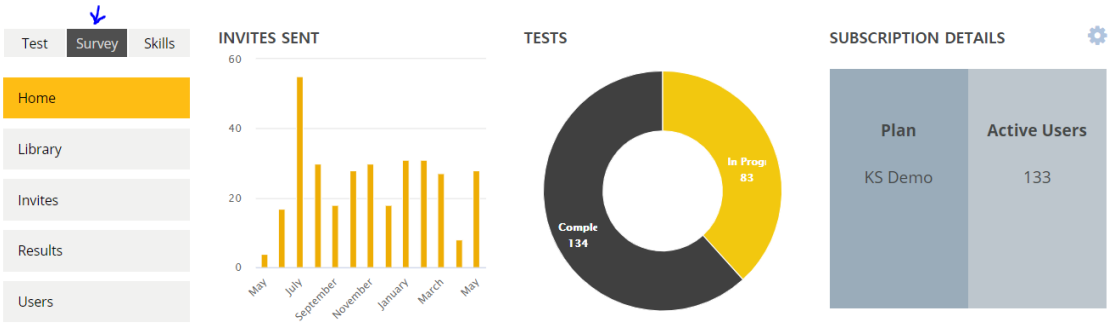
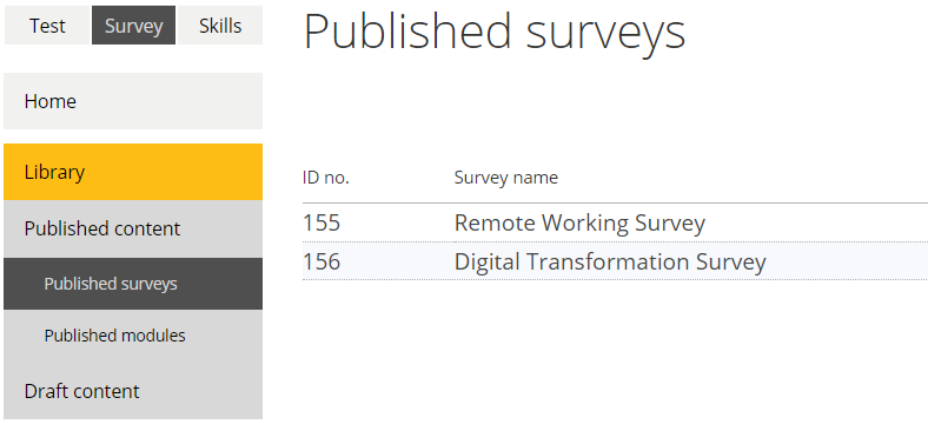
CREATING A KS SURVEY

Log in to the admin dashboard and click on the **Survey** tool, at the top of your menu.

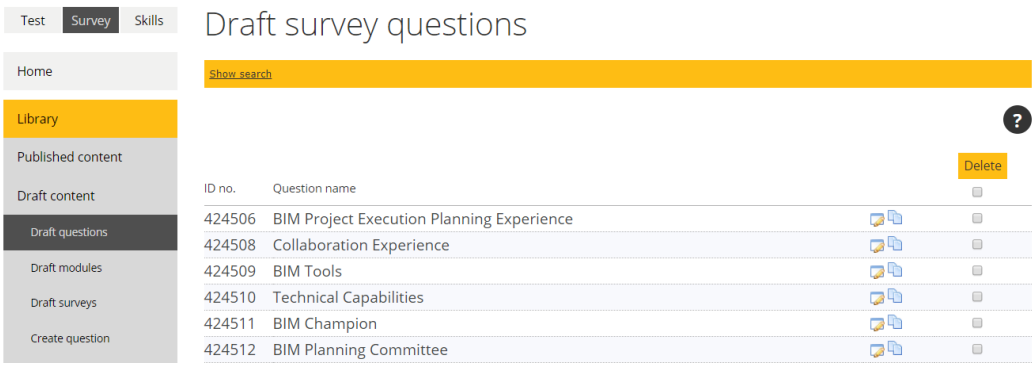


You will see the **Library > Published content > Published surveys** page.

