Creating and Editing Surveys in Eval25

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You can use the Eval25 Survey tool to create, edit, and distribute surveys on any subject you create, such as mid-term opinions, reasons for dropping a class, or a facilities analysis. When ready, you can invite individual participants to take the survey and to see the survey results.

In This Article:

- Create a New Survey
- Clone/Copy an Existing Survey
- Edit Survey Settings
- Edit Survey Categories or Questions
- Transfer Survey Ownership
- Delete a Survey
- Archive a Survey

Create a New Survey

1. Choose Survey from the Eval25 menu bar

2. Click Create Survey

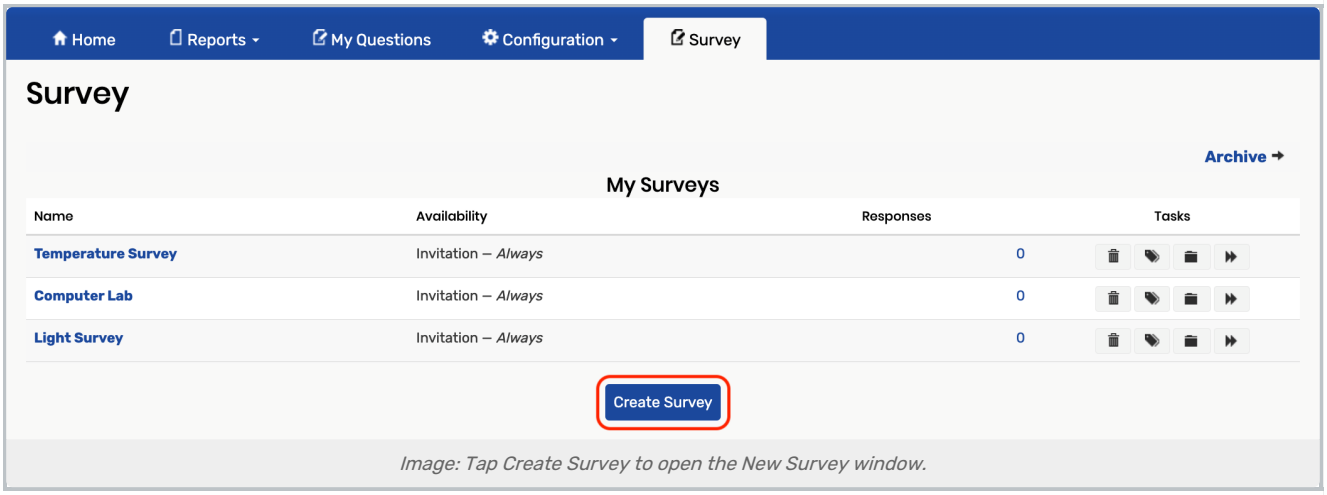

Image: Tap Create Survey to open the New Survey window.

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3. Enter a Survey Title

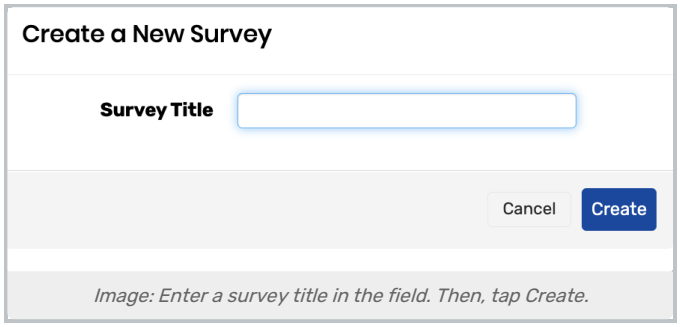

Image: Enter a survey title in the field. Then, tap Create.

4. Click Create

Clone/Copy an Existing Survey

1. Choose Survey From the Eval25 Menu bar

2. Locate the Survey you Wish to Copy and Select the Clone Button ( ) in the Tasks Column

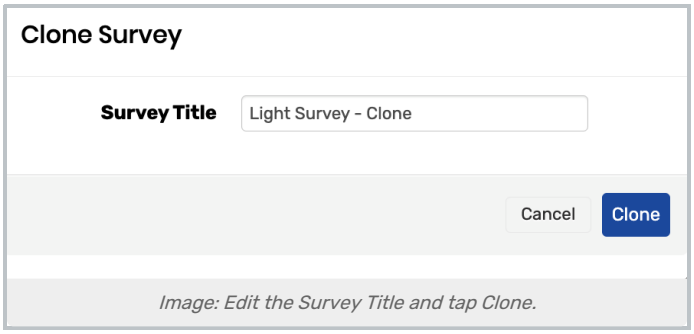

Image: Edit the Survey Title and tap Clone.

3. Update the Survey Title

4. Click Clone

Edit Survey Settings

1. Open a Survey and Navigate to the Edit tab

2. Click Settings and Fill out the Fields

- **Title:** Contains the name you initially gave the survey. Changing the name here updates the name for the settings, but does not change the name of the survey.

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- **Survey Period:**
  - **Always** - Select to make the survey's availability open-ended.
  - **Date Range** - Select, then use the calendar fields, to make the survey only available between specified start and end dates.
- **Survey Availability:**
  - **Public** - Select to allow anyone to participate in the survey.
  - **By Invitation** - Select to limit participation to those who you invite.
- **Message on Finish:** By default "Survey completed. Thank you" displays when a survey is completed. To change that message, enter the new text here.

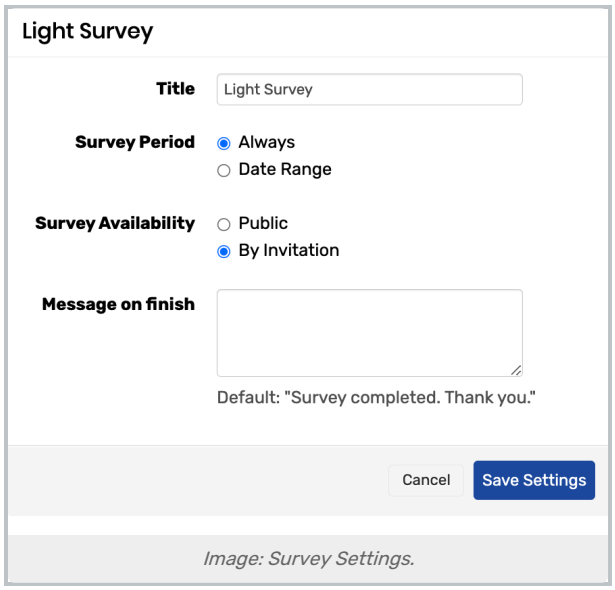

Image: Survey Settings.

3. Tap Save Settings

Edit Survey Categories or Questions

Please see Survey Categories and Questions.

Transfer Survey Ownership

1. Click the Transfer » button

Located in the **Tasks** column on the Survey tab. You'll need to have ownership over a survey in order to to transfer it to another user.

2. Choose who to Transfer the Survey to

In the **New Owner Email** field, enter the email address of an existing Eval25 Instructor or Administrator.

(Optional) Tick the checkbox to keep your own access to the survey. This will keep the **Access** tab available to you when viewing the survey details.

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2. Save

Click the **Save** button to confirm.

Delete a Survey

1. From the Survey tab, click the Delete button

Located in the Tasks column.

2. Click the OK button to confirm.

Archive a Survey

1. From the Survey tab, click the Archive button

Located in the Tasks column.

2. Click the OK button to confirm.

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