

Create and manage surveys in Kaltura Rooms in Sakai

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 This article is designated for moderators

About

This article explains how moderators can create, edit, and publish surveys in Kaltura Rooms using the **Interactions tab** of the [Chat & Collaboration \(C&C\) widget](#).

Surveys are a quick way to gather feedback, check understanding, or make your sessions more interactive. You can combine different question types - multiple choice, icon choice, rating scales, and open-ended questions - to suit your audience.



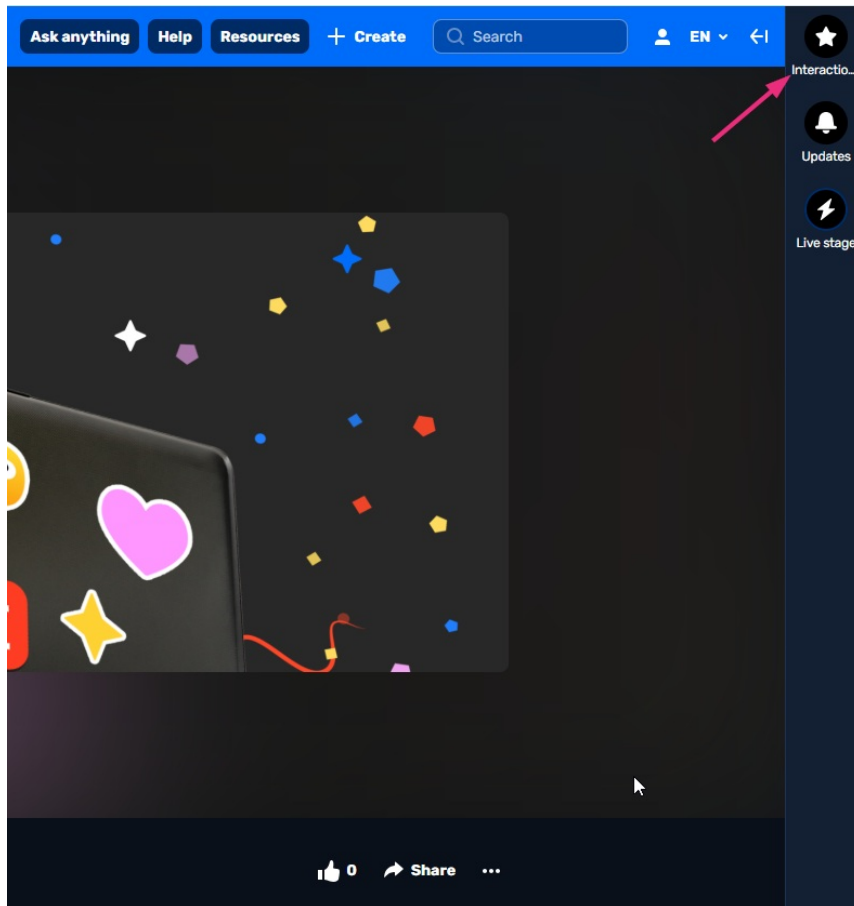
Surveys are just one of the many interaction tools available in Kaltura Rooms. For the full list, including **polls**, **quizzes**, **word clouds**, and more, see [Audience Engagement Tools for Moderators in Kaltura Rooms](#).



