

# How to create a WordPress survey

This set of instructions details one of WordPress’s many forms: a survey. Follow the steps sequentially. Pay careful attention to Steps 4-6, as these steps are often difficult for users to locate on the dashboard. Alt text is available if needed.

**Prerequisite Guide:** [Requesting a WordPress Plugin](#)

1. Access WordPress dashboard.
2. Hover cursor over “Forms” (1) on left toolbar.
  - Click “New Form.”

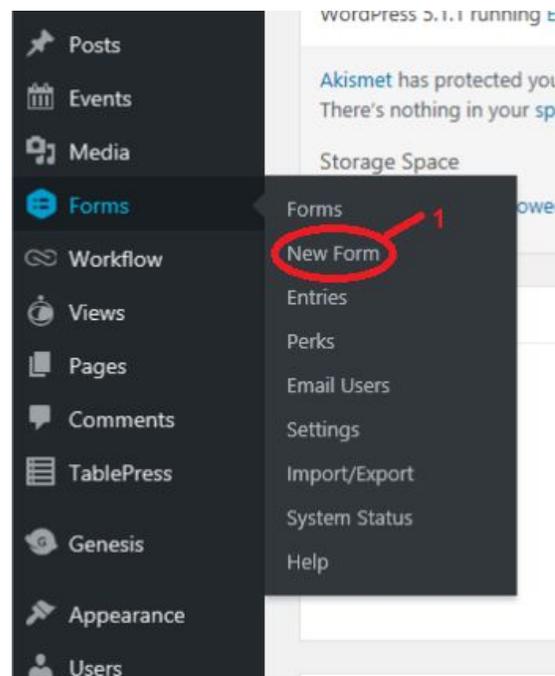


Figure 1

3. Type desired title of survey (2).

Create a New Form

Form Title \*

Survey

Form Description

This is a survey.

Create Form

Figure 2

4. Access "Advanced Field" menu from toolbar on right side of dashboard.
  - Click "Survey" (3).

Advanced Fields ?

Name	Date
Time	Phone
Address	Website
Email	File Upload
CAPTCHA	List
Consent	Chained Selects
Poll	Quiz
Survey	Nested Form
Terms of Service	Unique ID

Figure 3

5. Click cursor over downward-facing arrow to right of "Survey: Field ID" title (4).

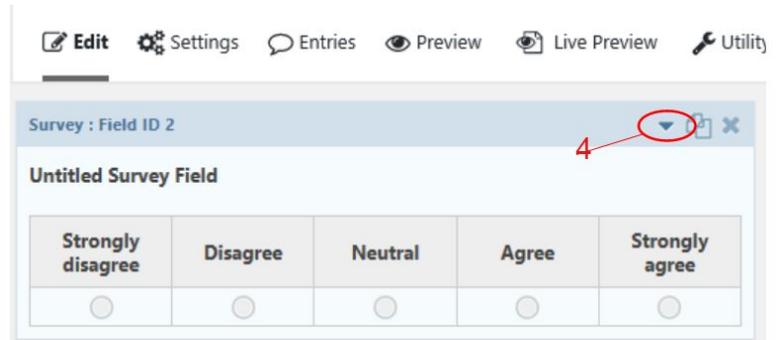


Figure 4

- Click arrow to expand survey editing options.  
**Note:** The resulting menu will appear as follows:

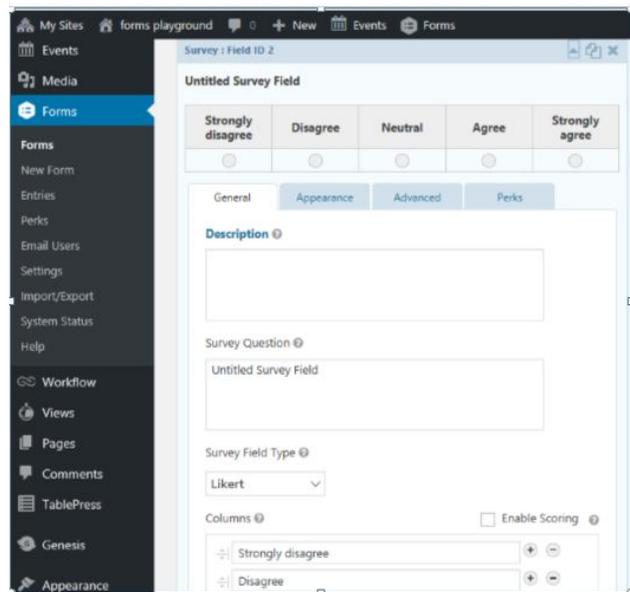


Figure 5

## 6. Customize survey.

- Type description of survey under “Description” section.



Figure 6

- Type first survey question under “Survey Question” section (5).

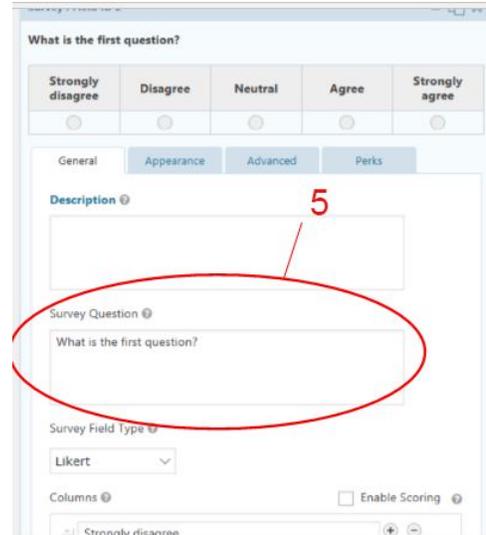


Figure 7

- Add another question by repeating step 4.

7. Save survey at any time during progress.

- Click "Post Fields" (6) on right side of main dashboard.

