

How do I create a survey for others to participate in on my SharePoint site?

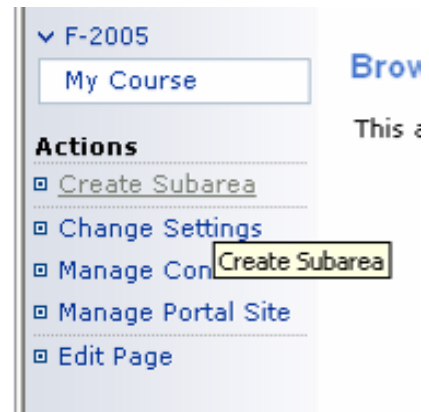
The first step towards creating a survey on your SharePoint site is knowing where you want to put it. Having a survey that other people can participate in requires a change in security for you page to allow contributors to make changes. Since you probably don't want contributors to make changes to your main site, let's create a sub-area specifically for you surveys.

Creating a Sub-Area for your Survey

Navigate your SharePoint Site. In the Actions list, click **Create Subarea**.

Give your Subarea the title of **Surveys**. Click **OK**.

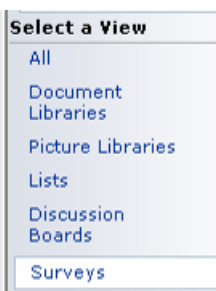
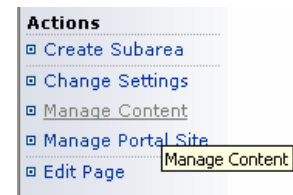
Now we have an area in which you can create surveys. The next step is to set up permissions on that Subarea so that people can use your survey. You do not have the ability to edit permissions yourself so you will need to send an email to the KCC Help Desk at help@mgmt.purdue.edu asking for them to allow Contributor Permissions to your Survey's Subarea. Be sure to specify the location of your SharePoint site and the name of the subarea that you need to have permissions changed on for fast turn around.




While permissions are being set on your Subarea, you can still create your survey, but people will not be able to participate in it until the permissions have been changed.

Creating your Survey

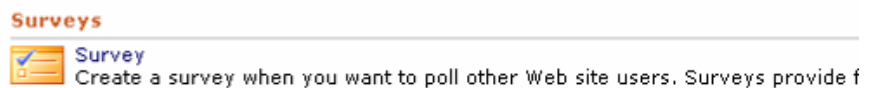
Navigate to your SharePoint site and be sure that you are in your Surveys Subarea. In the Actions list, click **Manage Content**.



In the same location that the where you found the Manage Content link you should now see different options under the title of **Select a View**. Click on **Surveys** at the bottom of that list.

Click on the create survey button. 

Select the top option, **Survey** from the list of survey templates. Give your Survey a name. The Description box is optional. In the Navigation section, select the radio button **No** to displaying the survey on the Quick

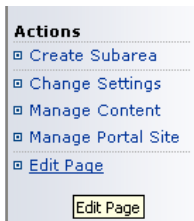


Launch bar. Select **No** for showing user names if you want the survey to be anonymous and select **No** for allowing multiple responses. Once you are done, click **Next**.

Now you can enter your survey questions. Once you have finished entering your questions into your survey, click **Finish**. You can now review your survey questions and make changes, add questions or change the order of the questions.

Adding your survey to your SharePoint site

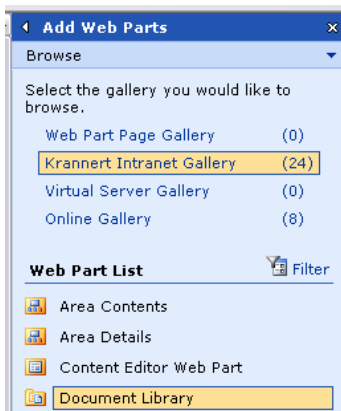
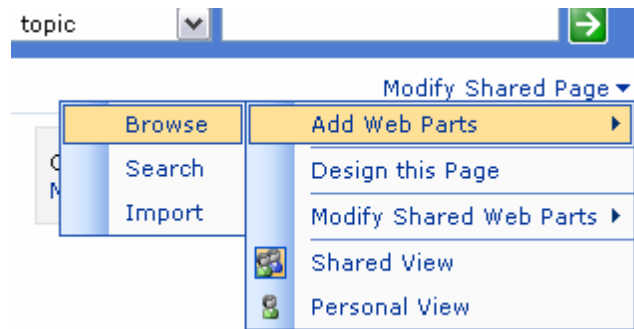
You have created your survey but we still need to go back to your Surveys Subarea and add it to your page. Navigate back to your Surveys Subarea. You will notice that this subarea still does not have anything on it. We are going to add the Survey you just created.



Make sure you are in the Surveys subarea of your SharePoint site and in the Actions list, click **Edit Page**.

At the top of the page on the right hand side a link will appear that says Modify Shared Page, click **Modify Shared Page**. This will make a menu appear.

Click **Add Web Parts** and then click **Browse** to add content.



The Krannert Intranet Gallery should be selected. If it isn't, select it now. Select the survey that you created from the list of Web Parts. It will have the name that you give it. You may have to click on next to find it at the end of the list of web parts.

There are two ways that you can add your survey to your site. You can drag it to a zone in the middle of the screen that you want it to be in or you can select the zone from the drop down list and click on **Add**. Do that now.

To close the Add Web Parts pane, click the X in the upper right corner of the pane.

In the Actions list (right hand, bottom of the page), click View Page to see the results.

You are finished creating a survey. Once permissions have been set by the Help Desk, you will be able to send people to your SharePoint site to take your survey.

