

# Microsoft SharePoint

## Owner: Create a Survey



### Introduction

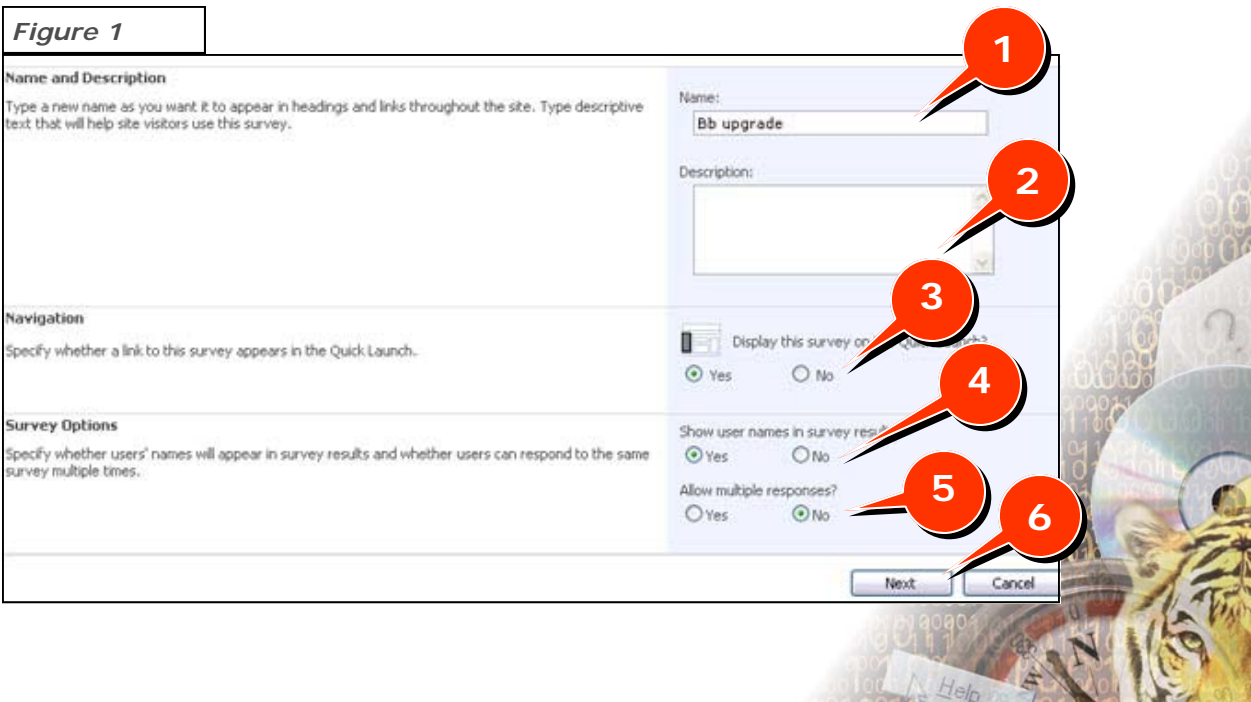
Create a survey when you want to poll other Web site users. Surveys provide features that allow you to quickly create questions and define how users specify their answers.

#### Process Summary

- Create a Survey
- View a Survey


### Create a Survey

1. From the Home page click on **Lists** in the Quick Launch menu.
2. Click on the **Create** button.
3. Select **Survey** from the tracking category.
4. Give your survey a name by completing the **Name** field (Fig 1, 1).
5. If you would like a description for your survey complete the **Description** area (Fig 1, 2).
6. Select **Yes** for the survey to be displayed in the quick launch menu (Fig 1, 3).
7. Select **Yes** if you would like the user names in the survey results (Fig 1, 4).
8. Select **Yes** if you would like to allow your users to take the survey multiple times (Fig 1, 5).
9. Click **Next** (Fig 1, 6).
10. In the question box type in your **Question**.
11. **Select** the type of answer you would like them to have.
12. Select **Yes** if you would want the responses to be required.
13. If you choose a **Choice** answer, type in each choice on a separate line.
14. Decide how you want to display your choices and if you will allow fill in choices.
15. Click on **Next Question** until you are done and then click on **Finish**.



## Viewing the Survey Results

1. Click on the Survey from the Quick Launch menu (Fig 2, 1).
2. You will see the number of response on the top of the screen (Fig 2, 2).
3. Click on the **Show a graphical summary of responses** (Fig 2, 3) to see results in a graphical view.
4. Click on **Show all responses** (Fig 2, 4) to see a list and the name of all the individual response. You can click on their name to see their individual response.

 Note: The Administrator is the only one who can see all of these response, each user can only see their response.

5. From the **Settings** drop down menu choose **Survey Settings** (Fig 2, 5) to delete, add questions or change other settings in your survey.