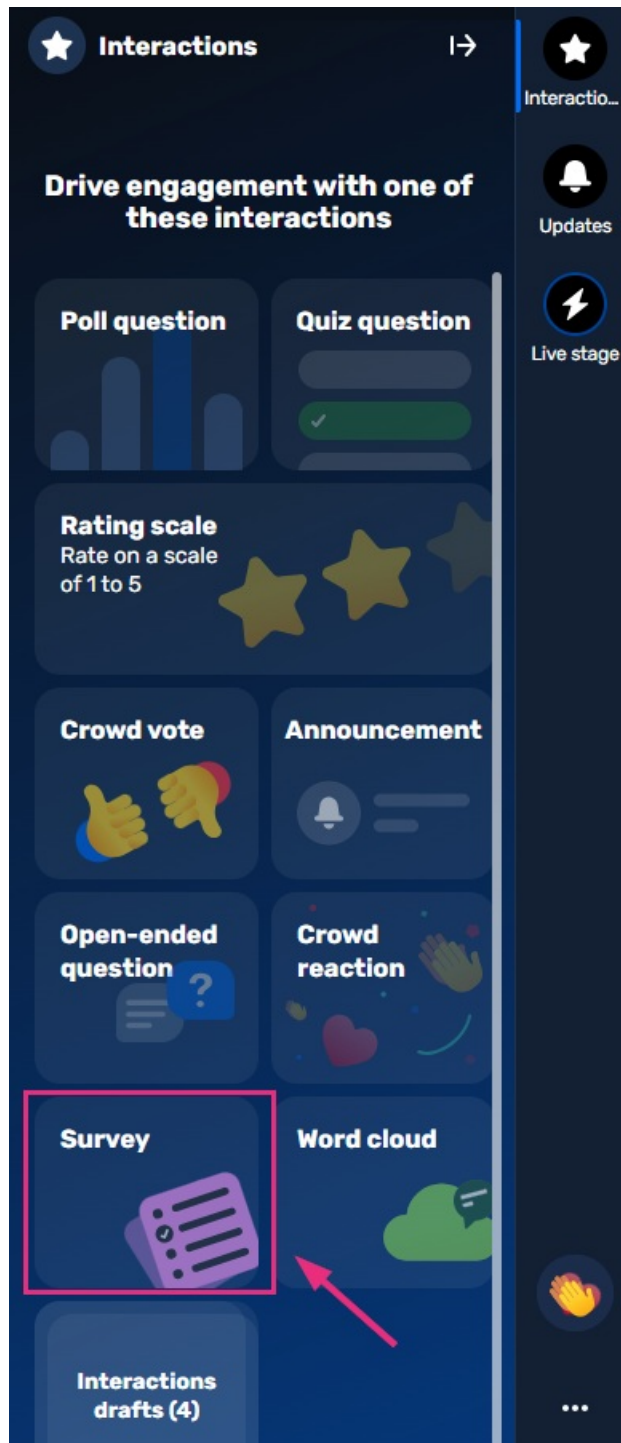
Moderators can manage the C&C widget per session via the media edit page (Chat tab), tailoring the experience to meet specific needs. Check out our article [Manage chat settings for Kaltura Room](#) for details.

Access the survey

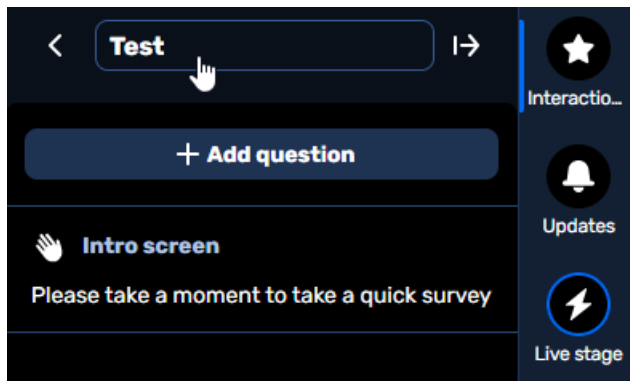
1. In your [Kaltura Room](#), at the upper-right of your screen, click the **Interactions** tab.



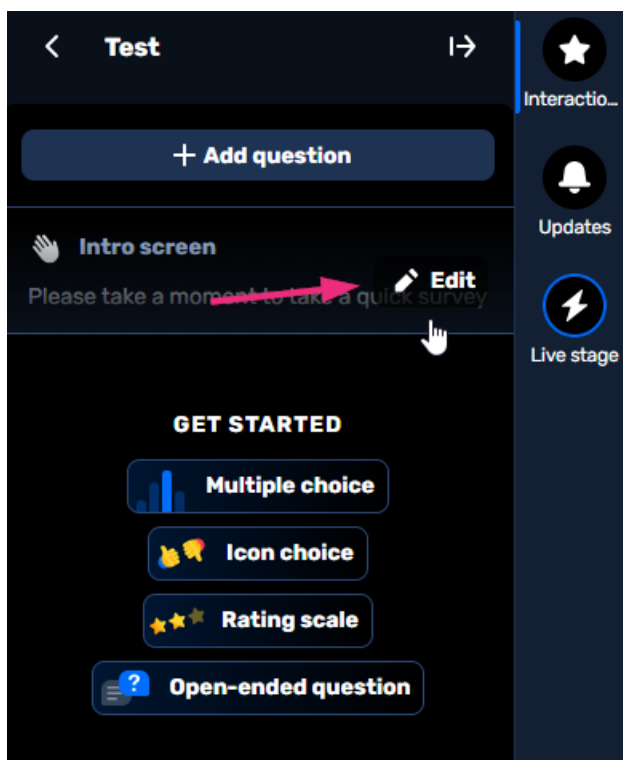
In the list of **Interactions** that display in the engagement panel, click **Survey**.



