

The logo for LearnConnect is centered within a large, white, stylized cloud shape. The word "Learn" is written in a bold, black, sans-serif font, and "Connect" is written in a bold, orange, cursive font. The background of the entire page is a light teal color with various smaller, light blue and white cloud shapes scattered throughout. A small white airplane is visible in the top left corner.

**LearnConnect**

# **HOW TO CREATE NEW LEARNING SURVEYS**

Hello and welcome to LearnConnect Help. I'm going to show you how to create a learning survey.

Surveys are used to collect information on any given topic by using a series of different types of questions, usually in a multiple choice format.

Let's begin by selecting the "Create Learning" tab under "Manage Learning" in the top menu.



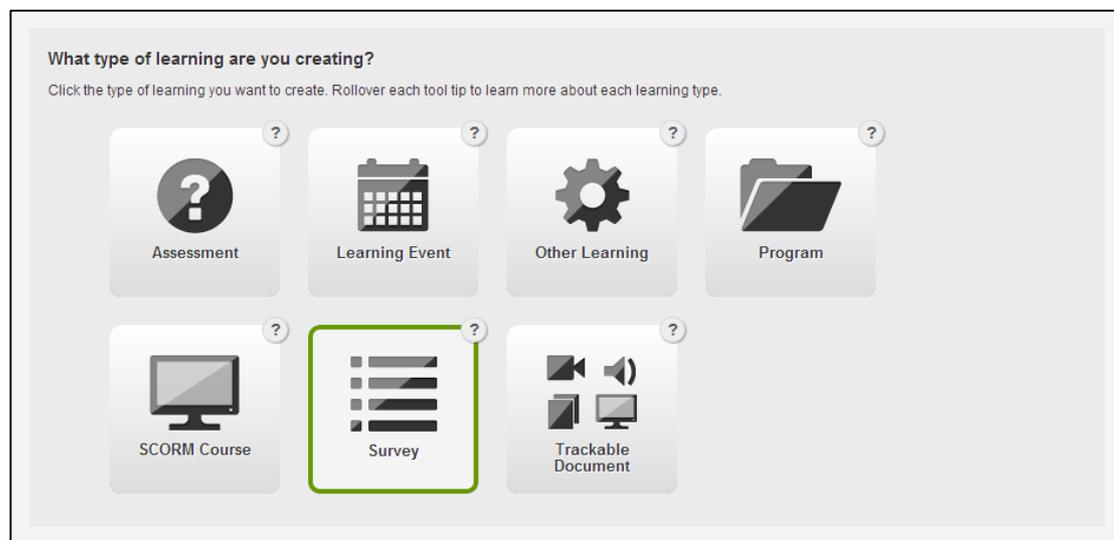
You'll notice that "Create Learning" is a wizard split into four steps:

1. "Learning Type", where you define what type of learning you're adding;
2. "Description", where you describe your learning;
3. "Details", where you add or define the learning; and
4. "Review/Publish", where you get to see your learning in action before it's added to your library.



Let's start with step 1 – "What type of learning are you creating?"

This wizard allows you to create different types of learning within the LMS. For this demonstration, I'll show you how to create a learning survey.



First of all, I want you to select a "Learning Type", which in this case will be a survey, and select 'Next', which takes us to step 2 - "Tell us about your Survey".

Begin by adding the name or title of the survey, which should be short and succinct.

Next, you'll need to enter an identifier. An identifier is a term that you can use to help you locate your survey behind the scenes. For example, an identifier might be the learning title with a date, a year or perhaps even an accreditation code or any other unique terms that can help you to track the survey.

Next, you can use the overview to provide a detailed description of the survey's purpose. Once you've typed this information into the editor field provided, you can then use the text editor options to adjust the formatting. When you're happy with your description, add the expected duration of the survey in the field provided.

The screenshot shows a form with the following elements:

- Name \*:** A text input field.
- Identifier \*:** A text input field.
- Overview:** A section containing a rich text editor with a toolbar (bold, italic, underline, text color, background color, font size, font family, bulleted list, numbered list, link, unlink, and a 'Format' dropdown) and a large text area for the description.
- Approx Duration (minutes):** A text input field.
- Has Certificate:** A checkbox.

