Canolfan Gefnogaeth TGCh Ysgolion a'r Gymuned
Schools and Community ICT Support Centre

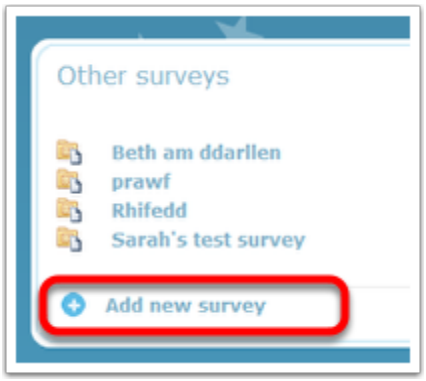
Hwb+

How to Create a Survey

Hwb+ - How to create a Survey

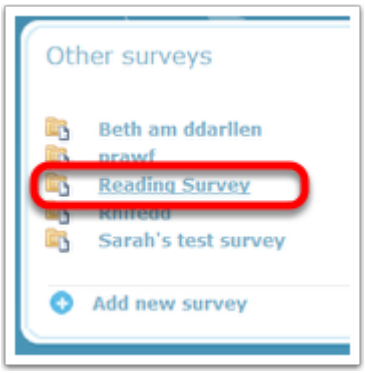
In your subject site, click the **Survey** button to go to the Survey page.

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.