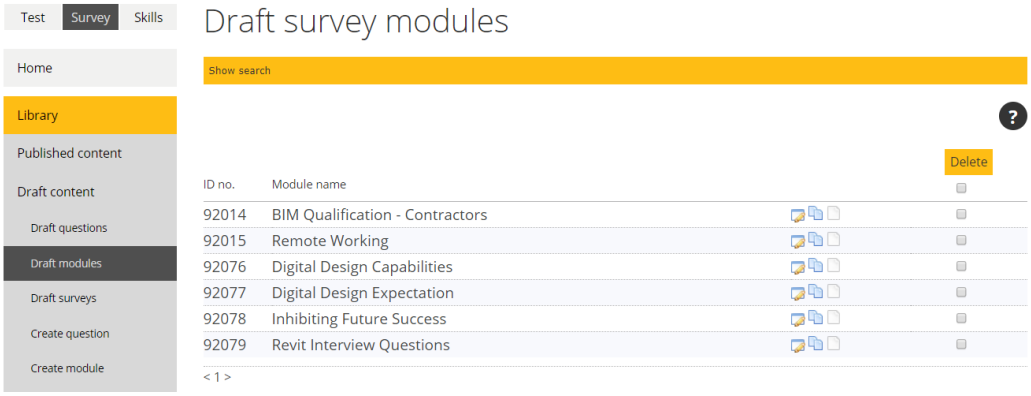


The **Library > Draft content** area has a similar look & feel to the **Draft tests** menu layout.

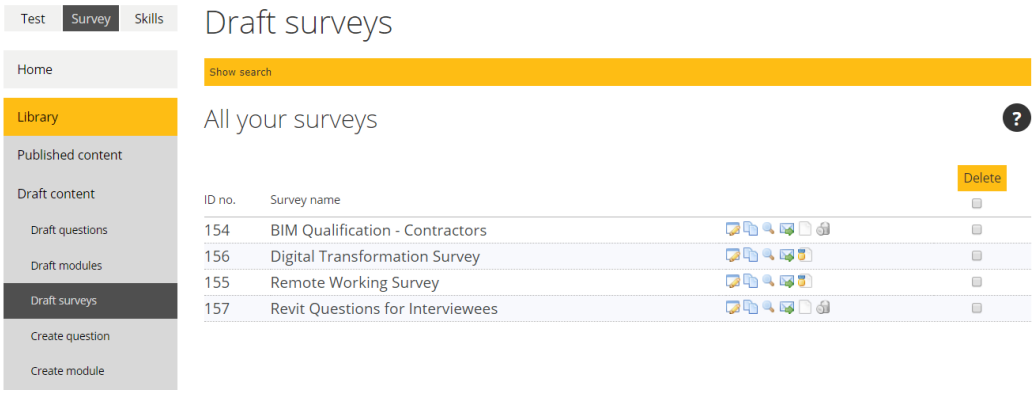
Draft questions:



Draft modules:



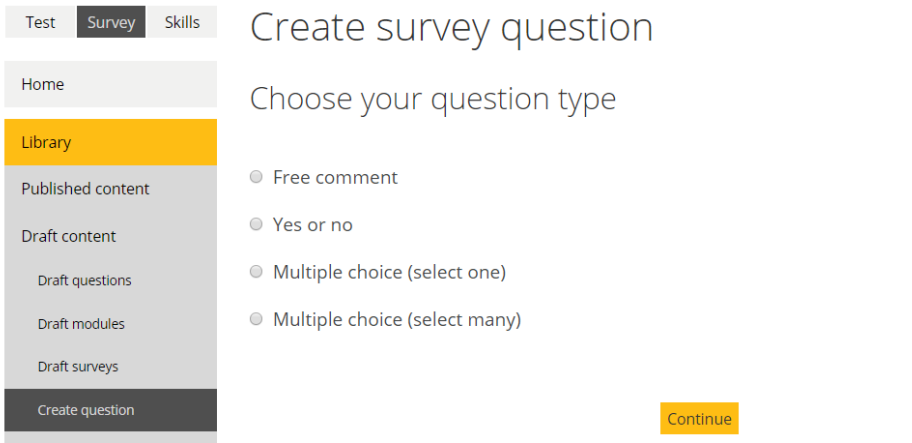
Draft surveys:



Creating a survey follows the same logic and authoring process as KS tests.

