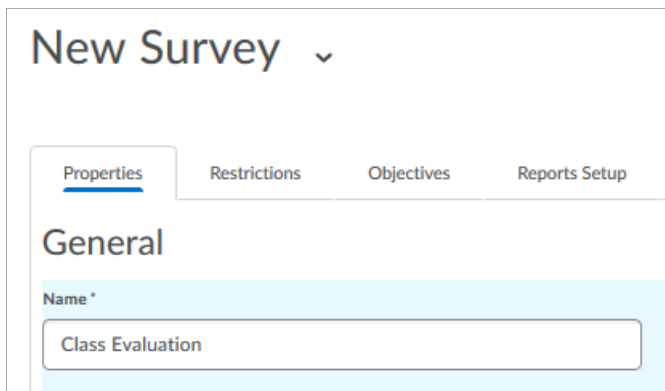
Last Modified on 12/11/2025 12:47 pm CST

Create a Survey

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



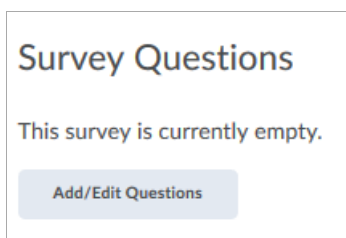
4. Enter a name for the Survey in the **Name** field.

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

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 Online Services Representative](https://vtac.lonestar.edu/help/campus-reps) (<https://vtac.lonestar.edu/help/campus-reps>) 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.

The screenshot shows a web interface titled "Class Evaluation". Below the title are two buttons: "New" (highlighted in blue) and "Import". Below these buttons is a vertical list of question types, each in a separate box:

- Section
- True or False Question (T/F)
- Multiple Choice Question (MC)
- Multi-Select Question (M-S)
- Written Response Question (WR)
- Short Answer Question (SA)
- Multi-Short Answer Question (MSA)
- Fill in the Blanks Question (FIB)
- Matching Question (MAT)
- Ordering Question (ORD)
- Likert Question (LIK)

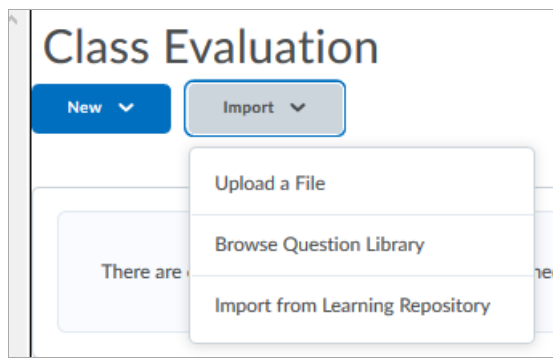
NOTE: For details on question types contact your campus representative. See [Meet Your Online Services Representative \(https://vtac.lonestar.edu/help/campus-reps\)](https://vtac.lonestar.edu/help/campus-reps) for contact information.

Add Questions to a Survey from the Question Library

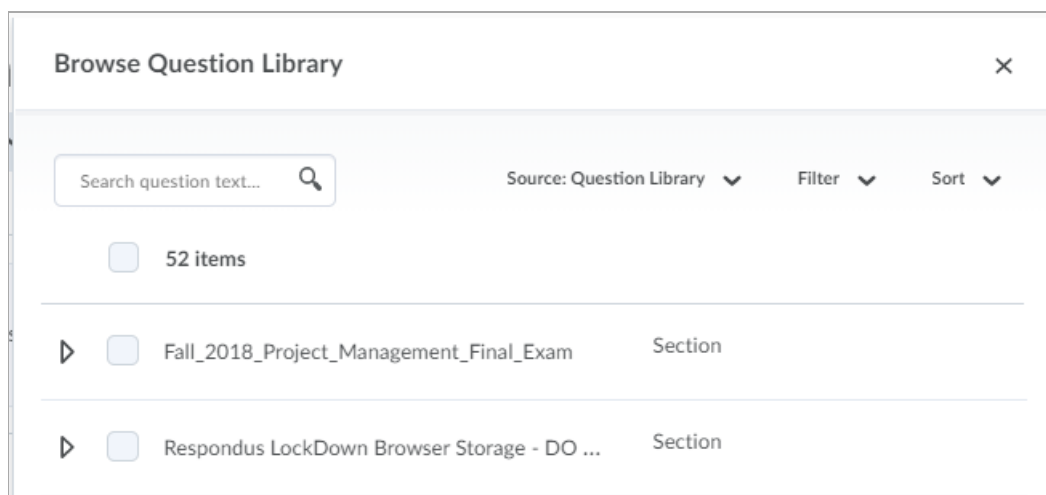
1. On the **[Properties]** tab, click on the **[Add/Edit Questions]** button.

The screenshot shows a dialog box titled "Survey Questions". Inside the dialog, it says "This survey is currently empty." Below this text is a button labeled "Add/Edit Questions".

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



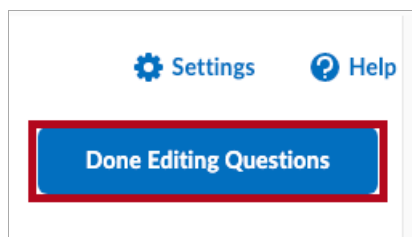
4. Navigate to the **[Question Library]** with the questions that you want.



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).