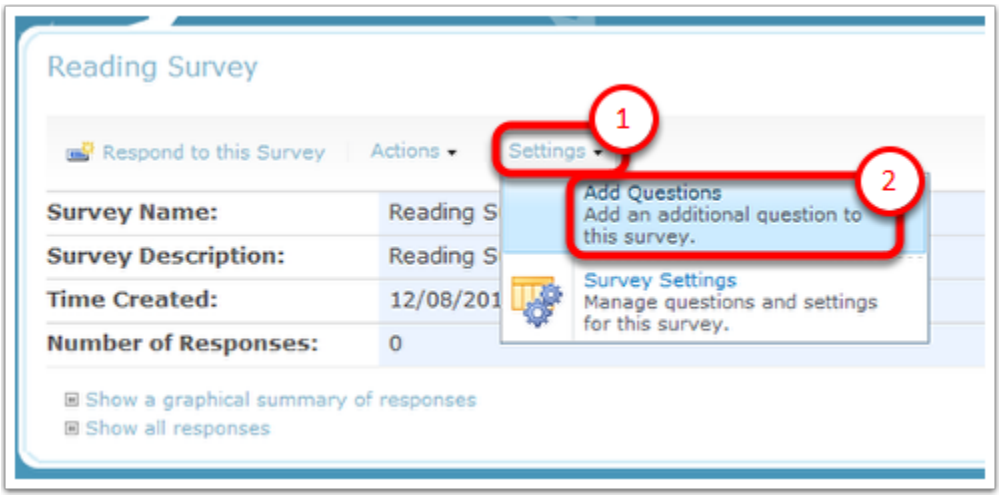


To create a new survey, give it a title and click **Create.**

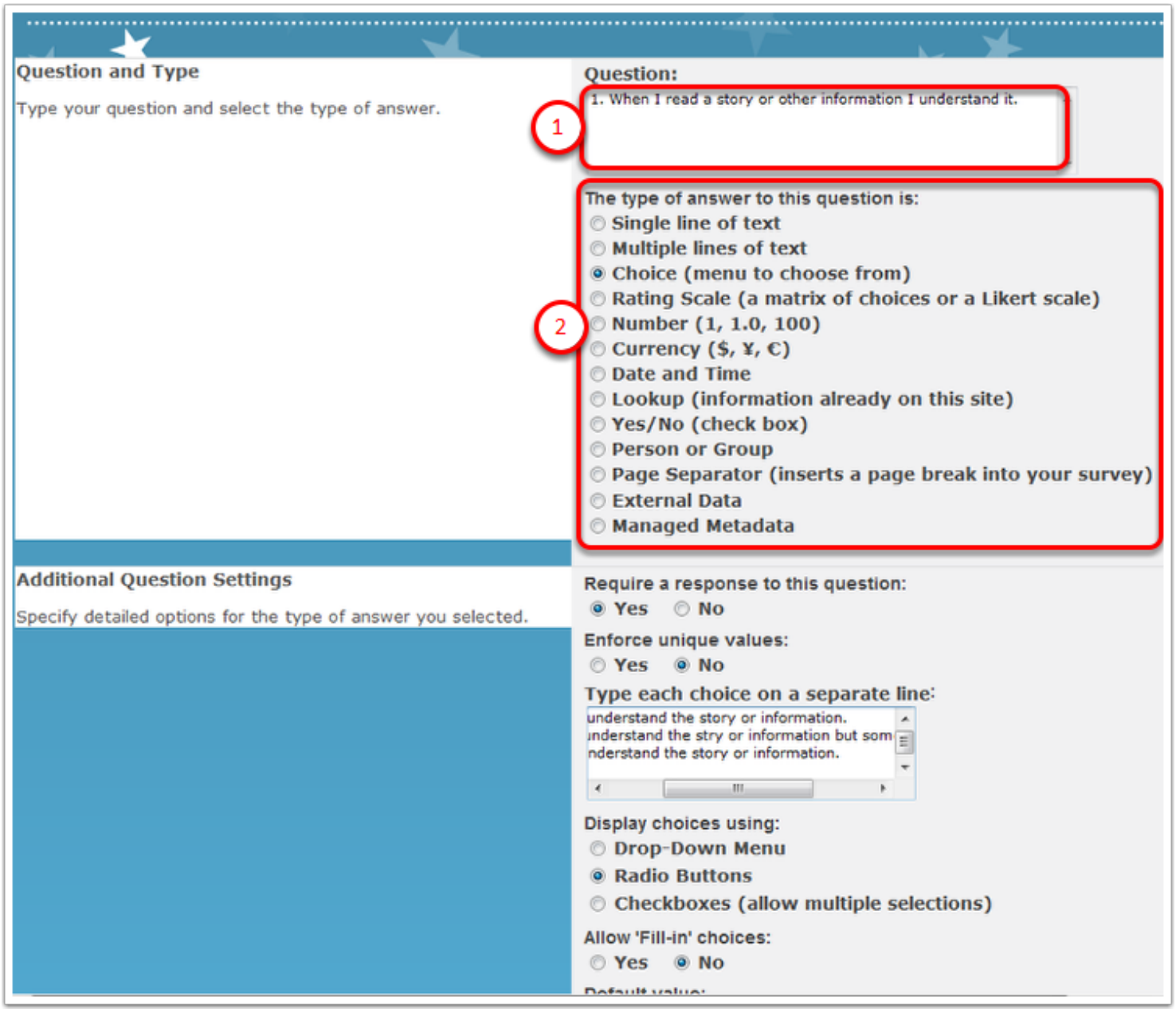
Once the survey has been created, we can add the questions. Click on the survey to open it.



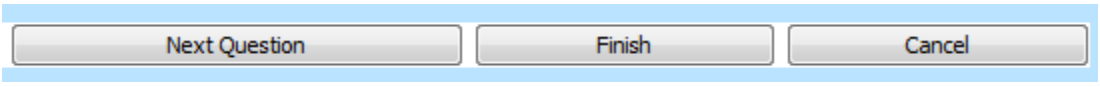
1. Click on **Settings**
2. Select **Add Questions**



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



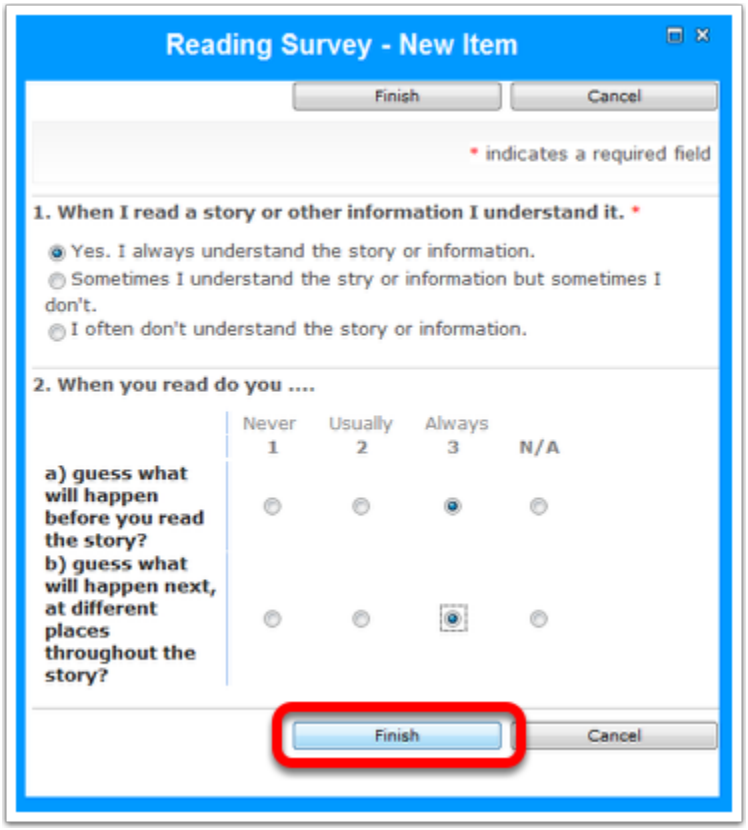
Once you are happy with the question, you can either add more questions by clicking **Next Question** or finish adding questions by clicking **Finish.**

