

Survey & Quiz

Create surveys and quizzes and apply them to posts for viewers or members to take them.

Topics

How do I locate this feature?

How do I turn this feature on/off?

How do I create and manage surveys & quizzes?

How do I add a question to a survey & quiz?

Survey & Quiz

Locate

Turn On/Off

Create & Manage

Create & Manage 2

Survey & Quiz

This feature allows site admins and catalog users to create surveys and quizzes and apply them to posts. Members can then view the post and take the quiz afterwards, submitting their results to the creator who can collect them in reports.

The screenshot shows the 'Test Training' page on the Convey platform. The page header includes the Convey logo, a 'Download File' button, and social media icons. The main content area is titled 'Test of PPT ...' and features a 'Description' section with a 'View Description' button. A 'Take Quiz' button is highlighted with a green circle. The page also includes a 'Topics' section with 'training' and a 'More on These Topics' section with links to 'Southfield, MI, August 15...', 'Big Reveal from Convey - Align', 'Email Overload - Costing Your..', and 'Premium Subscription Program'. A 'Hints & Tips' section at the bottom provides instructions on creating and customizing dashboards.

Test Training

Convey

Download File

box

The Member Dashboard

Topics:

- What is a member dashboard?
- How do I find it?
- How do I set it up?
- How do I specify which members can see it?
- How many dashboards can I have?

The Dashboard | Locate the Dashboard | **Set Up Step 1** | Set Up Step 2 | Set Up Step 3 | Manage Dashboards

Add New Dashboard

Select	Select Type	Default Name	Custom Name	Description
<input type="checkbox"/>	Default	My Newsletter		
<input type="checkbox"/>	Default	My Dashboard		
<input type="checkbox"/>	Default	My Files		
<input type="checkbox"/>	Directory	Memberships & Staff	Enter Name	Enter Description

1. Give the dashboard a name to appear in your dashboard library

2. Select default titles for the dashboard. My Newsletter, My Bookmarks, My Events and My Files are all default fields created by the site and can only have their name and description changed

3. Add New Titles that will contain a directory of catalogs or posts.
- Directories are set up as a site page.
- Click to learn how to [set up a directory](#).

4. Click "Next" to apply this dashboard to specific member types, or click "Save" to complete your dashboard and come back later to [add member types](#).

HINTS & TIPS Create different dashboards for different types of site members. Customize each dashboard with information you want that member to focus on.

Test of PPT ...

Description View Description

Take Quiz

Topics

training

More on These Topics

- Southfield, MI, August 15... →
- Big Reveal from Convey - Align
- Email Overload - Costing Your.. →
- Premium Subscription Program

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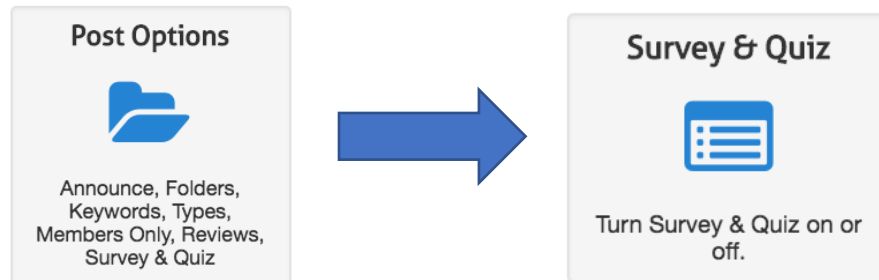
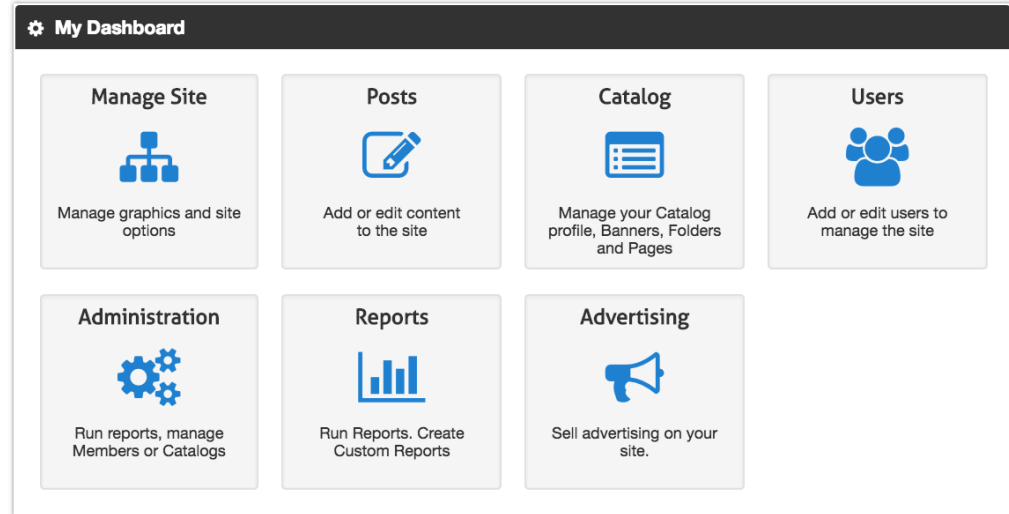
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How do I locate the Survey & Quiz feature?

