Creating a Survey in SharePoint

1. Sign-in to your SharePoint teacher webpage.

2. On the left side of your page, click “Site Actions” and then click “More Options.”

3. Under “All Categories” choose “Data.”

4. Click “Survey” and on the right give the survey a name. Then click “More Options.”

5. Choose, “Yes,” you do want the display the document library on the Quick Launch.

   Do you want user names to show in the results of the survey? If you choose “yes”, students will see other students’ results.

   Choose “Yes” or “No” if you would like to allow multiple responses.

   Click “Create.”

6. Type in your question and choose the appropriate options for your question.

   If you have more survey questions, choose “Next Question”.

   If you are finished with your survey, choose “Finish”.

7. Once you click “Finish”, your survey link will appear on your homepage in the Quick Launch bar.
Your Survey will appear on your SharePoint teacher webpage. However, students will not yet be able to respond to this survey. A group of users must be created and added to your survey. You must contact Sabrina Sayers at sabrinas@wcs.edu in order to complete this task. Sabrina will need to know the student name and the student id for each student that should be allowed to edit this survey.

**Responding to the Survey:**

8. On your SharePoint teacher webpage, click the survey’s name.

   Click “Respond to this Survey” to answer the survey questions.

   Follow the onscreen prompts to answer the survey questions.

   Click “Finish” once the survey is complete.

**Viewing Survey Responses:**

9. On your SharePoint teacher webpage, click the survey’s name.

10. Click “Show a graphical summary of responses” or “Show all responses” to view the responses to the questions in the survey.

11. If you choose “Show all responses,” you will then see a listing of all user’s responses to this survey. Under “View Response,” click on the user’s response that you would like to view.

**Edit the Survey:**

12. On your SharePoint teacher webpage, click the survey’s name.

13. Click “Settings” and then choose “Survey Settings”.

14. On this customize screen, you can complete the following actions:
   a. Change the title of the survey.
   b. Delete the survey.
   c. Add a question to the survey.
   d. Change the order of the questions in the survey.