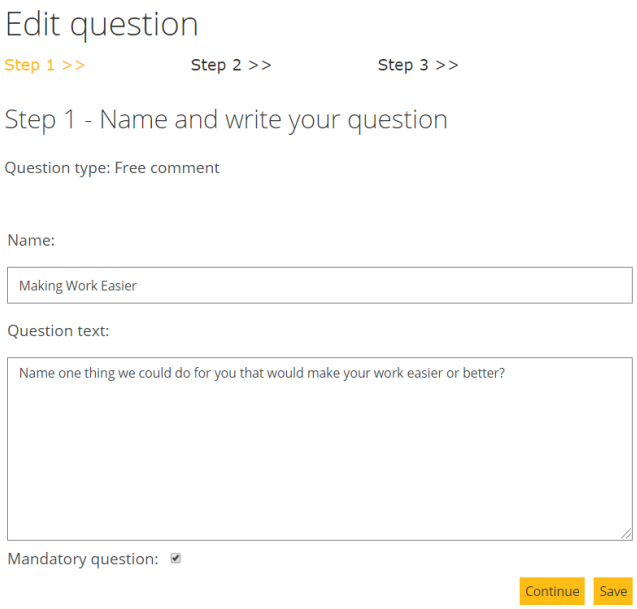
Create question:

There are 4 types of question to choose from. You have a 3,000-character limit on question text. Check the **Mandatory question** box to ensure the question is answered during a survey.

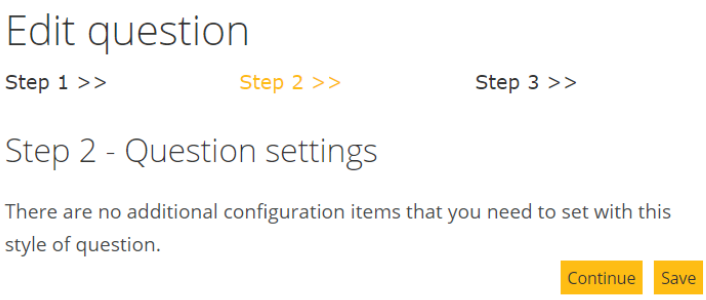


Free comment

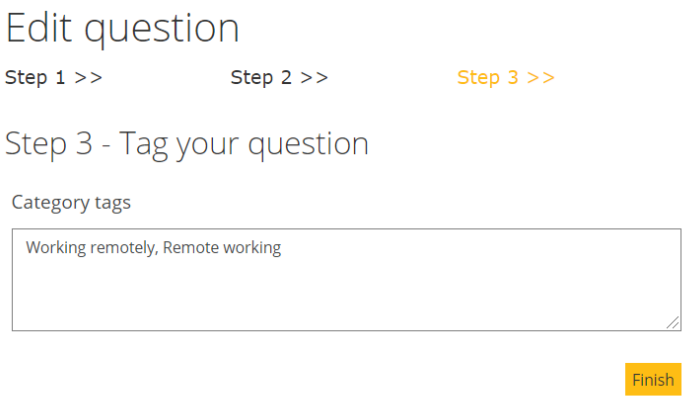
This is a free text question, where the user can enter any text to an open-ended question.



There are no additional settings or inputs required, after the main question text has been entered.