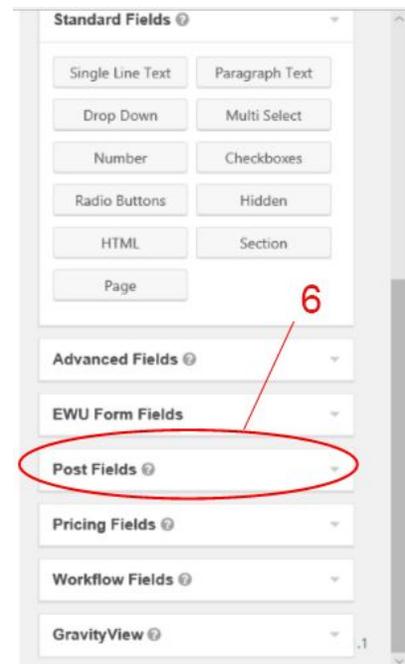


Figure 8

- Click blue "Update" button (7).

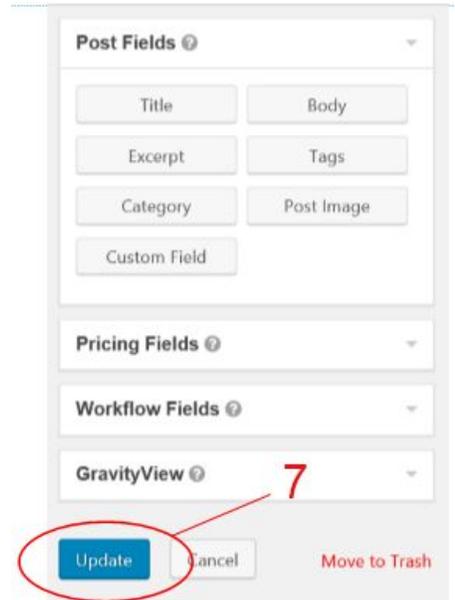


Figure 9

8. Publish survey.

- Click “Create A View” (8).

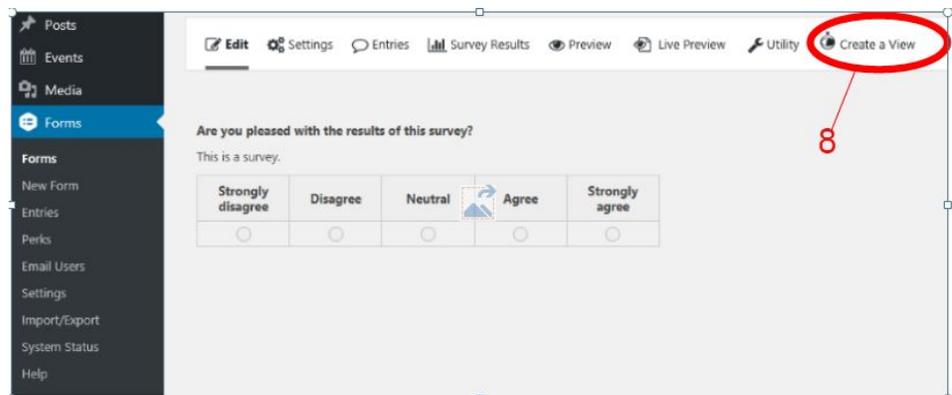


Figure 10

- Click “Publish” (9).

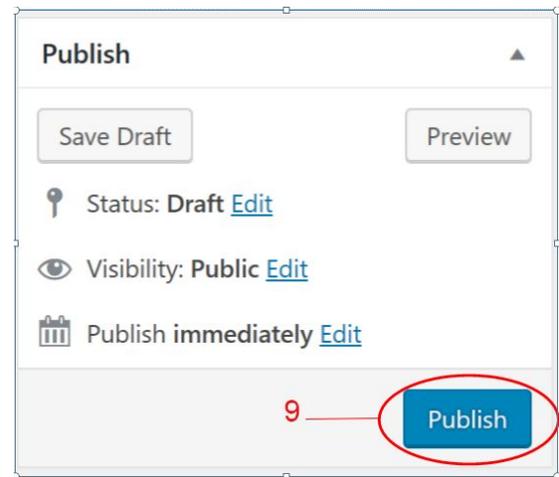


Figure 11

The survey is now complete and published. Refer back to these instructions whenever necessary for creating surveys in the future.

Alt Text Table: Creating a Survey in WordPress

Figure Number	Alt Text Title	Alt Text
Figure 1	Clicking "New Form"	The left side of the dashboard is shown, with the "Forms" drop down menu open. The "New Form" tab is highlighted.
Figure 2	Titling Survey	The "Create a New Form" tab is open, indicating that the user should title their survey.
Figure 3	Beginning Creation of Survey	The "Advanced Fields" menu is shown, with the "Survey" button highlighted.
Figure 4	Expanding Creation Options	The survey field menu is shown. To the right of "Survey: Field I.D. 2," the downward facing arrow is highlighted.
Figure 5	Survey Creation Menu	The editing template for creating a survey is shown.
Figure 6	Describing Survey	The general description text input box is shown on screen, indicating the user should describe their survey.
Figure 7	Creating Survey Questions	The "General" tab is open under the survey creation menu, with the "Survey Question" text input box highlighted.
Figure 8	Saving Progress: Action 1	The right side of the main dashboard is shown, with the

		"Post Fields" button highlighted.
Figure 9	Saving Progress: Action 2	The blue "Update" button at the bottom of the right side of the main dashboard is shown.
Figure 10	Publishing Survey: Action 1	The main survey dashboard is shown, with the "Create a View" button highlighted.
Figure 11	Publishing Survey: Action 2	The "Publish" menu is shown, with the "Publish" button highlighted.