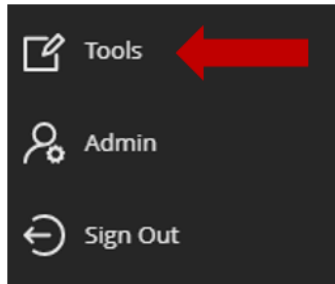


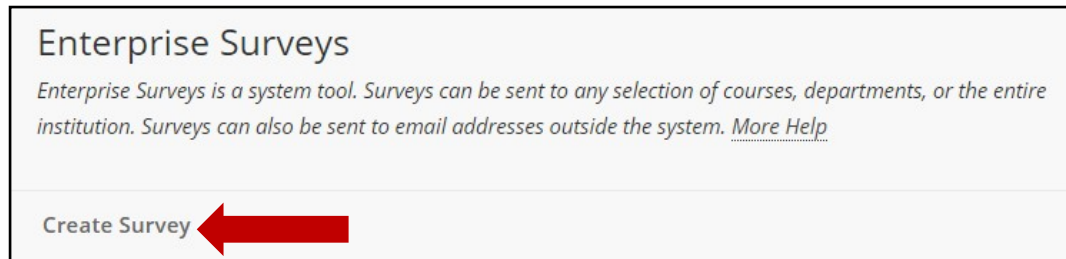
## How to Create an Enterprise Survey

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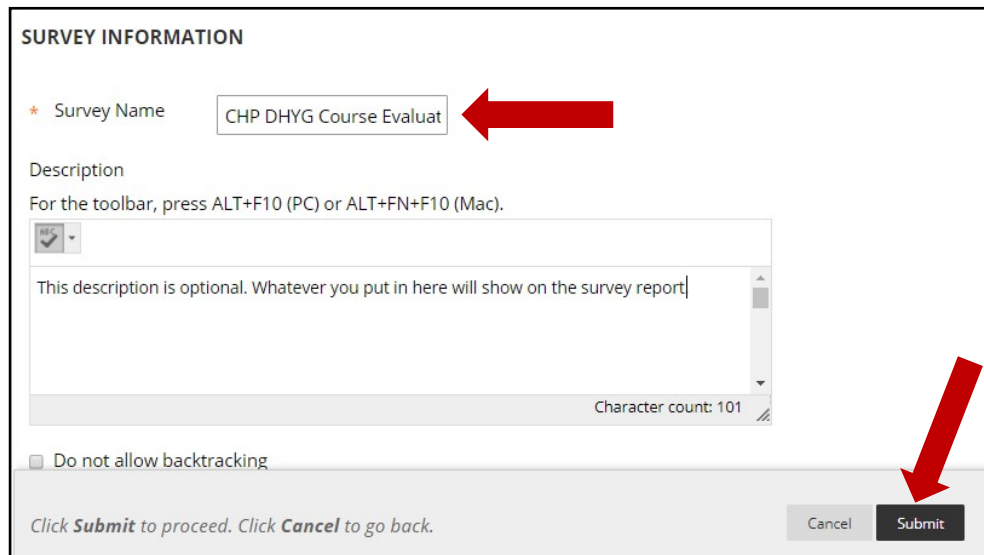
1. In the course menu, select **Tools**. Click on **Enterprise Surveys** to open the tool.



2. Click **Create Survey**.



3. Enter Survey Name. A description is optional. There is an option here to disallow backtracking. Once you are done, click **Submit**.

A form titled 'SURVEY INFORMATION'. It has a 'Survey Name' field with a red asterisk and the text 'CHP DHYG Course Evaluat', with a red arrow pointing to it. Below is a 'Description' field with a toolbar and the text 'This description is optional. Whatever you put in here will show on the survey report'. A 'Character count: 101' indicator is at the bottom right of the description field. There is a checkbox labeled 'Do not allow backtracking' which is unchecked. At the bottom right, there are 'Cancel' and 'Submit' buttons, with a red arrow pointing to the 'Submit' button. A note at the bottom left says 'Click **Submit** to proceed. Click **Cancel** to go back.'

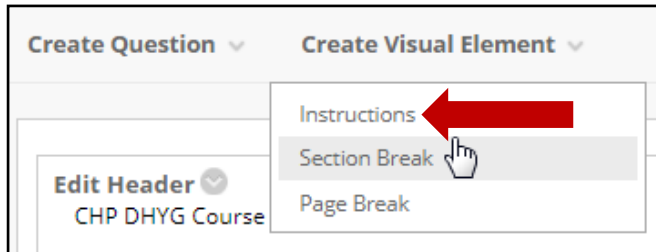
**Note:** OED has suggested naming conventions for surveys that can be found [here](#).