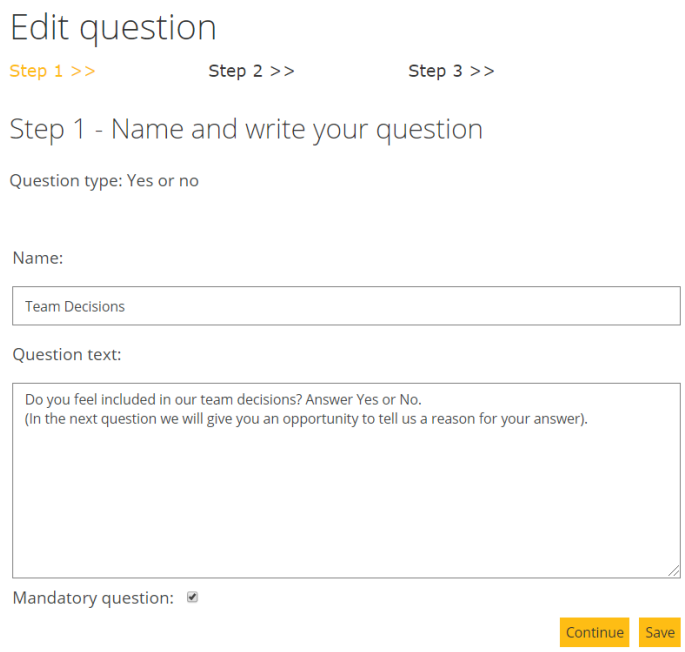


Category tags can be added at step 3, to help content management in your survey library.

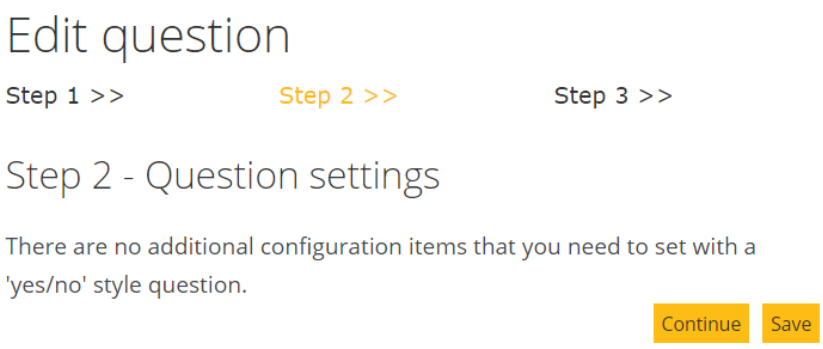


Yes or No

This is a straightforward yes or no question, where the user can enter a direct response to a closed question.



There are no additional settings or inputs required, after the main question text has been entered.