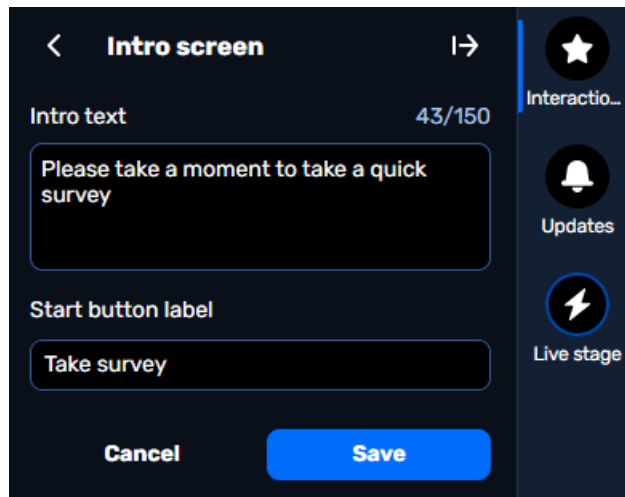
2. The survey defaults to the session name (max 150 characters). To change it, hover over the name, click it, and type a custom title.



3. To customize the introduction, hover over the default intro text ("Please take a moment to take a quick survey") and click **Edit**.



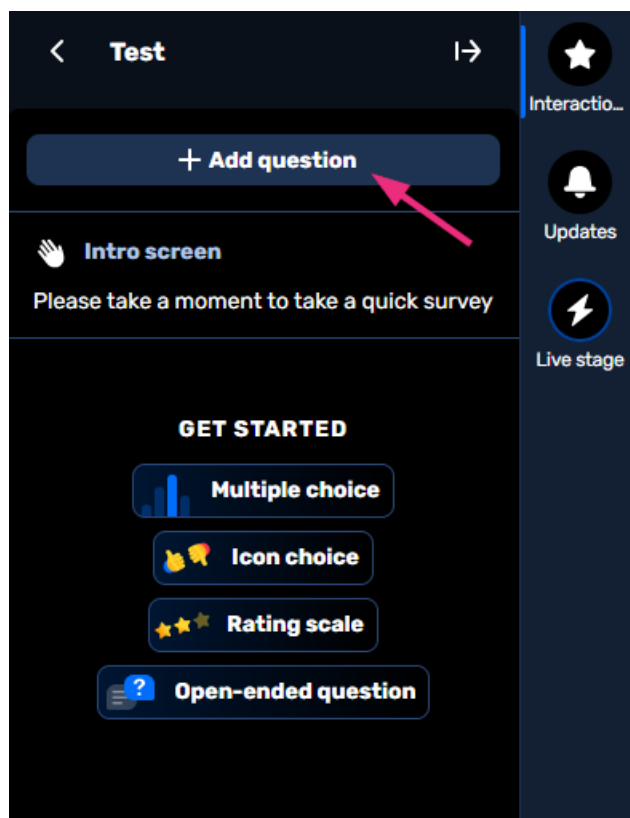
The Edit Intro screen displays.



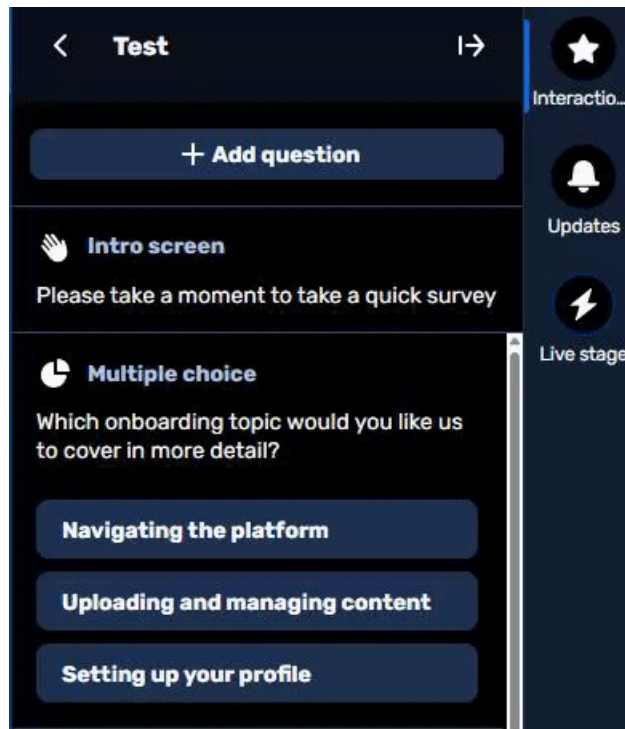
4. Type your intro text and a label for the survey start button, then click **Save**.