## How to Create an Enterprise Survey

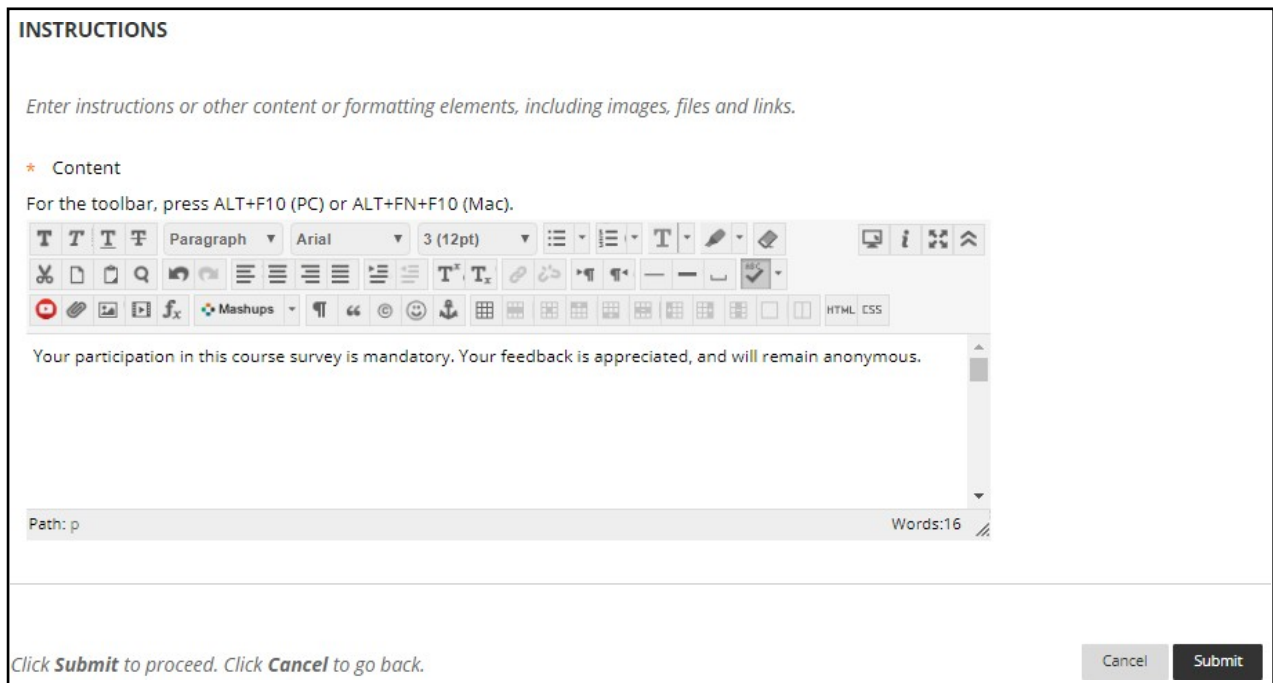
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You will now be in the Design Survey area. From here, you can create questions, create visual elements (instructions, section break, and page break), edit the header and footer, and preview the survey.

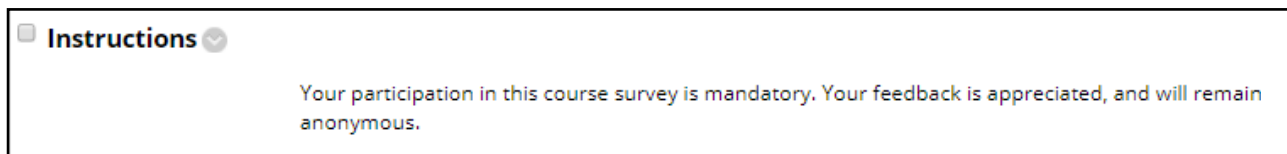
- To create Instructions, hover your pointer over the arrow to the right of **Create Visual Element**. This will display the types of visual elements. Click **Instructions**.



- Enter your instructions into the text editor. When you are finished, click **Submit**.