From your Dashboard, select Manage Site, then select Post Options then Survey & Quiz.



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How do I turn this feature on/off?

Turn this feature on or off for the entire site or you can turn it on for specific catalogs only.

Survey & Quiz

Turn on survey and quiz so users can add them to a post.

Turn Survey & Quiz On or Off

Survey & Quiz can be enabled for the entire site or one or more catalogs.

- Survey & Quiz Off
- Survey & Quiz On for the entire site
- Survey & Quiz On for specific catalogs only

Cancel

Save

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How do I create and manage surveys & quizzes?

You can create and manage surveys & quizzes from the Post Dashboard. Select Survey & Quiz from the Post Add-ons section, then either select "Add New Survey or Quiz" from the left side navigation or click on an existing survey in order to make edits.

The screenshot shows the 'Posts' dashboard. On the left sidebar, under 'Post Add-ons', the 'Survey & Quiz' option is circled in green. The main content area displays a list of posts. Two posts are visible:

- Less Can Be More**: Type: Content, Subtype: CEO Insights, Post Status: Live, Date Created: 06/20/2016 04:01 PM, Created by: Carolyn Bradfield, Render Status: Complete. Actions: Edit Post, Copy, Delete Post.
- Wisdom from Convey Subscribers**: Type: Content, Subtype: CEO Insights, Post Status: Live, Date Created: 06/02/2016 02:16 PM, Created by: Carolyn Bradfield, Render Status: Complete. Actions: Edit Post, Copy, Delete Post.

The screenshot shows the left sidebar navigation. The 'Add New Survey or Quiz' option is circled in green.

The screenshot shows the 'Manage Surveys and Quizzes' dashboard. It includes a table with the following data:

Created	Name	Type	Description	Copy	Delete
03/21/2014	Did you learn ...	Quiz	This is an example of a q ...	Copy	Delete

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How do I create and manage surveys & quizzes?

Go through the set up wizard to select survey or quiz, enter a name, and options for the user. Select the "Add Question" button at add a new question and select the question type. For some questions, enter the choices and select the "Add" button to enter the next choice

Add New Survey or Quiz

Create a new survey or quiz and select options.

Select Survey or Quiz.
A survey is used to gather feedback. A quiz is a written test.

- Survey
- Quiz

Enter the Survey or Quiz name.

Enter name

Describe your Survey or Quiz. (Optional)
Adding a description helps you identify your survey or quiz in a list.

Enter description

Enter instructions for the user. (Optional)

Enter instructions

Enter a message for when the user completes the Quiz or Survey.
Leave this blank if this is a scored quiz with pass/fail results. You will be asked to add a message in a different step.

Thank you for completing the survey.

Select who has access to the Survey or Quiz.
Select anyone to allow all viewers to take the survey or quiz. Select individuals that login if you need to

- Anyone
- Only Individuals that login

Add New Survey

Add survey questions. Select the type of question and enter the question and possible responses. Use the "Add" or "Delete" buttons to manage possible responses. Press "Add Question" to save current question and to add a new one. Press "Finish" to save current question and all the survey.

Select the type of question.

Multiple Choice (Select one)

Enter the question.

Enter question

Enter the possible responses.

Enter response