There are a number of other descriptors that you can add using the “Description” wizard. For example, you can upload completion certificates by checking the “Has Certificate” box. Users will then receive a certificate on the successful completion of the survey.

Another feature of this wizard is the ability to add tags. Tags are words or phrases that describe the survey and are used to categorise the survey in the LMS. Tags can describe topics like “Compliance”, or the even the type of learning itself such as “Video”, “Audio”, or “Policy”. The tags area allows you to select existing tags, or quickly add your own.

The screenshot shows a section titled "What tags would describe this Learning Event?" with the following elements:

- What tags would describe this Learning Event?** (Section heading)
- Tags are broad terms that describe the topic of the Learning item. Think of them as topics or category titles. (Sub-heading)
- Description Tags:** A text input field.
- New Tags:** A text input field.

You might also want to add a primary contact for a survey by using the drop down menu. Simply start typing their contact details into the field for an auto complete or, alternatively, you can scroll down to select someone from the list provided.

**Advanced Details**  
Advanced Details Summary

Archive Date:

Version Info:

Provider: (Not specified)

Internal Cost:

Points:

Once you've had some practice and become an advanced user, the "Description" tool will also allow you to add archive dates, version names and lots of other information.

And that's step 2. Let's move on to step 3 – "What are the survey details?"

Step 3 is where you add your learning. In this case it's a I survey.

Creating a survey is very simple. All you need to do is create the questions, list what the options are, and repeat. You have the option to include an introduction and exit screen, but these are not essential.

Under the questions heading, you'll see an "Add Question" button. Let's select that to add our first question.

**Create Learning**

**Step 3 - What are your Survey details?**

Progress: ✓ ✓ **3** 4  
[Learning Type](#) [Description](#) **Details** [Review/Publish](#)

[Preview Survey](#)

**Questions**

	Mandatory	Actions
<input type="button" value="Add question"/>		

**Sequence**

or [Go Back](#)

As you can see, there are three areas in the “Add Question” screen: the question, the question type, and the response.

Question:

Response

Question Type: Multiple Choice

Answer	Actions
Add Response...	-

Okay, now it's time for you to add some survey questions. There are a range of different question types to choose from:

“Keyword” – User is required to answer the question by entering a single keyword. For a correct answer, the response must match one of the nominated keywords set by the creator of the learning item.

“Match” – User is asked to select the most relevant response against a range of questions or statements by selecting from a drop down list).

“Multiple Choice” – User can select one correct answer from a list of possible answers.

“Multiple Choices” – User can select more than one correct answer from a list of possible answers.

“Short Answer” – User can enter free text. The number of lines, and/or the number of characters entered by the user can be restricted if required by the creator of the learning item.

“True/False” – User can select a response of either True or False

“Yes/No” – User can select a response of either Yes or No

For this demonstration, we'll go through some of the different question types that you can use in a survey including multiple choice; true/false; yes/no; and short answer questions.

Type in a question.

Question Description:

**B I T F** (inherited font) (inherited size) **A**

How many days do **you** drive to work each week?

You can now use the text editor features to format your question.

Now, we'll select an appropriate question type. Let's start with a multiple choice question.

Response

Question Type:

The final step is to add the possible answers. You may have as many answers as you like. If you add one that you weren't meant to, don't worry, you can delete answers by selecting the red remove button to the right of the question.

Response

Question Type:

Answer	Actions
<input type="text" value="1"/>	
<input type="text" value="2"/>	
<input type="text" value="3"/>	
<input type="text" value="4"/>	
<input type="text" value="5"/>	
<input type="text" value="Add Distractor..."/>	

Now that you have completed question one, select the "Save Survey Question" button at the bottom to add the question and go back to the question list.

or [Cancel](#)

You can now see our first question sitting there.

**?** How many days do you drive to work each week?  
Survey Question, Multiple Choice, with 5 answers

Mandatory  Actions

To add another question, select the "Add Question" button again. This will take you to a fresh "Add Question" screen where you can repeat the previous step.

This time we'll add a true/false, or a yes/no question.

Both true/false and yes/no questions are very similar to multiple choice questions, only the answers to these types of questions are predefined with... you guessed it, true and false, or yes and no. So the only thing you really need to do is write your question, add your possible answers, select "Save" and you've created a new question.