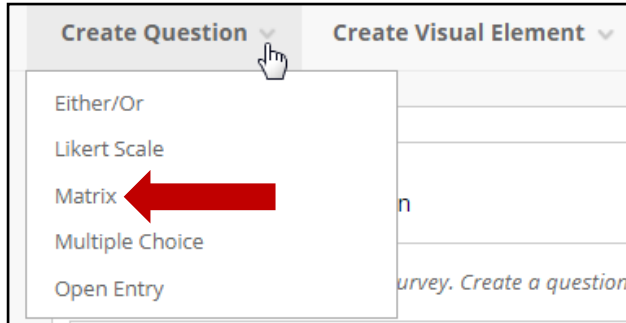
A screenshot of the 'INSTRUCTIONS' text editor. The editor has a title 'INSTRUCTIONS' and a subtitle 'Enter instructions or other content or formatting elements, including images, files and links.' Below the subtitle is a section labeled '\* Content' with the text 'For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).' A rich text editor toolbar is visible, containing various icons for text formatting, alignment, and insertion. The main text area contains the text 'Your participation in this course survey is mandatory. Your feedback is appreciated, and will remain anonymous.' At the bottom of the editor, there is a status bar showing 'Path: p' and 'Words:16'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

- You are taken back to the Survey Design area. The instructions you just created will look like this:

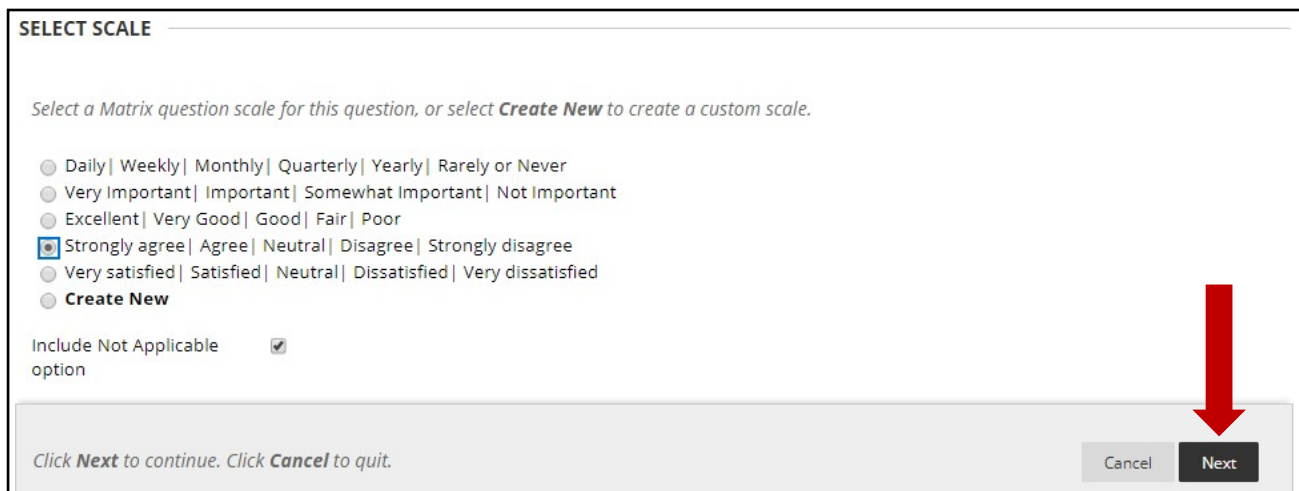
A screenshot of the 'Instructions' visual element in the survey design area. The element is titled 'Instructions' and contains the text 'Your participation in this course survey is mandatory. Your feedback is appreciated, and will remain anonymous.'

## How to Create an Enterprise Survey

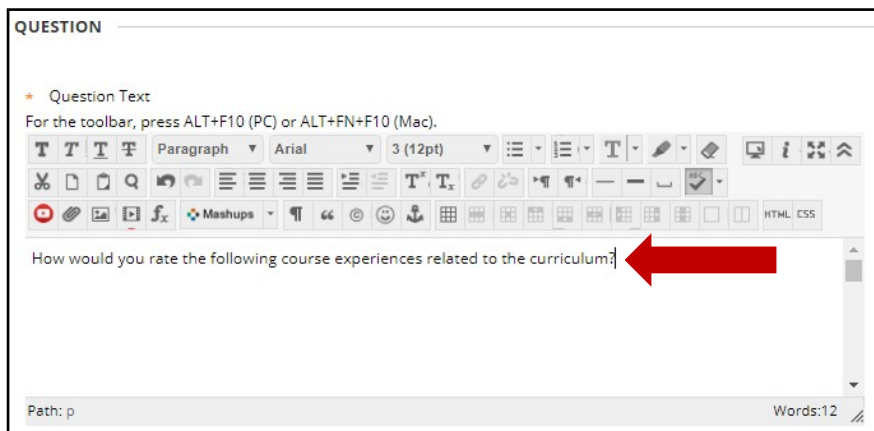
7. To add a question, hover your pointer over the arrow to the right of **Create Question**. This will display all of the question type options. Click which type of question you would like to create. As an example, we will create a Matrix question.



