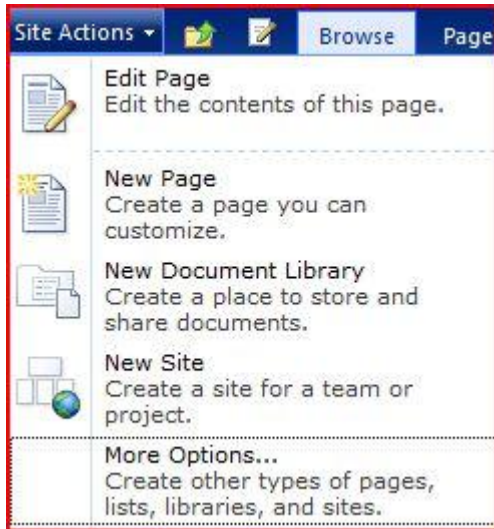
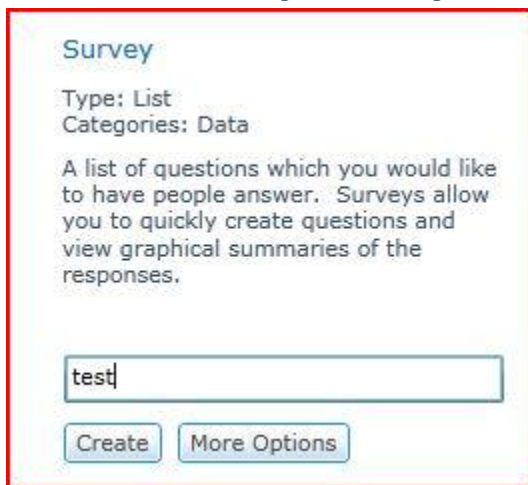


Creating Surveys

1. Click on **Site Actions**, and click **More Options**.



2. On the left hand side click on **List** and Scroll down and click on **Survey**
3. Enter the Name of your survey and click **more options**.



4. The next screen is where you can input your survey options and if you want it to appear on the Quick Launch.
5. Begin by typing in your question and then choose the type of answers you want to appear on your survey. When you finish the settings for the current question click **next question**. When finished click on **finish**.

