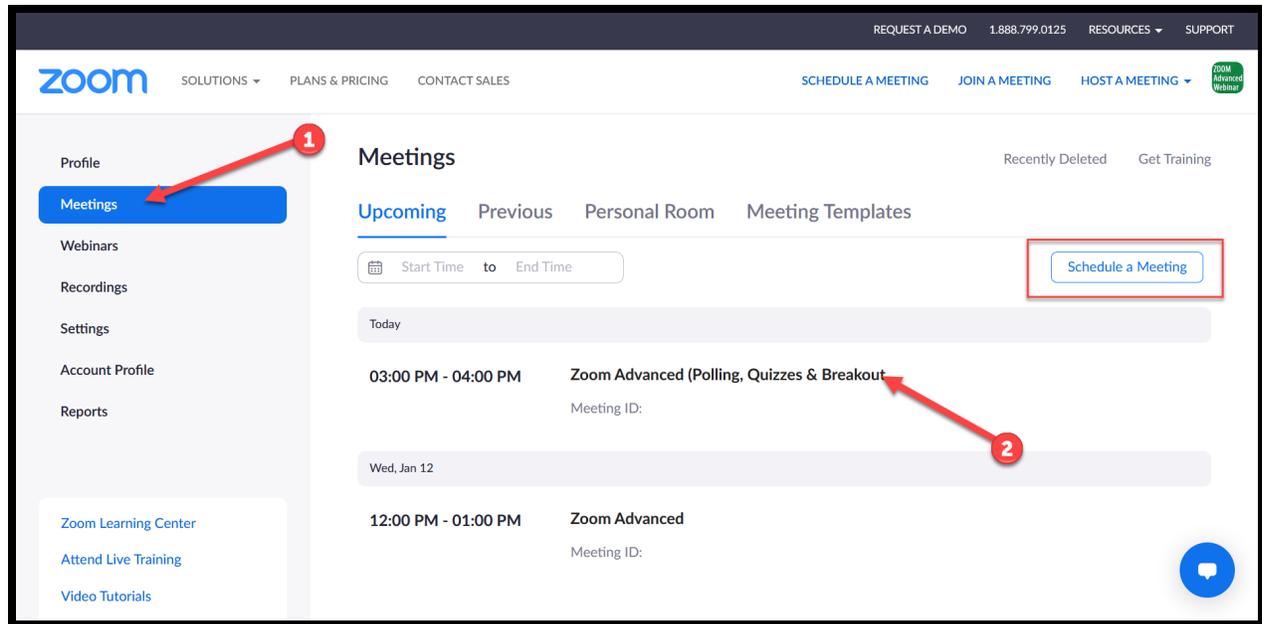
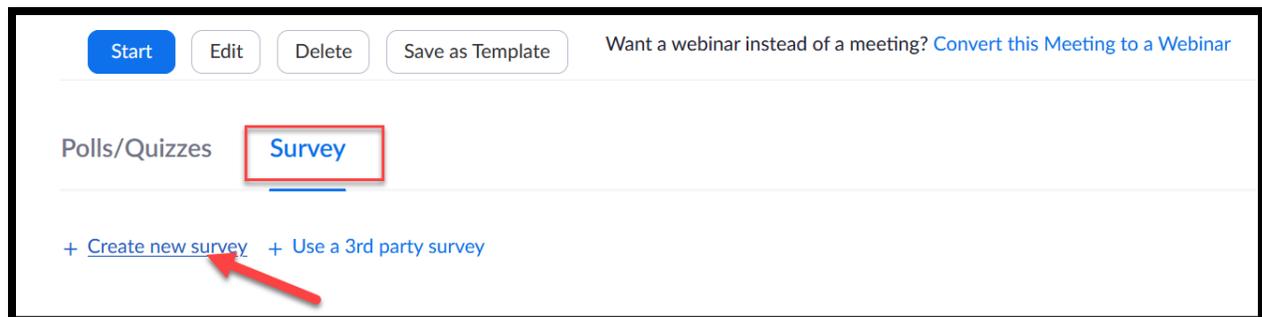


# Setting up and Launching Surveys in Zoom

1. To create a survey prior to a Zoom meeting, login to your Zoom account at [wilmu.zoom.us](https://wilmu.zoom.us) using your Wilmington University credentials.
2. Select “Meetings” and select your upcoming meeting to add a survey. If your meeting has not been created yet click “Schedule a New Meeting” and follow through the steps to create a new meeting.



3. After selecting your scheduled meeting, scroll down to the bottom and select “Survey” to preschedule a survey for this session. From the Survey screen, click “Create a new survey” to create a new survey for your meeting.



questions.

have any questions based on what was learned in this class meeting?

