



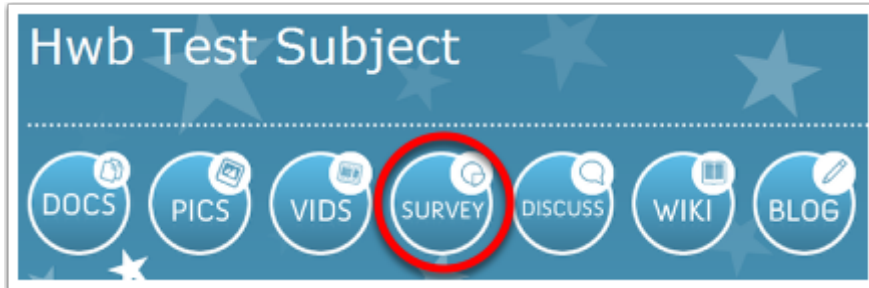
Hwb⁺

**How to
Create a
Survey**

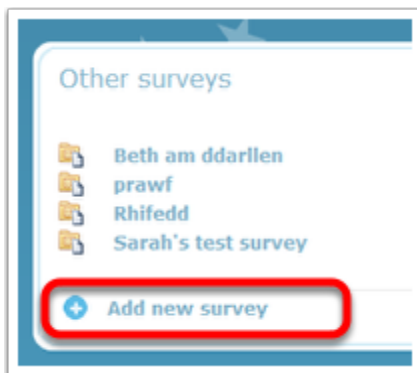


Hwb+ - How to create a Survey

In your subject site, click the **Survey** button to go to the Survey page.



To create a new survey, click the **Add new survey** button. This button is only displayed to users with the permissions to create a survey.

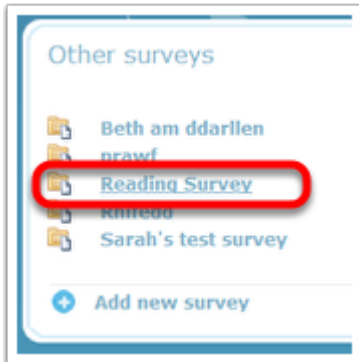


To create a new survey, give it a title and click **Create**.

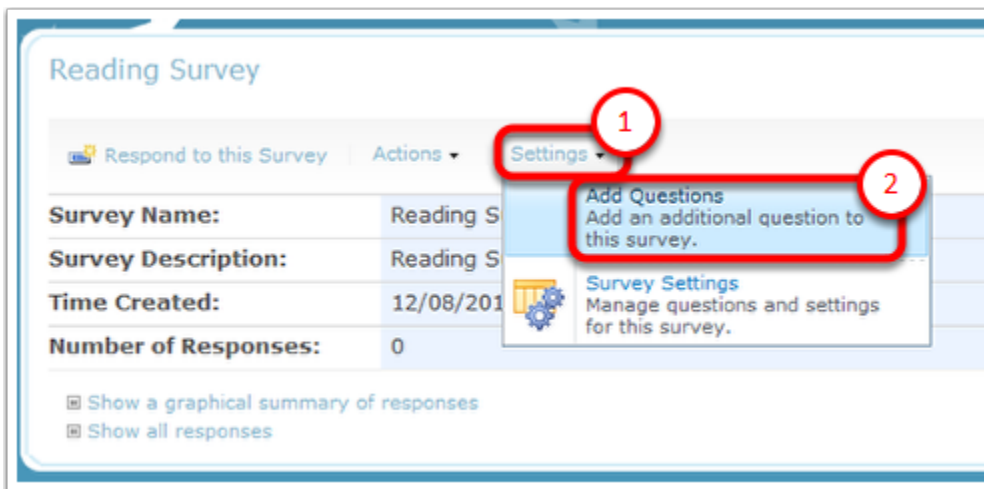




Once the survey has been created, we can add the questions. Click on the survey to open it.



1. Click on **Settings**
2. Select **Add Questions**





1. Type the question
2. Choose the type of answer

The screenshot shows a web-based survey creation interface. On the left, there is a 'Question and Type' section with a text area for entering the question and a dropdown menu for selecting the answer type. On the right, the 'Question:' field contains the text '1. When I read a story or other information I understand it.' Below this, the 'The type of answer to this question is:' section lists various options, with 'Choice (menu to choose from)' selected. The 'Additional Question Settings' section on the left is currently blank. The 'Require a response to this question:' section has 'Yes' selected. The 'Enforce unique values:' section has 'No' selected. The 'Type each choice on a separate line:' section shows a list of choices with a 'Yes' button. The 'Display choices using:' section has 'Radio Buttons' selected. The 'Allow 'Fill-in' choices:' section has 'No' selected.

Once you are happy with the question, you can either add more questions by clicking **Next Question** or finish adding questions by clicking **Finish**.

Next Question Finish Cancel



Responding to the Survey

To respond to the survey, click on the survey and choose **Respond to this Survey**.

Reading Survey

Respond to this Survey Actions Settings

Survey Name: Reading Survey

Survey Description: Reading Survey

Time Created: 12/08/2013 12:12

Number of Responses: 0

Show a graphical summary of responses

Show all responses

This is how the survey appears when you respond to the questions. As you can see, we have used different types of questions.

When all questions have been answered, click **Finish**.

Reading Survey - New Item

Finish Cancel

* indicates a required field

1. When I read a story or other information I understand it. *

Yes. I always understand the story or information.

Sometimes I understand the story or information but sometimes I don't.

I often don't understand the story or information.

2. When you read do you

	Never 1	Usually 2	Always 3	N/A
a) guess what will happen before you read the story?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
b) guess what will happen next, at different places throughout the story?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Finish Cancel



To view responses in a graphical form, click **Show a graphical summary of responses**



The graphical summary of the survey is shown below

1. 1. When I read a story or other information I understand it.

Yes. I always understand the story or information.



Sometimes I understand the story or information but sometimes I don't.



I often don't understand the story or information.



Total: 2

2. I use illustrations or titles to help me figure out what a story is about.

Always



Usually



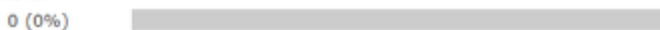
Sometimes



Rarely



Never



Total: 1

3. When I don't understand a word I use the information I have already read to guess its meaning.

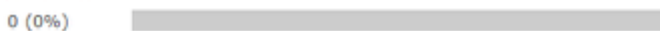
Always



Usually



Sometimes



Rarely



Never