How to add questions

1. Click + **Add question** to begin.



Choose the question type.



You can add up to 10 questions.

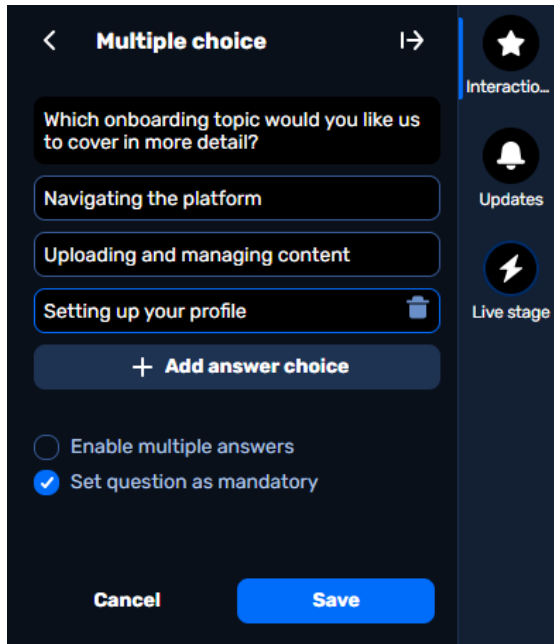
2. When you're finished adding questions, click **Done**. The survey is saved to **Interactions drafts**.

Question types

Multiple choice

Use this type to ask a single- or multiple-selection question.

1. Enter your question in the **Write your question here** field.
2. Enter at least two answer options. Click **+ Add answer choice** to add more (up to 8 total).
(To delete an answer option, hover over it and click the trashcan icon.)
3. (Optional) Enable Allow multiple answers.
4. (Optional) Toggle Mandatory to require a response.
5. Click **Save** to add the question to your survey.

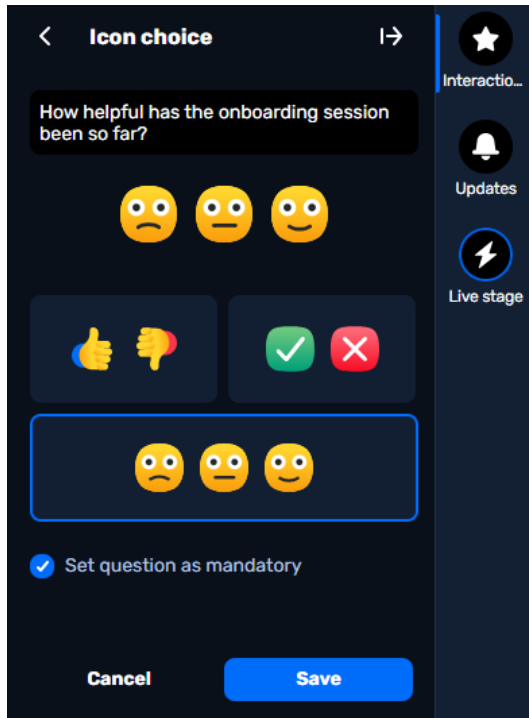


Icon choice

Use this type to let attendees vote using emojis or icons.

To create an icon choice question:

1. Type your question in the **Write your question here** field.
2. The call to action under the question defaults to **Start voting now**. To edit it, hover over the text and click to update.
3. Click **Choose icons**, then select up to five emojis from the list. These will be your answer options.
4. (Optional) Toggle **Mandatory** to require an answer.
5. Click **Save** to add the question to your survey. (Click **Cancel** to discard and return to the survey overview.)

