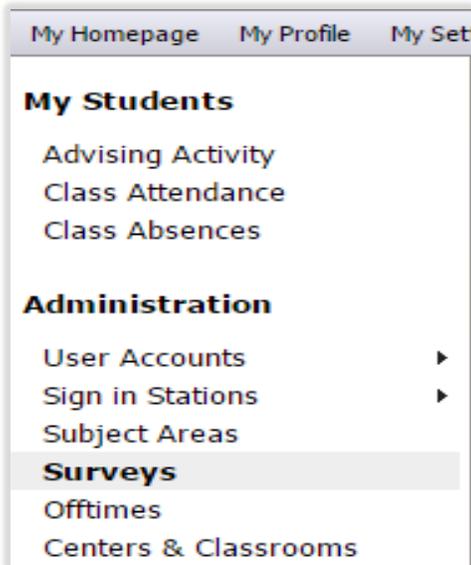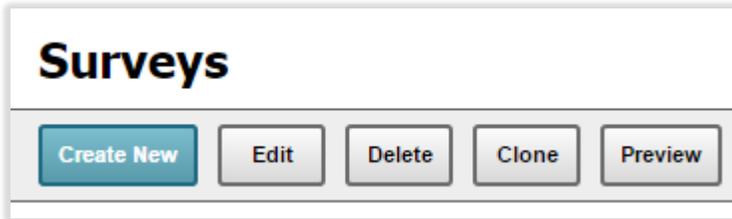# How to Make a Survey for Your Center

1. In the Accudemia homepage, Click on Surveys

2. Click the Create New button at the top of the Surveys menu

3. On the Create Survey page you can name the survey, choose when it is available to students, and how the student accesses the survey.

4. The Survey Event buttons decide whether the survey is offered to students when they sign in at the center or accessed through the internet which appears when students log in to Accudemia at home to make an appointment.

Survey Event: ◉ Signs in ◯ Accesses through Internet

5. The "Show at:" section is to allow the survey to appear at sign in, sign out, or at home when accessed through the internet.

Show at: ◉ Internet access ◯ Sign in ◯ Sign out

6. The "show to:" section is to assign who can take this survey, usually only students

Show to: ☑ Students
☐ Advisors
☐ Instructors
☐ System users

7. The advanced settings determine the number of visits necessary for the student to be able to take the survey, if and when a reminder would be sent to the student, a timeframe when the survey will be offered, and whether or not the survey is mandatory.

Advanced Settings

Show on:		visits
☐ Reminder after:		days
☐ Force answer after:		days
Start date:		📅
End date:		📅

8. Next click on the Questionnaire tab to input your questions.

General Information | Questionnaire | Centers

9. Edit your survey's name

Create Survey

Save Changes | Cancel | Preview

General Information | Questionnaire | Centers

Tip: You can use keywords to provide information about the survey. [View Keywords]

Survey Designer

Survey Title
[Edit Survey Title]

Add New Page

10. Click on Add New Page, you can create a title for the new page and a description. Then click on Add New Question

11. Edit your question after you have added it. Type out your question and choose what type of question it will be: Multiple choice, Open text, or Label. Determine whether the question is required. (For multiple choice: Add the answers and determine whether you want to allow multiple responses)

12. Click on the Centers tab next.

| General Information | Questionnaire | Centers |
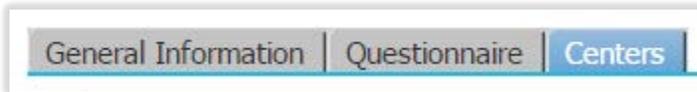
13. Make sure your center is selected in this tab

| General Information | Questionnaire | Centers |

- California State University San Marcos
  - C.L.A.S.S.
  - Student Affairs
    - ☐ CAMP Office
    - ☐ Career Center
    - ☐ CEHHS Student Services
    - ☐ CoBA
    - ☐ Daniels Communication Lab
    - ☐ Financial Aid
    - ☐ iAccu default center
    - ☐ IITS VAN/GEM Checkout
    - ☐ PASO
    - ☐ SI Center
    - ☑ Test
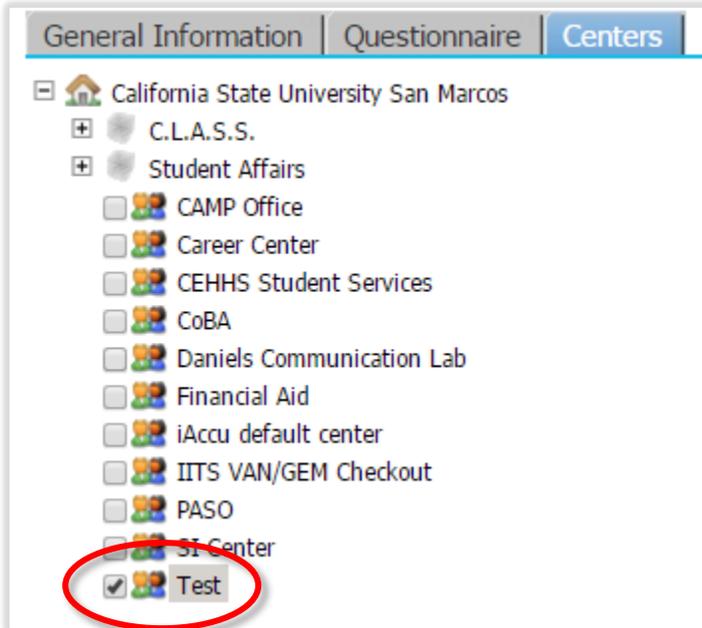
14. Select Preview to see how your survey will look

Preview
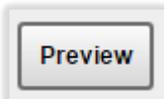
15. Ex:

Survey Guide

Advisor Satisfaction

rate your advisor based on the service provided

Note: Questions marked with (*) are required.

How helpful was your advisor on a scale from one to five? (*)

[▼]

Name something that your advisor did that you found helpful or fun

[   ]

Would you return to this center? (*)

[▼]

16. If you are satisfied with your survey, Save Changes