Setting up and Launching Surveys in Zoom

WILMINGTON UNIVERSITY
EDUCATIONAL TECHNOLOGY

1. To create a survey prior to a Zoom meeting, login to your Zoom account at 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.
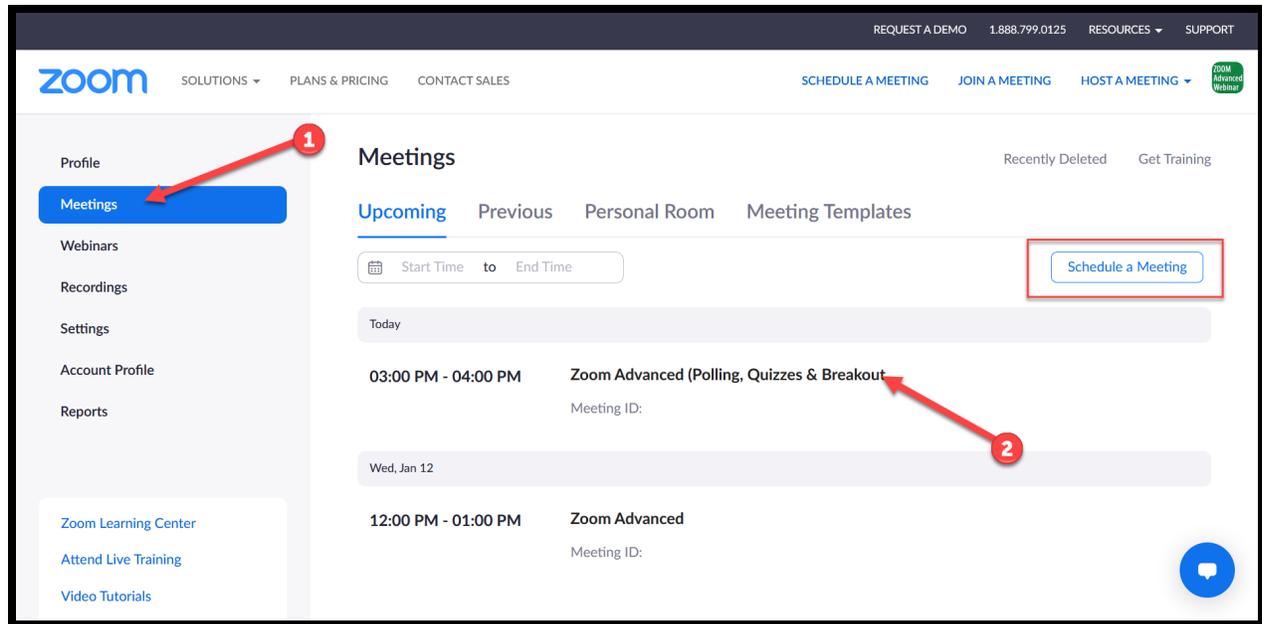
3. After selecting your scheduled meeting, scroll down to the bottom and select "Survey" to preschedule a survey for this session. From the Survey screen, click "Create a new survey" to create a new survey for your meeting.
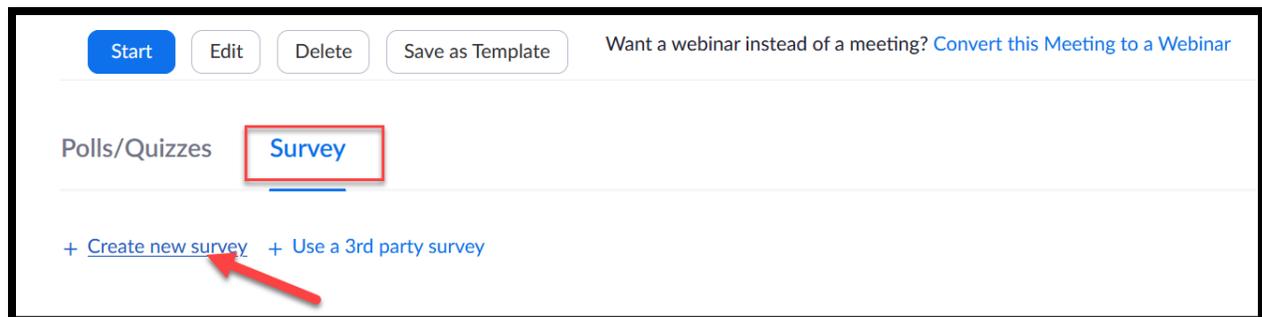
questions.

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

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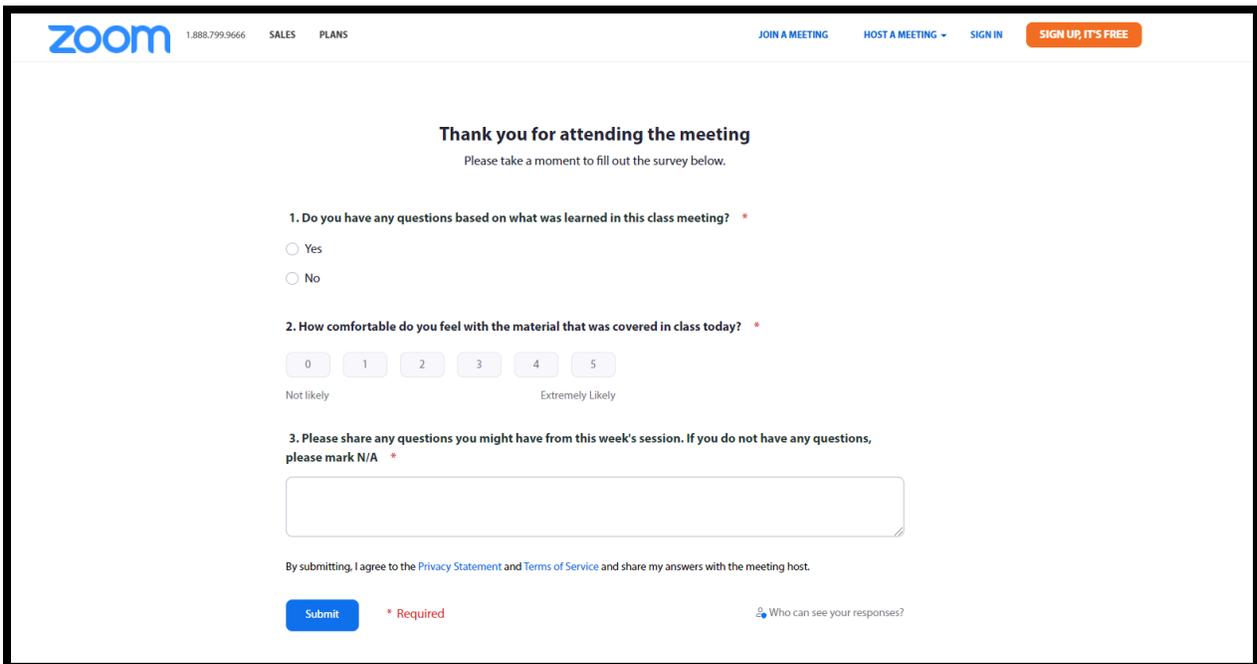
8. To retrieve survey results from Zoom after the meeting has ended, navigate to wilmu.zoom.us and log into your account with your WilmU credentials. From the main menu, select "Reports" then "Usage Reports". From the menu, select "Survey Report" and select the time range to include the meeting. After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

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