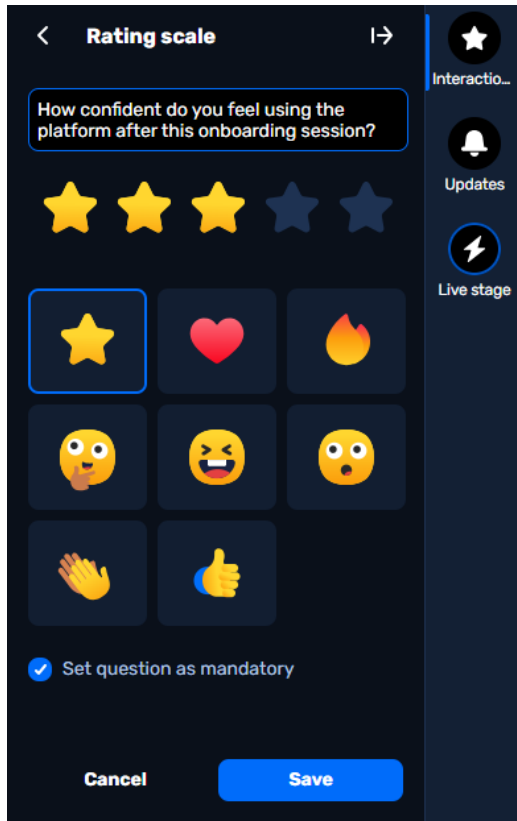


The screenshot shows the 'Icon choice' screen in the Kaltura interface. At the top, there's a back arrow, the title 'Icon choice', and a forward arrow. Below this is a text input field containing the question: 'How helpful has the onboarding session been so far?'. Underneath the question are three yellow emoji icons representing a rating scale: a sad face, a neutral face, and a happy face. Below the emojis are two sets of icons: thumbs up/down and a green checkmark/red X. A blue box highlights the three emoji icons. At the bottom, there's a checkbox labeled 'Set question as mandatory' which is checked. Two buttons, 'Cancel' and 'Save', are at the very bottom. On the right side, there's a vertical sidebar with icons for 'Interaction...' (star), 'Updates' (bell), and 'Live stage' (lightning bolt).

Rating scale

Use this type to ask attendees to rate something on a scale.

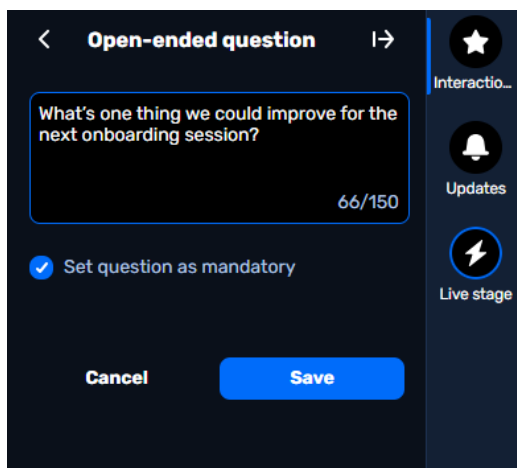
1. Enter your question in the **Write your question here** field.
2. The call to action defaults to **Start rating now**. To edit, hover over it and click.
3. Click **Choose rating scale**, then select an emoji style (e.g., stars, smileys).
4. (Optional) Toggle **Mandatory** to require a response.
5. Click **Save** to add the question to your survey.



Open question

Use this type to collect written responses.

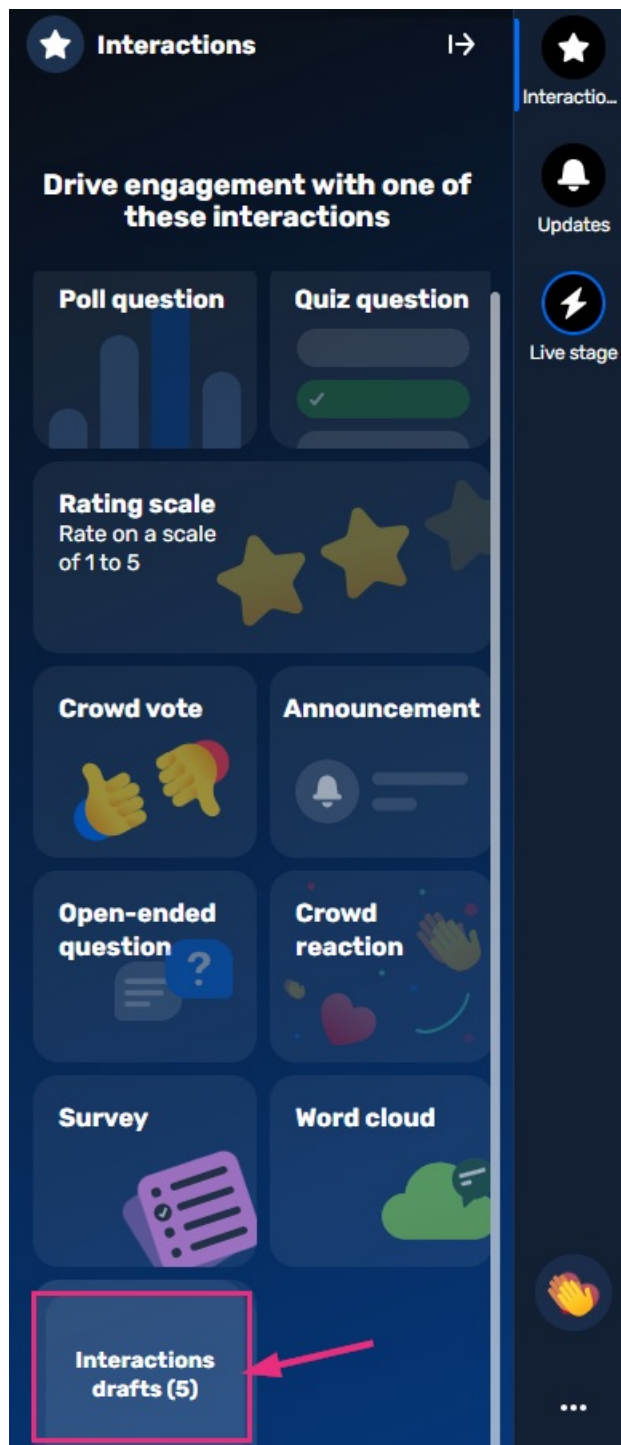
1. Enter your question in the Write your question here field.
2. (Optional) Toggle **Mandatory** to require a response.
3. Click **Save** to add the question to your survey.



