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 Buttons]

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: Options]

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

   ![Show to: Options]

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]

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

   ![Questionnaire Tab]

9. Edit your survey’s name

   ![Create Survey]
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.

13. Make sure your center is selected in this tab

14. Select Preview to see how your survey will look

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

Save Changes