

Course Description

The Survey tool training course provides a walkthrough of the Survey module of Navvia. It covers the mechanics around using the tool's features and functions to create and manage process assessments, assessment questionnaires, or any type of information-gathering questionnaire.

Course Material

Related course material can be accessed by clicking [here](#).

Objectives

- Login to Navvia and navigate to the Survey module.
- Create and manage assessment projects.
- Create a questionnaire from a template.
- Add or update questions and associated answer choices.
- Add and categorize participants.
- Create email notification message content.
- Launch assessment projects.
- Monitor participant response rates and manage reminder notifications.
- Produce assessment reports.

Duration

This recording course is approximately 32 minutes in length.

Target Audience

Anyone who will be using Survey tool to create and manage assessment projects or any type of information-gathering questionnaire.

Prerequisites

There are no mandatory prerequisites.