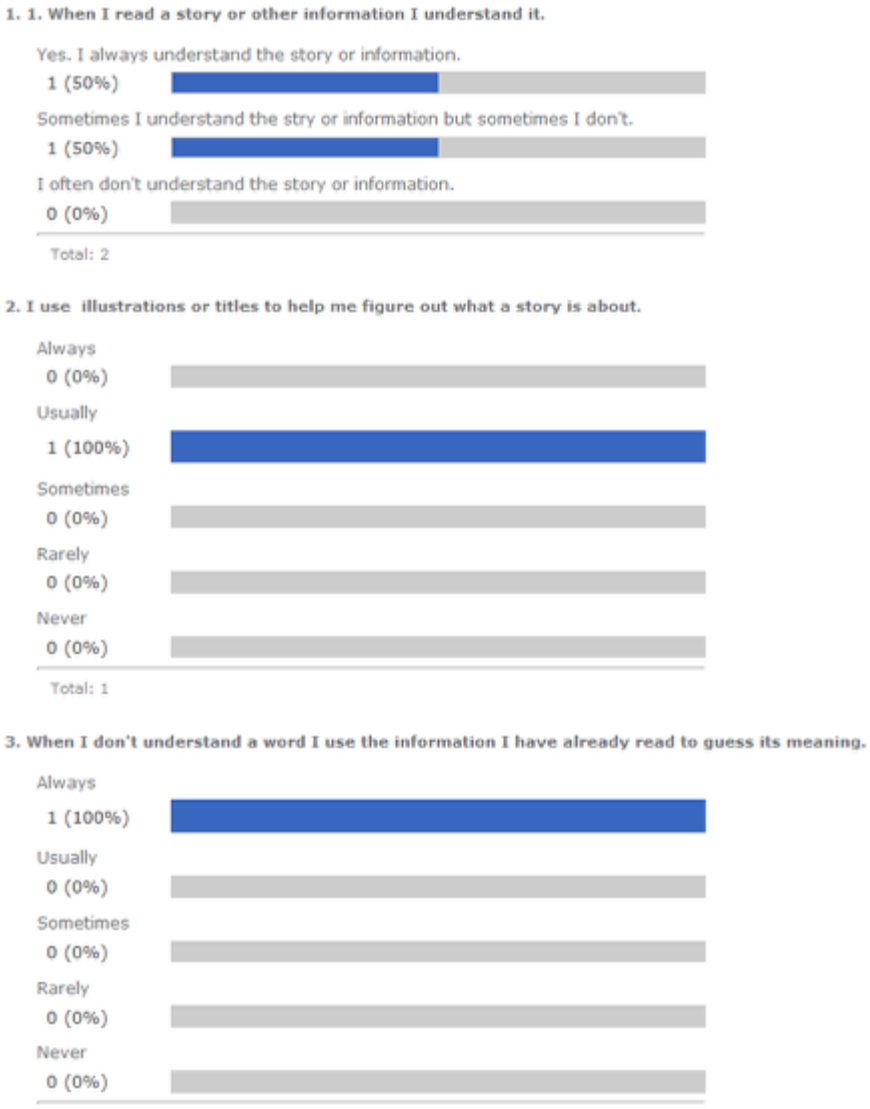


Responding to the Survey

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

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.**



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

The graphical summary of the survey is shown below