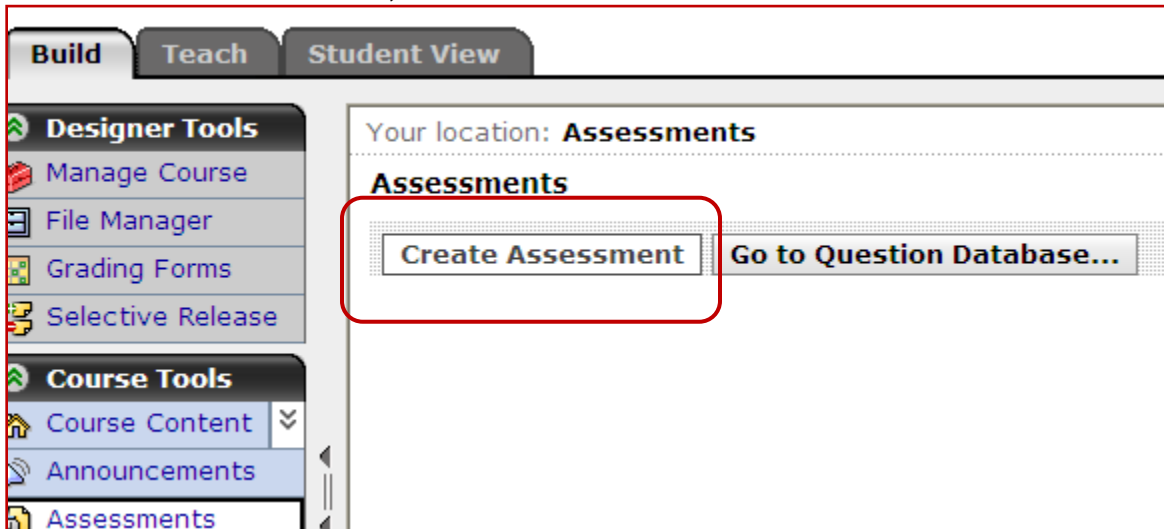


eLearning - Anonymous Survey (evaluation)
This should NOT be confused with OFFICIAL CTE's

Login to your course by going to myRedDragon; clicking on Faculty Online, eLearning and then the course you want to create the anonymous survey in.

In the Build mode; click on Assessments and Create Assessment:

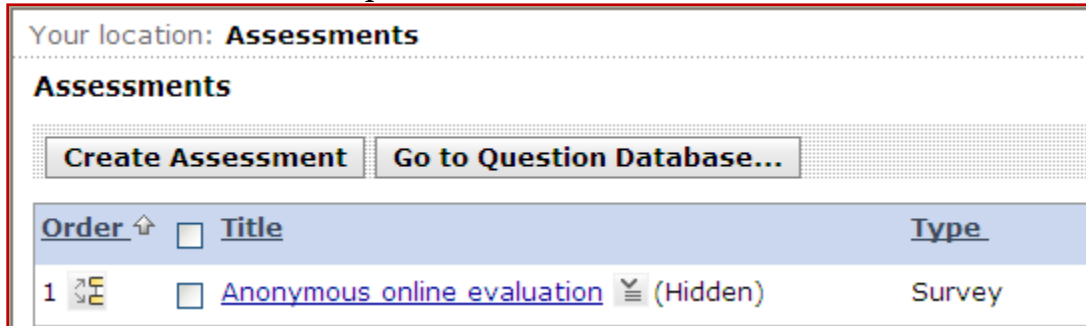


Fill out the Assessment form including a title and description; under TYPE make sure you select SURVEY and click on SAVE:

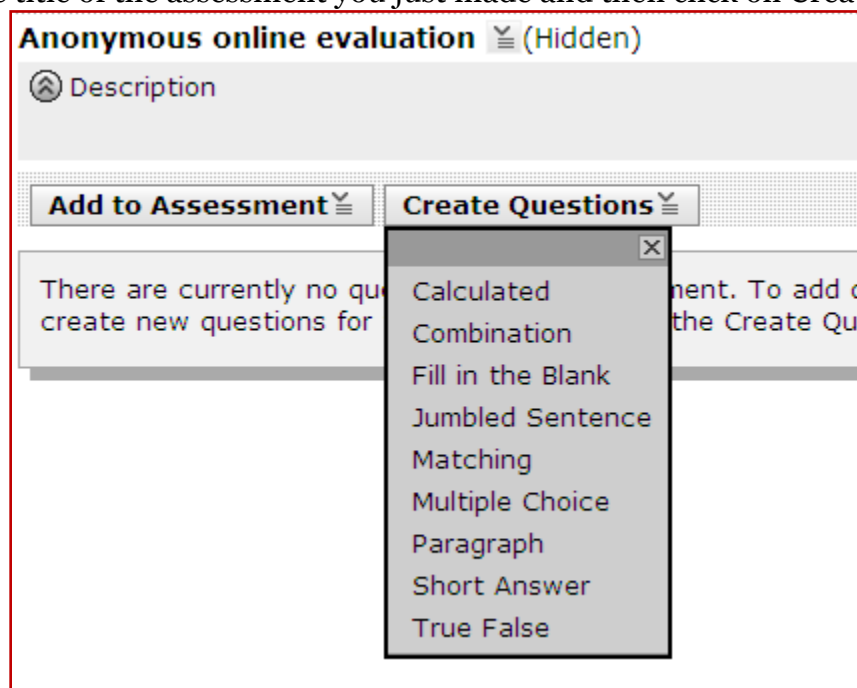
A screenshot of the 'Create Assessment' form. The form is titled 'Create Assessment' and contains several sections. The first section is for 'Title' and 'Description'. The 'Title' field is a text input, and the 'Description' field is a larger text area. Below these is the 'Item Visibility' section, which has two radio buttons: 'Show Item' and 'Hide Item'. The 'Hide Item' option is selected, and there is a note below it: '(This item cannot be made visible until at least one question is added)'. The next section is 'Grade Book column name', which has a text input field and a note: 'The Grade Book column name appears in Grade Book as a column header for this assessment'. The 'Type' section has three radio buttons: 'Quiz', 'Survey', and 'Self Test'. The 'Survey' option is selected. Below this is the 'Template' section, which has two radio buttons: 'Do not base on an existing assessment' and 'Base on an existing assessment:'. The 'Do not base on an existing assessment' option is selected. Below this is a dropdown menu for 'Select assessment' and a checkbox for 'Apply assessment settings only (do not include the questions)'. At the bottom of the form, there are three buttons: 'Save', 'Cancel', and 'Save and Add Questions'. A red asterisk is visible at the bottom left of the form, indicating a required field.

eLearning - Anonymous Survey (evaluation)
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You will then be brought back to the Assessment area where you will begin to add questions to the evaluation:



Click on the title of the assessment you just made and then click on Create Questions:



Here you will decide the type of questions to add (multiple choice/paragraph) to your evaluation: (I choose paragraph) and fill out the appropriate information:

eLearning - Anonymous Survey (evaluation)
This should NOT be confused with OFFICIAL CTE's

Create Paragraph Question

*Title:

Question text:

Use HTML | Insert equation:

Image:

Image Title:

Answer

Pre-fill answer box with:

Use HTML

Sample Correct response:

In the Correct response text box, enter your version of the correct answer. If you want to hand-code the text in HTML, select the Use HTML check box. The correct answer displays to the Student when they review the question. The correct answer can also be used as a reference when instructors or Teaching Assistants grade the question.

Use HTML

Settings


Answer box height: lines

Answer box width: characters

More Options (Expand this area to see more options.)


* Required field

You will leave the Answer boxes empty and click on Save. Once you have added all the questions you wish to ask, you need to set-up WHEN the anonymous survey is available for the students.

In the Build mode, click on Assessments, then the action menu  to the right of the title of your assessment. Then select Edit Properties.

Your location: **Assessments**

Assessments

Order	Title	Type
1	<input type="checkbox"/> Anonymous online evaluation  (Hidden)	Survey

- Go to Assessment
- Edit Properties**
- Preview
- Show Item
- View Links to this Item

eLearning - Anonymous Survey (evaluation)
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Scroll down to Dates Available and select a start time and end time (of check on unlimited) please make sure you use mm/dd/yyyy format.

More Options (Click on the arrow icons to expand or collapse these optional settings.)

⊖ Dates Available

Start Time:


End Time: Unlimited

End Time indicates when a Student can no longer access the assessment. However, if the Student starts the quiz before the *End Time*, they are allowed the full duration to complete the assessment.


Create a corresponding event in the Calendar





If you also set release criteria, this assessment will be available only when both release criteria and availability dates are met. Ensure that availability dates do not conflict with release criteria.

Scroll down and hit Save.

Once you have set the assessment up and confirmed the release date you will want to **SHOW ITEM** so your students will be able to access it. In the Build mode, click on Assessments, then the action menu  to the right of the title of your assessment. Then click on Show Item.

Assessments

Order	Title	Type
1	<input type="checkbox"/> Anonymous online evaluation  (Hidden)	Survey

-  Go to Assessment
-  Edit Properties
-  Preview
-  Show Item

Your anonymous survey is ready to go! You will receive the results in the Assessment Manager under the Teach tab