

Surveys

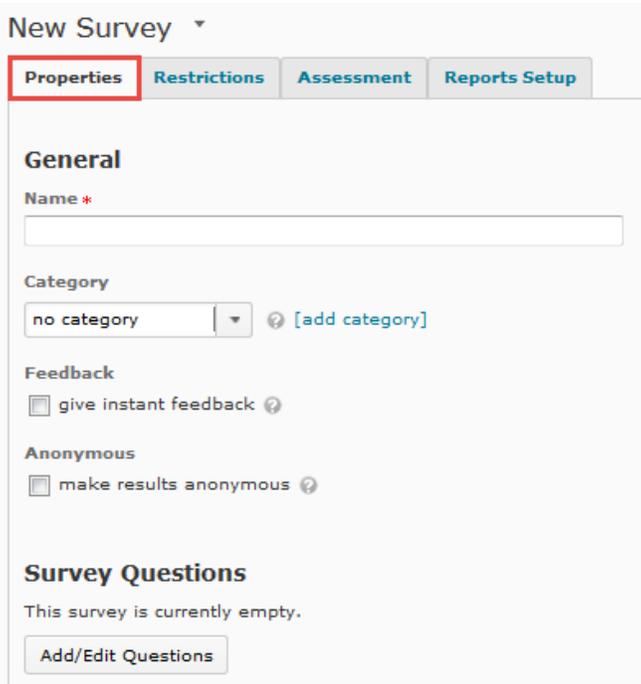
Create surveys and use the included statistics tools to monitor current course trends and opinions, and assess student satisfaction. It is an excellent way to solicit feedback from students regarding any aspect of a course.

Instructors can create several types of survey questions including long answer, fill in the blank, multiple choice, and Likert scale. Instructors can also restrict availability of the survey and specify the results' release. **The Survey area cannot be connected to the Grades area.**

Properties Tab

General

1. From the Course Home page on the Navigation bar, click the **Surveys** link under the **Resources** drop-down menu.
2. Click on the **New Survey**  button.
3. On the Properties tab, in the General section, type a name for the survey in the Name text box.



The screenshot shows the 'New Survey' interface with the 'Properties' tab selected. The 'General' section contains a 'Name *' text box, a 'Category' dropdown menu (currently set to 'no category'), and two checkboxes: 'give instant feedback' and 'make results anonymous'. The 'Survey Questions' section is currently empty and has an 'Add/Edit Questions' button.

4. To place the new survey into a category from the **Category** drop-down menu select the desired category.
OR to add a new category:
 1. Click **[add category]** to open the Add New Category dialog box.

2. In the Name text box, type a name for the new category.
3. Click on the **Save** button. (The new category is saved and the Add New Category dialog box closes.)
5. Click on the Feedback checkbox to give student instant feedback.
6. Click on the Anonymous checkbox to allow anonymous completion of the survey.

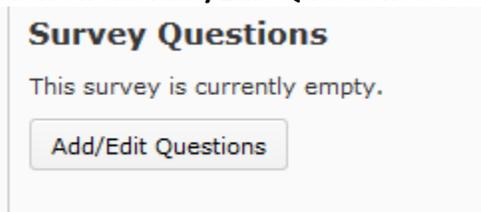
Survey Questions

In D2L 10.3, survey questions are created in the Properties tab. In previous versions, questions were created in the Layout and Questions tab.

Creating Survey Sections

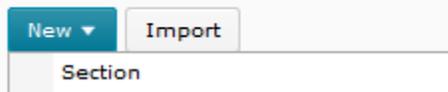
Sections help instructors organize a survey. Instructors can divide the questions within a survey by their type (e.g., True/false questions could have their own section while multiple choice questions reside in a different section) or by topic.

1. Select the **Properties** tab.
2. Click on the **Add/Edit Questions** button.



3. From the **New** drop-down menu select **Section**.

Survey



4. In the General section, type a name for the section in the **Section Name** text box.
5. If desired, type a section message in the **Message** text box or the **Private Comments** text box.
6. If desired, add an image and image description.
7. In the Display Options section, select your preferred options.
8. Click on the **Save** button.

Creating Survey Questions

1. Select the Properties tab.
2. Click on the Add/Edit Questions button. The Survey Layout page appears.
3. If your survey has sections from the sections list click the section in which you want the question to be created.

Name (click question name to edit)	Type	Mandatory	Last Modified
Section 1	-	-	Dec 12, 2012 4:17 PM
Section 2	-	-	Dec 12, 2012 4:17 PM
Total: 2 Sections			

- From the **New** drop-down menu select the type of question (Instructors can create several different types of questions for a survey including true/false, multiple choice, and short answer.)
- Fill in the information as appropriate information.