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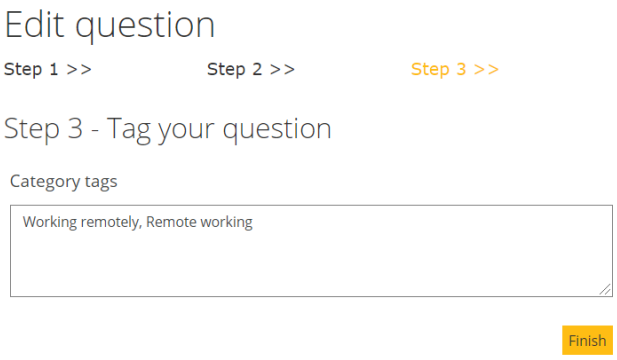
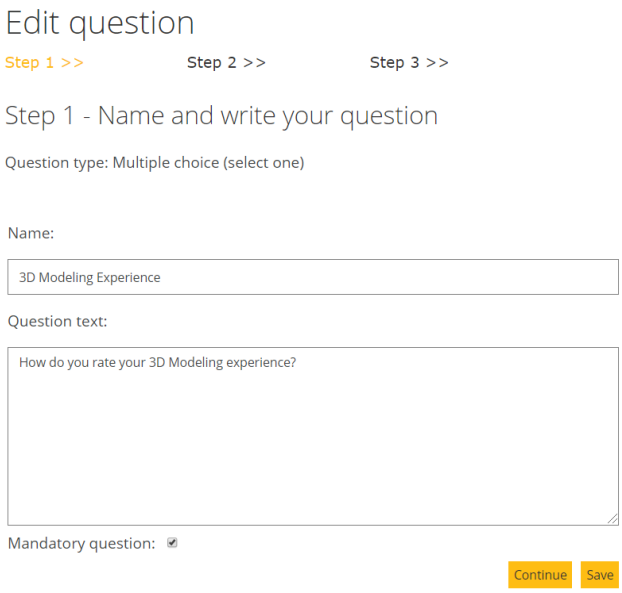
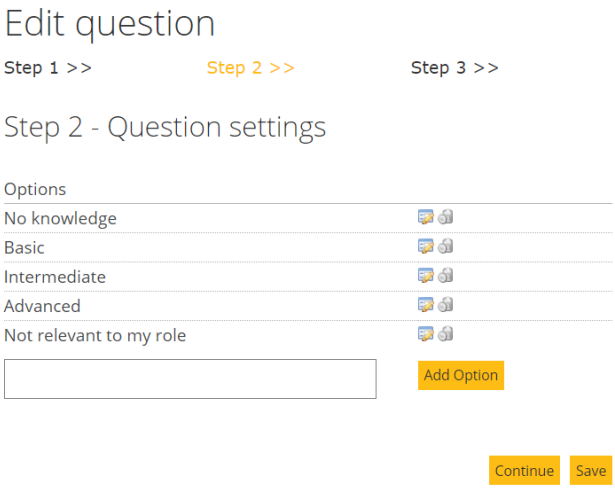


Multiple Choice (Select one)

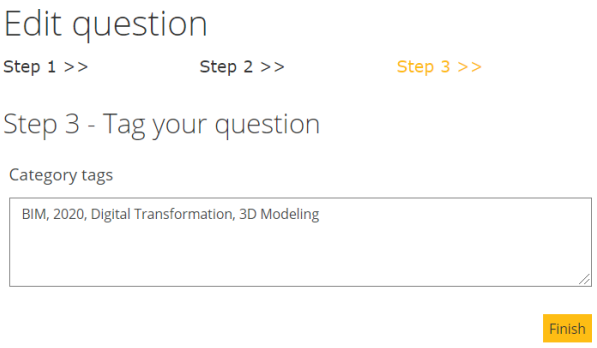
This is a multiple-choice question, where the user can enter one valid answer option.



Enter your answer options at edit step 2, after the main question text has been entered.

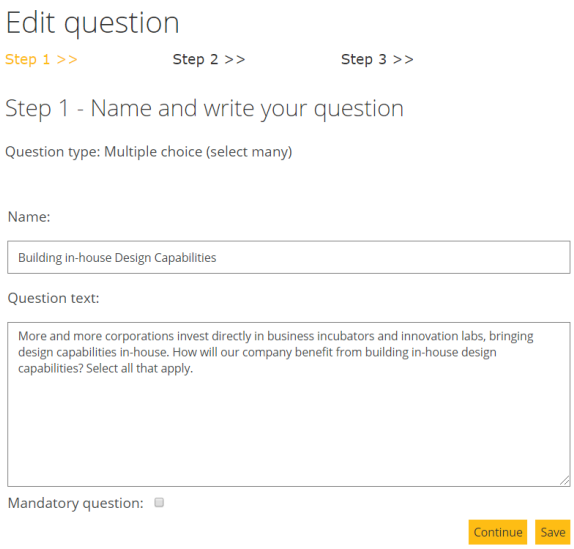


Category tags can be added at step 3, to help content management in your survey library.