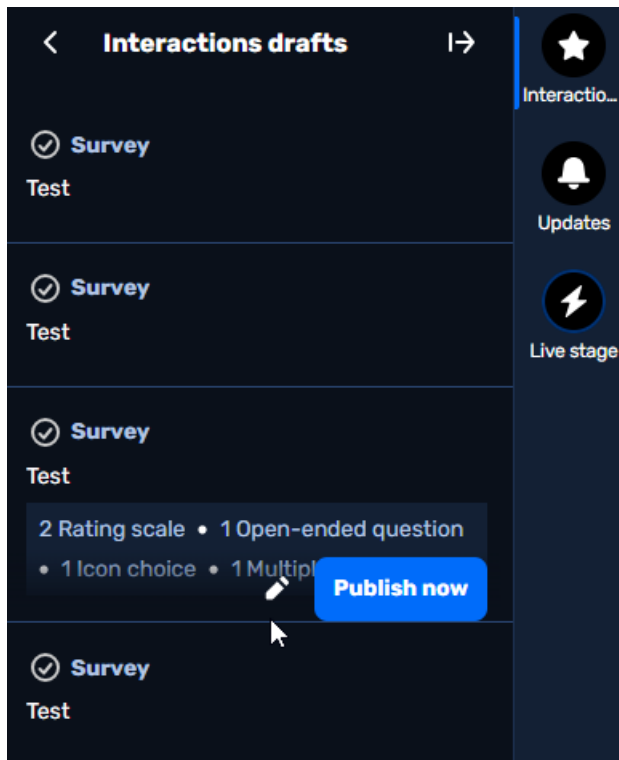
4. Once you've added one question to your survey, simply click the **+ Add content** button and select another question to add.

Edit a survey

1. Click **Interactions drafts** at the bottom of the engagement panel.

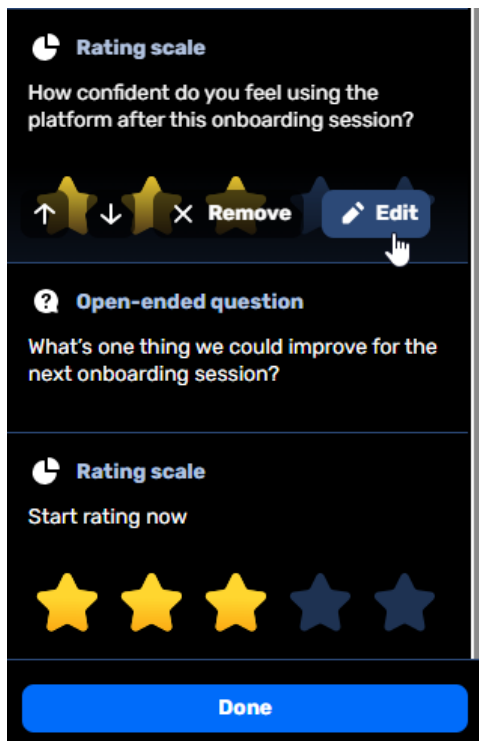


2. Hover over the desired survey and click the **edit** (pencil) icon.



The draft survey edit screen displays.

