

Participate in a Survey

MyLearningPlan includes a full functioning survey tool. Survey's may be created and assigned to particular users.

Use these steps:

Select a Survey

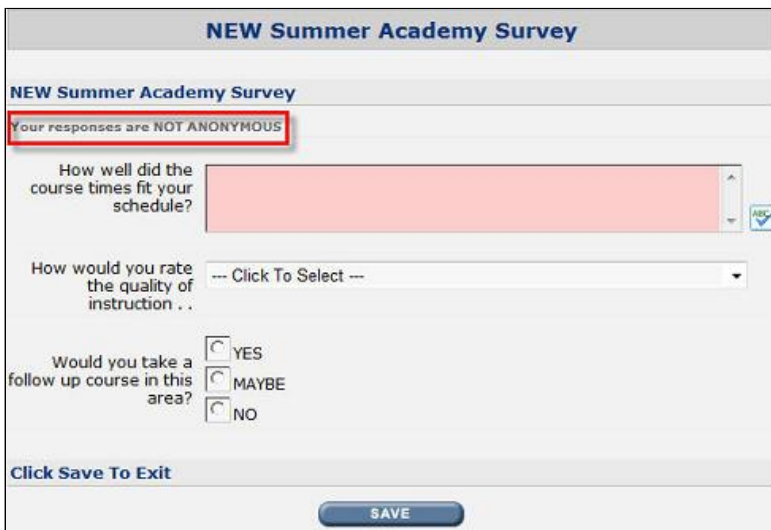
Click on the name of a survey in the Surveys box to access that survey.



Survey section on your Learning Plan page, your organization has not enabled this feature.

Note Anonymity setting

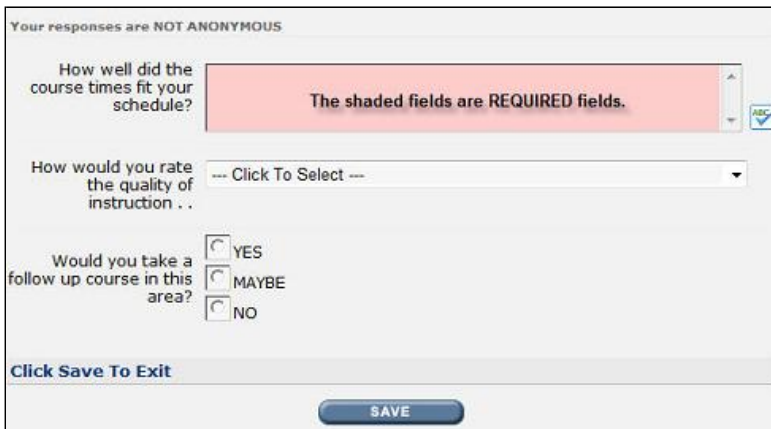
There is a note located at the top of the survey indicating whether your responses are anonymous or not. Anonymous responses indicates that no users in your organization can determine who has sent in the response. Surveys that are not anonymous enable administrative users to see the name of the respondent with the survey response.



The screenshot shows the "NEW Summer Academy Survey" form. At the top, it says "NEW Summer Academy Survey" and "Your responses are NOT ANONYMOUS". The first question is "How well did the course times fit your schedule?" with a text input field that has a light blue background. The second question is "How would you rate the quality of instruction . ." with a dropdown menu showing "Click To Select ---". The third question is "Would you take a follow up course in this area?" with three radio button options: YES, MAYBE, and NO. At the bottom, there is a "Click Save To Exit" link and a "SAVE" button.

Complete the survey

Complete the fields on the survey. Note: required fields are indicated by a light blue background. These must be complete before a survey can be submitted.



The screenshot shows the same survey form as above, but with a message indicating that the shaded fields are required. The message says "The shaded fields are REQUIRED fields." The first question's input field is shaded red. The rest of the form is the same as in the previous screenshot.

Submit the survey

Click the SAVE button at the bottom of the screen to submit your results.

Return to the Learning Plan page

Click on the Back button to return to the Learning Plan page.