Response

Question Type: Yes/No

Let's move on to short answer questions.

First let's repeat the steps we followed in the previous question types, although this time we're going to select "Short Answer" from the "Question Type" field.

You'll notice that the options for short answer questions are slightly different to those for multiple choice questions. Here we can set an answer length by line count or word limit, and then choose how to alert users to that information, if at all.

Let's do this now by selecting the "Word Limit Action" button. This selection allows users to ignore a word limitation, advise them when they have reached it, or restrict them from going over it. For the purposes of today's demo, let's restrict the user to 500 words.

Response

Question Type: Short Answer

Word Limit: 500

Line Count: 0

Word Limit Action: Restrict

Require Explain Answer:

Require File Upload:

Now that we're finished with our short answer question, let's select save and go back to the question list.

Now that we've added a few questions, we have the option of viewing and modifying our survey. Questions can be moved into a different order by dragging them with your mouse. You can preview the entire survey by selecting the "Preview Survey" link at the top of all the questions.

### Create Learning

**Step 3 - What are your Survey details?**

Learning Type   Description   **Details**   Review/Publish

[Preview Survey](#)

▼ **Questions**

	Mandatory	Actions
<p>❓ <b>How many days do you drive to work each week?</b> Survey Question, Multiple Choice, with 5 answers</p>	<input type="checkbox"/>	+   👁   ✎   ⌵
<p>❓ <b>Is getting to work pleasant for you each morning?</b> Survey Question, Yes/No</p>	<input type="checkbox"/>	+   👁   ✎   ⌵
<p>❓ <b>What is the meaning of life?</b> Survey Question, Short Answer</p>	<input type="checkbox"/>	+   👁   ✎   ⌵

[Add question](#)

Great work! We're almost there!

It's now time for the fourth and final step in the "Create Learning – Survey" process – "Success".

By completing the previous steps, you'll now have a draft version of your learning.

### Edit Learning

**Step 4 - Success**

Learning Type   Description   Details   **Review/Publish**

**Your Survey has been created successfully**  
Test survey123 is currently in Draft status.

If you would like to change the status please use the following button [Change status](#)

#### Details

This enrolment will take approximately 20 minutes to complete.

**Overview**  
This is a test survey for test purposes.

[Back](#)   [Finish](#)

You have two options; to save the survey as a draft or to publish the survey. Draft learning is the state where a learning item exists in the library but can't be viewed or assigned to any users. To make this learning available within the system, it will first need to be published.

If you would like to keep your survey in draft status, select the "Finish" button. Your survey is saved as a draft. When you are ready to publish your draft survey, select the "Publish" button.

Library Item: Test survey123 Edit Library Item   Edit in Wizard

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Tasks  
  Notes  
  Attachments

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Enrolled Users (0) · Not Attempted (0) · Incomplete (0) · Completed (0)

---

Your Survey Test survey123 is currently in Draft status.

---

Name	Test survey123
Identifier	test-survey123
Approx Duration (minutes)	20
Status	<span style="color: #ffc000;">●</span> Draft <input type="button" value="Change"/>
Overview	This is a test survey for test purposes.
Price	Retrieving...

Survey Test survey123 with Questions (1)

If you are ready to publish your survey, look over all the details and make sure everything is appearing correctly. If not, you can go back and edit the details by selecting the “Back” button, or choosing the related step in the green progress bar at the top.

When you’re happy with everything you see, it’s time to publish your survey. To do this, select ‘Change status’ drop down arrow, and then select whether you want your survey to be published privately, or publically.

Edit Learning

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Step 4 - Success 
✓ Learning Type
✓ Description
✓ Details
1 Review/Publish

**Your Survey has been created successfully**  
 Test survey123 is currently in Draft status.

If you would like to change the status please use the following button

Publish as public ?

Publish as private ?

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### Details

This enrolment will take approximately 20 minutes to complete.

**Overview**  
 This is a test survey for test purposes.

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Private publishing allows administrators and managers to view your survey in the library. Users will not have this visibility.

Public publishing means that your survey can be seen in your library by anyone. This also allows your users to request the survey, if your LMS has this functionality active.

And that’s how to create a survey!