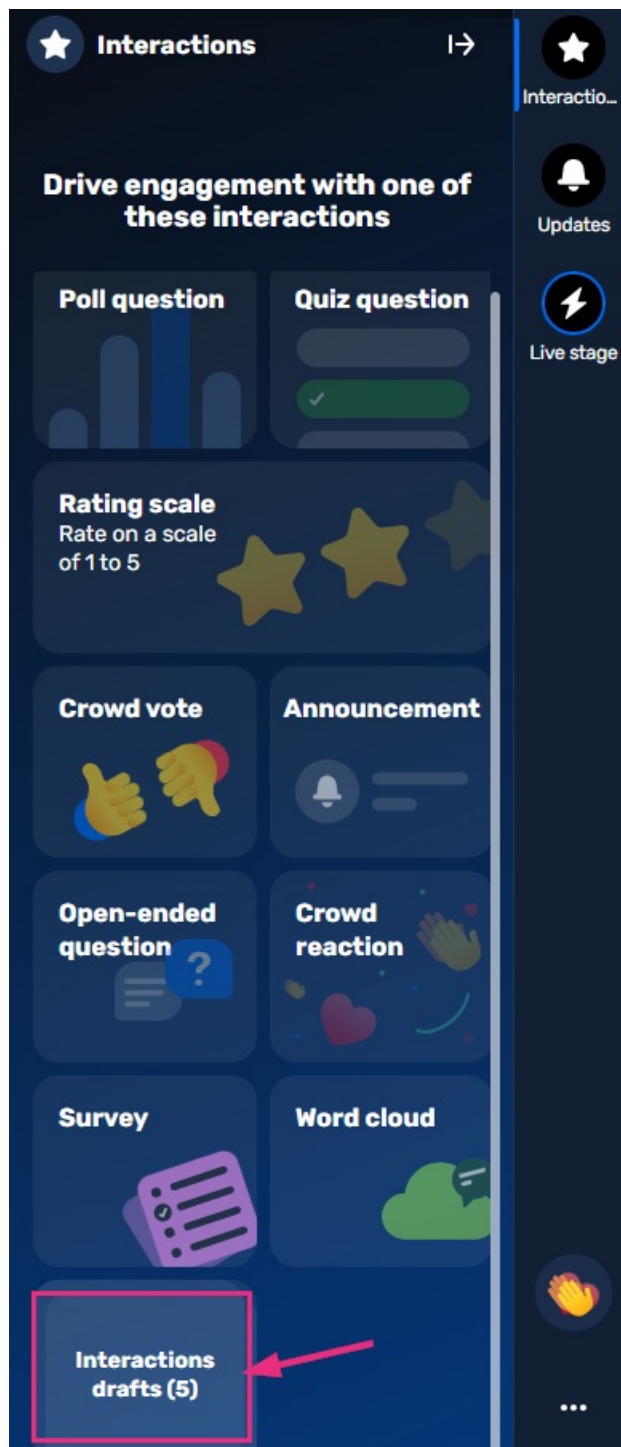
3. Make your changes and click **Done**.



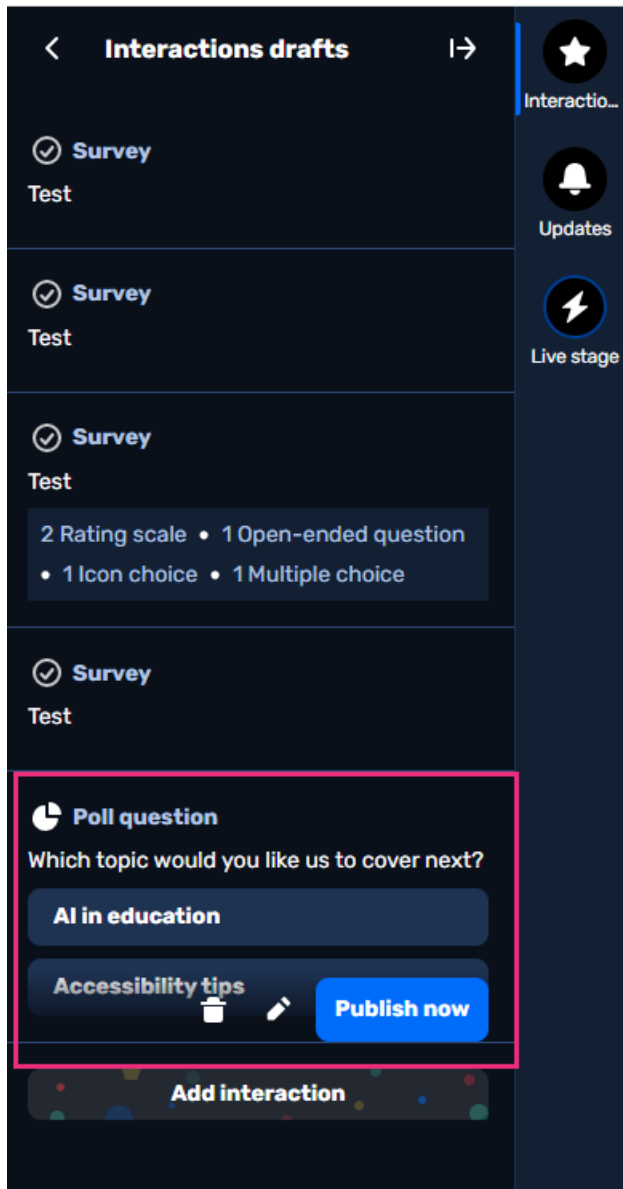
The survey is saved in **Interactions drafts**.