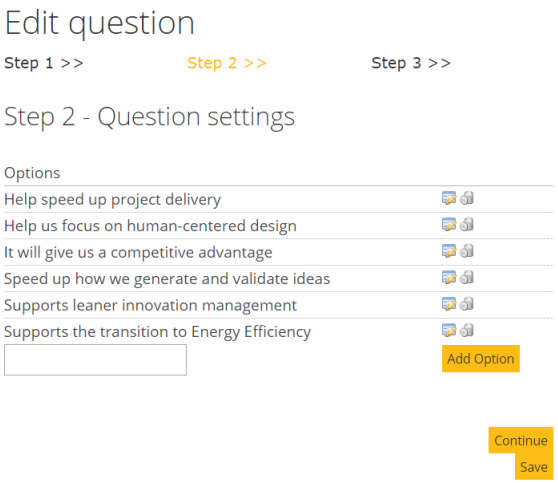


Multiple Choice (Select many)

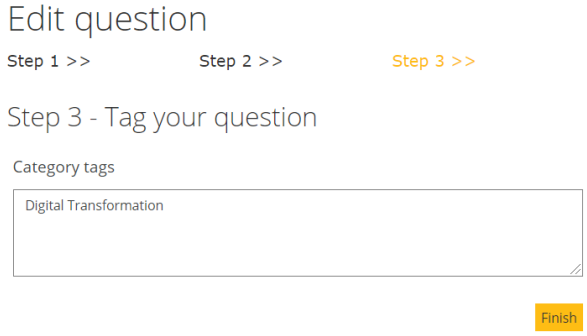
This is a multiple-choice question, where the user can enter one or more valid answer options.



Enter your answer options at edit step 2, after the main question text has been entered.

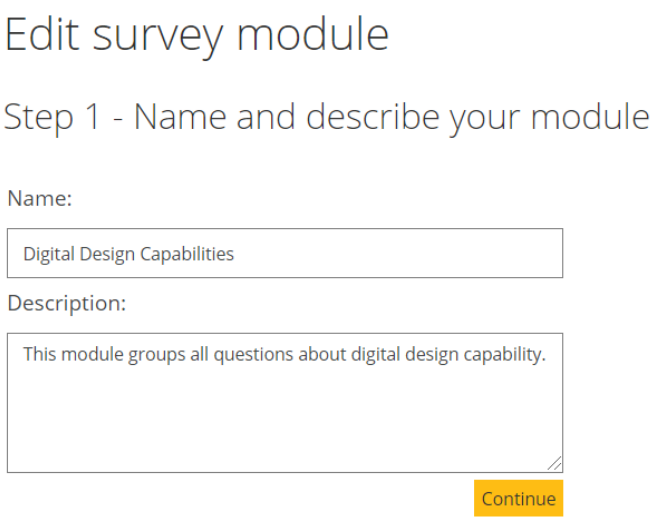


Category tags can be added at step 3, to help content management in your survey library.