Yes

No

+ Add choice

Required  Show as dropdown

+ Add choice

2. How comfortable do you feel with the material that was covered in class today? (Rating Scale) \*

(0: Not likely, 5: Extremely Likely)

0 1 2 3 4 5

Not likely Extremely Likely

3. Please share any questions you might have from this week's session. If you do not have any questions, please mark N/A (Long Answer) \*

Long answer (200 words)

+ Add Question

... Save Cancel

5. To allow participants to answer questions anonymously, select the ellipses button and check the box "Allow participants to answer questions anonymously".

Allow participants to answer questions anonymously

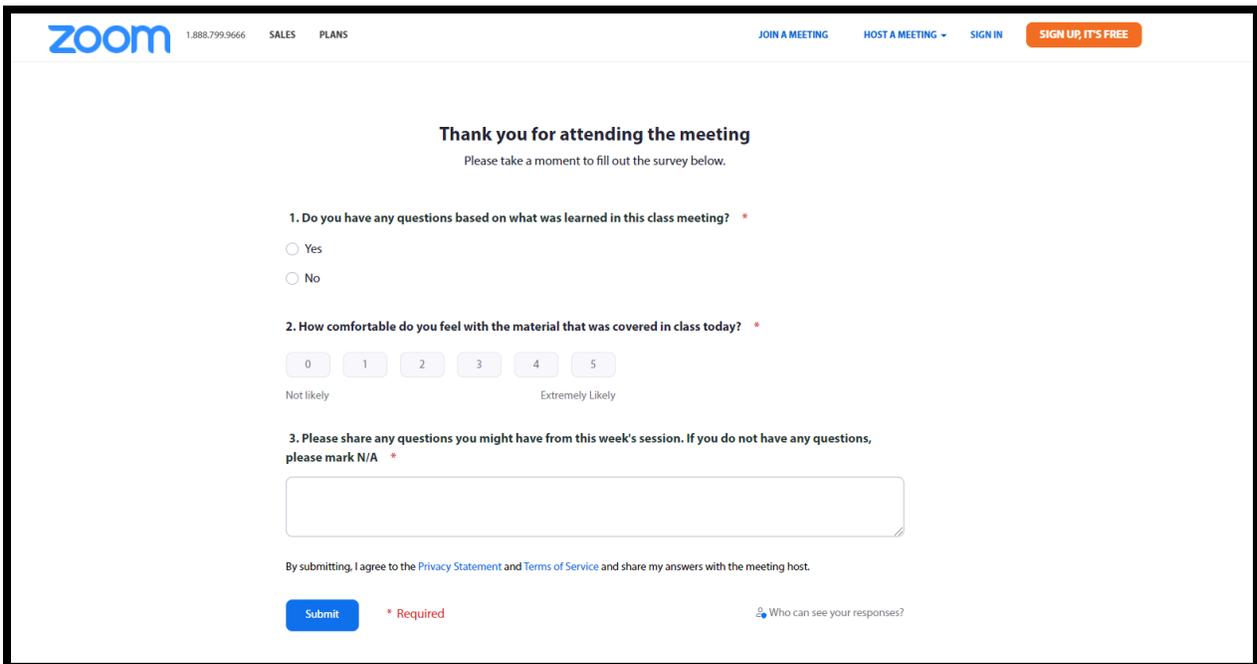
+ Add Question

... Save Cancel

6. Click "Save" when all questions have been added. After the survey has been saved, you have the option to preview, edit, or delete the content.



7. After creating the survey for the Zoom Meeting, the survey will automatically be deployed to participants when exiting the meeting.



8. To retrieve survey results from Zoom after the meeting has ended, navigate to [wilmu.zoom.us](https://wilmu.zoom.us) and log into your account with your WilmU credentials. From the main menu, select "Reports" then "Usage Reports". From the menu, select "Survey Report" and select the time range to include the meeting. After locating the meeting, select "Generate" to generate the report.

Reports > Usage Reports > Meeting Document

**Meeting Report** **Report Queue**

Report Type  
 Registration Report  Poll Report  Survey Report

Search by time range ▾  
From: 11/11/2021 To: 11/12/2021   
*Maximum report duration: 1 Month*

Total: 99 < >

<input type="checkbox"/>	Scheduled Time	Start Time	Topic	Meeting ID	Attendees	<input type="button" value="Generate"/>
<input type="checkbox"/>	11/12/2021 09:45:00 AM	11/12/2021 09:31:48 AM	Testing Survey	954 6163 5245	4	<input type="button" value="Generate"/>

9. From the Report Queue, select “Download” to download a CSV file of the survey results.