Publish a survey

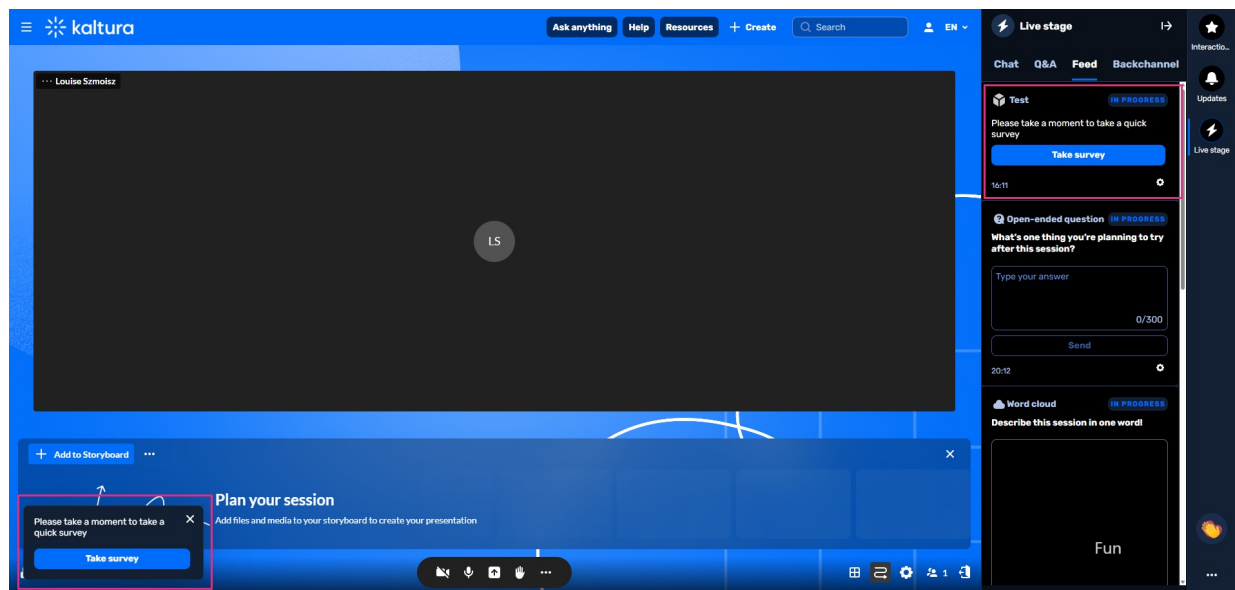
1. Click **Interactions drafts** at the bottom of the engagement panel.



2. Hover over the desired survey and click **Publish now**.



The survey appears as a toast notification in the lower-left corner of the attendee's screen and in the **Feed** sub-tab of the **Live stage**.

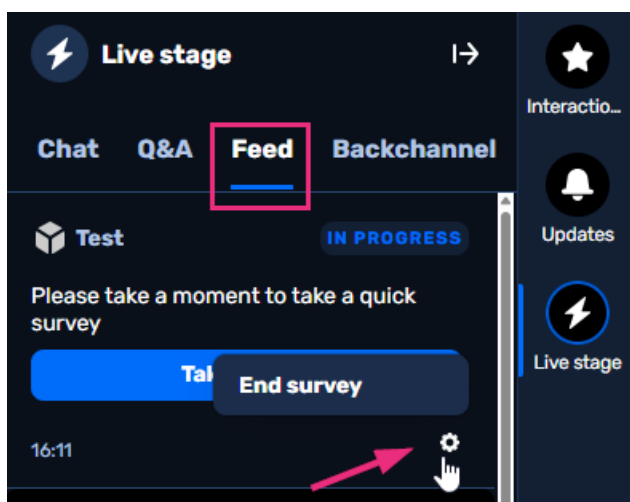


Attendees can:

- Click **Take survey** to begin.
- Submit answers and click **Submit**.
- Dismiss the toast (survey remains available in the Feed).

End a survey

In the **Live stage** tab, go to the **Feed** sub-tab, click on the **settings** (gear) icon, then select **End survey**.



The survey will now be marked as 'Ended'.