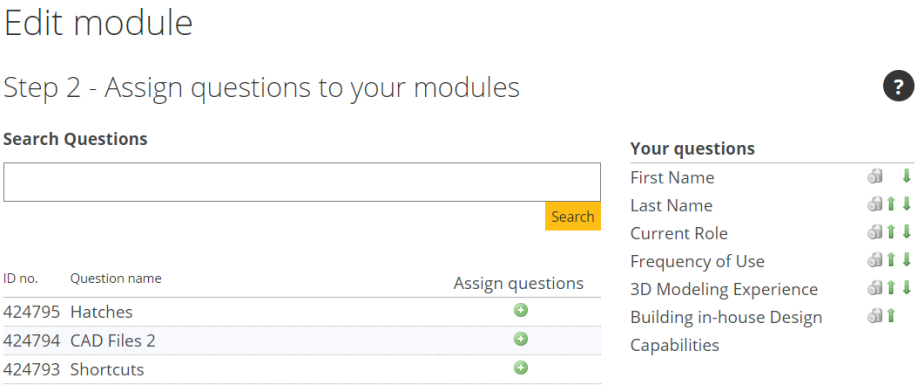


Modules

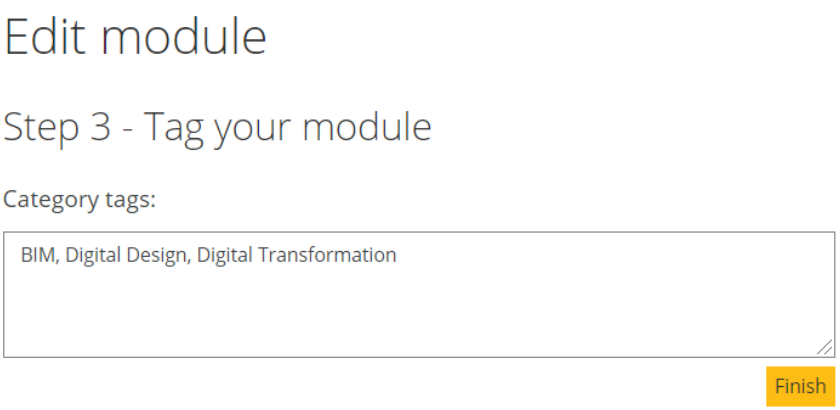
Once created, you can group questions of a similar theme into a survey module.



Select questions from your library and use the green **+** tool to add them to your module.



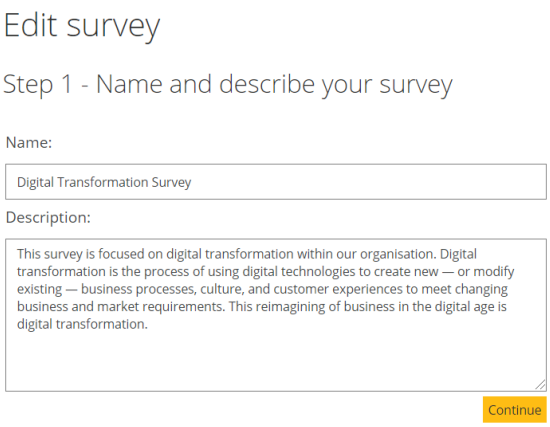
Category tags can be added at step 3, to help content management in your survey library.



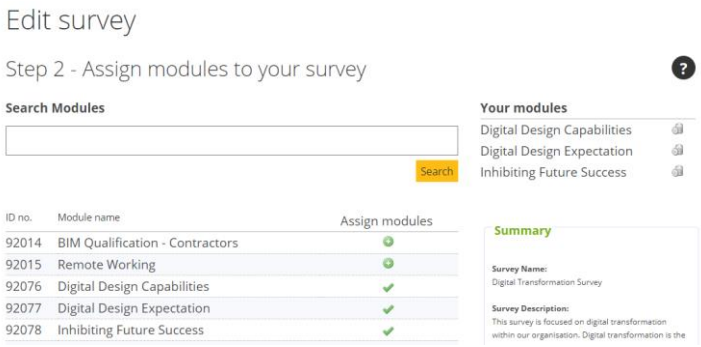
In the survey UI, questions from each module will display on separate pages. i.e. if you have 3 modules assigned to a survey, then it will be a 3-page survey.

Surveys

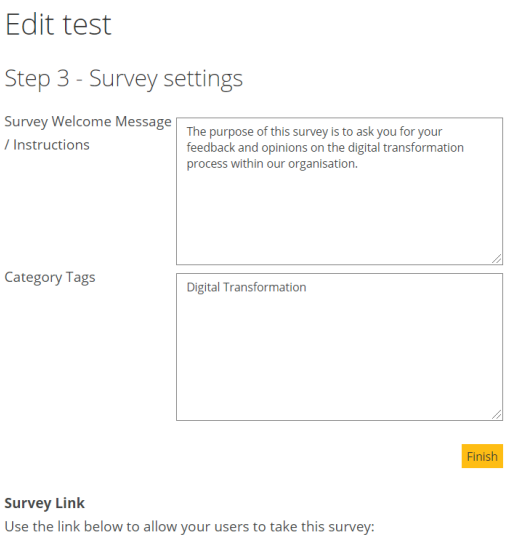
Once created, you can assign one or more modules to your new survey.