8. Inside the Create Matrix Question area, the first option is to select the scale on which the question's responses will be scored. If you want to include a Not Applicable option, make sure to check the box here. Click **Next**.



9. Enter your question into the text editor.



## How to Create an Enterprise Survey

10. Check the box to the right of *Required* if respondents are required to answer this question.

Check the box to the right of *Allow multiple selections* to allow respondents to select more than one choice per answer option.

Required	<input checked="" type="checkbox"/>	Select <b>Required</b> if respondents are required to answer this question.
Allow multiple selections	<input type="checkbox"/>	Respondents are allowed to select more than one choice per answer option in the matrix.

11. Enter statements under Row Options. To add an additional row, click Add New Row.

Under Column options, assign points to each possible answer.

**ANSWERS**

**\* Row Options**

Order	Row Options	
1 ▼	The course materials were relevant	Delete
2 ▼	The presentation of the curriculum assis	Delete
3 ▼	The curriculum was relevant to the cour	Delete

[Add New Row](#)

Row Labels

**\* Column Options**

Order	Answer Scale	Points	
1 ▼	Strongly agree	5	Delete
2 ▼	Agree	4	Delete
3 ▼	Neutral	3	Delete
4 ▼	Disagree	2	Delete
5 ▼	Strongly disagree	1	Delete
6 ▼	Not Applicable		Delete

[Add New Column](#)

## How to Create an Enterprise Survey

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12. Add associated goals and tags if applicable. When finished, click **Submit**.

**ASSOCIATED GOALS AND TAGS**

*Browse to select the Goals associated with this question. Enter one or more Tags that can be used to group this question in reports.*

Associated Goals Browse...

Tags None Add

---

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel
Submit

13. You are taken back to the Survey Design area. The question you just created will look like this:

**Matrix Question** ▼

**Question**            How would you rate the following course experiences related to the curriculum?

**Row Options**        The course materials were relevant  
The presentation of the curriculum assisted in my learning  
The curriculum was relevant to the course objectives

**Column Options**    Strongly agree (Points: 5)  
Agree (Points: 4)  
Neutral (Points: 3)  
Disagree (Points: 2)  
Strongly disagree (Points: 1)  
Not Applicable

**Required**             Yes

**Tags**                 None Add

**Goals**                None

---

→
Copy
Delete
Tag:

Add

14. To see how your survey will look to respondents, click **Preview** in the upper right-hand corner of the Survey Design area. A window will pop-up where you can preview your survey.

Preview
↕

## How to Create an Enterprise Survey

15. To reorder survey questions and visual elements, drag and drop the items or use the reorder menu at the top (the up and down arrows to the right of Preview).

The screenshot displays the configuration interface for a Matrix Question in a survey. On the left, a vertical purple bar contains a reorder icon (four arrows pointing outwards). The main content area is divided into sections:

- Instructions**: A dropdown arrow next to the text "Your participation in this course survey is mandatory. Your feedback is appreciated, and will remain anonymous."
- Matrix Question**: A dropdown arrow next to the question text "How would you rate the following course experiences related to the curriculum?"
- Question**: The question text "How would you rate the following course experiences related to the curriculum?"
- Row Options**: A list of three items: "The course materials were relevant", "The presentation of the curriculum assisted in my learning", and "The curriculum was relevant to the course objectives".
- Column Options**: A list of five items: "Strongly agree (Points: 5)", "Agree (Points: 4)", "Neutral (Points: 3)", "Disagree (Points: 2)", and "Strongly disagree (Points: 1)", followed by "Not Applicable".
- Required**: A "Yes" option.
- Tags**: A "None" option and an "Add" button.
- Goals**: A "None" option.

16. When you are done adding questions and visual elements to your survey, click **Exit Survey** to return to the main Enterprise Surveys page or click **Create Response Period** to deploy the survey.

The screenshot shows two buttons side-by-side: "Exit Survey" and "Create Response Period". Both buttons are light gray with dark text and are enclosed in a thin black border.