

Knowledgebase > Functions of Kahootz > Surveys > Creating a Survey (Add Questions, Preview, Open, Re-open & Duplicate)

Creating a Survey (Add Questions, Preview, Open, Re-open & Duplicate)

Software Support - 2023-10-05 - Surveys

To create a survey:

- 1. Go to the folder you want your survey to appear.
- 2. Under the Actions Menu, click Create a new item.
- 3. Choose to add a Survey.
- 4. Add a name and description for your survey.
- 5. Decide how responses are made, Who can answer? How many times can people answer? How are answers saved? Send a 'thank you' email?
- 6. Formatting show progress information through a progress bar, percentage complete or pages complete.
- 7. For more information on the Responding, Permissions and Results sections, see setting permissions on surveys.
- 8. Click Save to create your survey.

Adding questions:

- Add your questions, using our selection of different <u>question types</u> click the link for more information.
- 2. As well as questions, you can also add text/images or page breaks which can be placed at any point amongst the questions.
- 3. When you've picked a question type, you'll be asked to enter a question number and the question itself.
- 4. Depending on the question type, different options will be shown on the Add Question page.
- 5. Click Save to add this question. You can then repeat the process to add the next question and so on.

Kahootz Tips: If some of your questions have similar question layouts you can use the Copy question icon to create a new question based on an existing one.

You can also copy questions (individually or in sets) from other surveys you can access - see the Actions Menu for Copy questions from another survey.

Re-order your questions by clicking on Re-order the questions found under

Actions.

Previewing the survey:

- Preview your survey to make sure it looks how you want it to. Click on Preview, found in the Actions Menu.
- You can check the layout and paging of your questions and also how any progress bars appear.
- If you need to make any changes you can modify individual questions and re-order existing questions.

Opening the survey:

When you've added in all your questions, previewed how it looks and are ready to get your responses, you'll need to Open the survey.

- Don't forget to preview your survey before opening it, click on Preview in the Actions Menu.
- Under the Actions Menu click on Open the Survey.
- You can pick an automatic close date if suitable, or leave that blank to keep the survey open forever (or until manually closed).
- Notify your workspace members about the survey if applicable that's often a good way to let them know they need to respond.

Once a survey has been closed no further responses can be submitted but you can modify the questions then re-open it.

Re-opening the survey:

If you need to re-open the survey:

- 1. Go to the survey that you want to re-open.
- 2. Click Manage this Survey.
- 3. Click Open this Survey.
- 4. You can choose whether or not you want to delete any previous responses.
- 5. Click Open the Survey.

Duplicating surveys:

To duplicate a survey:

- 1. Create a new survey.
- 2. On the **Add an item to a survey** page, under **Actions** is a **Copy questions from another survey** link, click on it.
- 3. Choose which workspace contains the survey you want to copy.
- 4. You'll then see a simple list of all the surveys in that workspace select the one you want to copy.
- 5. Tick the questions you want to copy. If you want to copy all of them, you can select all by using the tick box in the title row.

- 6. You can repeat this process to pick questions from different surveys you're not limited to just one.
- 7. After copying, you can modify and re-order the questions if you need to everything you can normally do in a survey.

When you are happy with your questions, click **Open this Survey**, under **Actions**.

Related Content

- Survey Question Types
- <u>Using the rich text editor</u>
- <u>Setting permissions on surveys</u>
- Getting started with surveys