Select modules from your library and use the green **+** tool to add them to your survey.



Add a welcome message and survey instructions at edit step 3, **Survey settings**.

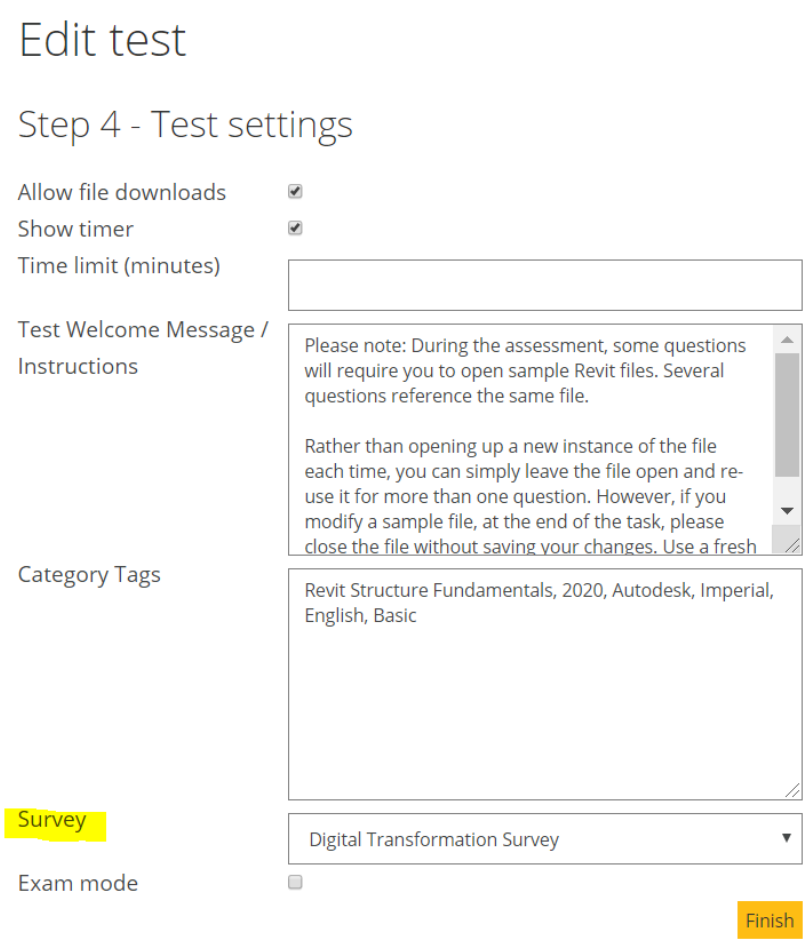
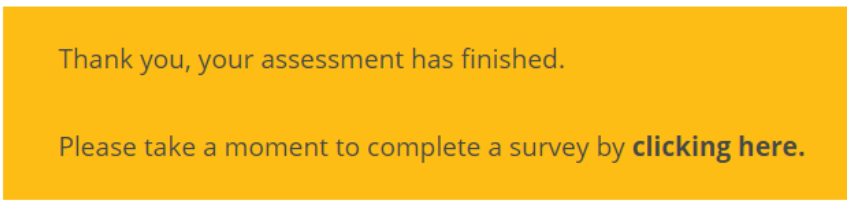


Category tags can be added to help content management in your survey library. When you have created your survey, you can capture a unique URL or a unique survey code, which can be used for inviting users to complete your survey.

Hybrid Test & Survey

KS admins have the option to create a hybrid test & survey, by appending a survey at the end of a standard KS test.

Go to test edit step 4, **Test settings** and look for the survey dropdown at the bottom of the screen. Select the survey to be added and click **Finish** to save your changes.



When a user completes their test, they will see a transition page, which takes them to their survey. When the survey has been completed, their test report will display on screen.