Option	Description
Title	Including a title for your question is optional, but may help in organizing your questions in the Question Library. The title of the question appears in the Question Library rather than the entire question text.
Question Text	This is the question you are asking your student. It can be written in plain text or HTML.
Image	Specifying an image to be displayed for your students is optional. EXAMPLE: An instructor might want to display a chart to be analyzed before answering a question.
Option Enumeration	Specify whether answer choices will start with a letter, a number or neither.
Option Values and Feedback	Enter the answer choices, and if desired, specific feedback for each answer choice.
Question Feedback	Creating question feedback (comments) is optional.

- To preview the question, click on the **Preview** button.
To save the question, click on the **Save** button.
To save the question and create a copy of it, click on the **Save and Copy** button.
To save the question and create another of the same type, click on the **Save and New** button.
- Click **Done Editing Questions** to return to the survey.

Marking Questions in a Survey as Mandatory

If you mark a question Mandatory, respondents cannot submit the survey until they have answered the question. Mandatory questions cannot be used in conjunction with the Prevent Moving Backwards setting or with branching.

1. On the Properties, click the **Edit Values** button.

Paging: Prevent moving backwards through pages ?

[Add/Edit Questions](#) [Edit Values](#)

2. Select the Mandatory check box beside questions that students must answer.
3. Click on the **Save and Close** or **Save** button.

Choose the Number of Questions Per Page and Prevent Students from Moving Backwards

After you have created at least one section or question in your survey, the options to specify the number of questions per page and prevent students from moving backwards through the survey will appear in the Properties tab.

1. On the Properties tab, click the gray lines between questions to divide your survey into pages or choose a number of questions to place per page and put the number in the **Place ___ questions per page** box.
2. Select the “Prevent moving backwards through pages” checkbox.

Survey Questions

Questions per page: [Apply](#) ?

Paging: Prevent moving backwards through pages ?

[Add/Edit Questions](#) [Edit Values](#)

Page	Name
1	Q1. True or False Question 1
2	Section 10

3. Click on the **Save and Close** button to save and return to the Survey List. Click **Save** to save and continue working.

Adding Messages to Surveys

2. If the Messages options are not displayed, in the Description / Submission Message section, click on the **Expand messages** link.
3. To enable a description, click on the on radio button.



4. In the Description text box, type a description of the survey.
5. In the Submission Message text box, type a message to be displayed when users submit the survey.

Adding Footers to Surveys

1. If the Page Footer options are not displayed, in the Page Footer section, click on the Expand page footer link.
2. To enable a Page Footer click on the on radio button.



3. In the Page Footer text box, type a message to appear at the bottom of the survey
4. Click on the **Save and Close** button to save and return to the Survey List. Click **Save** to save and continue working.

Restrictions Tab (optional)

Setting Survey Availability

When setting survey availability instructors can choose to have the survey always available or set an availability period.

1. Select the **Restrictions** tab.

Edit Survey - Survey ▾

Properties **Restrictions** Assessment Reports Setup

Dates and Restrictions

Status
Inactive ▾

Dates

Has Start Date
5/12/2014 10:49 AM
Canada - Toronto

Has End Date
5/19/2014 10:49 AM
Canada - Toronto

Display in Calendar

2. To make the survey available choose **Active** in the Status drop-down menu.
3. To specify an availability date:
 1. In the Dates section select **Has Start Date** checkbox.
 2. Use the drop-down menus to select the survey's start date and time.
 3. In the Dates section select **Has End Date** checkbox.
 4. Use the drop-down menus to select the survey's end date and time.
 5. To display the date(s) in the Calendar, click the checkbox next to **Display in Calendar**.
 6. Click on the **Save and Close** button to save and return to the Survey List. Click **Save** to save and continue working.

Setting Additional Release Conditions

Instructors can release surveys based on availability date, group membership, quiz grades, quiz completion, survey completion, and checklist completion. However, **instructors cannot set release conditions if the survey is set to anonymous completion.**

Additional Release Conditions

Attach Existing Create and Attach Remove All Conditions 🗑️

There are no conditions attached to this item.

1. In the Additional Release Conditions section click on the **Create and Attach** button.
2. From the Condition Type drop-down menu select the desired condition.
3. From the new drop-down menu that appears select the name of the group, quiz, survey, or checklist.

NOTE: Some of the conditions require you to enter additional values (e.g., if you are

releasing content based on a minimum or maximum quiz grade, in the Minimum Grade or Maximum Grade text box type the desired grade as a percent).

4. After completing all condition information in the Create a New Release Condition dialog box click on the **Create** button.
5. In the Edit Survey page click on the **Save and Close** button to save and return to the Survey List. Click **Save** to save and continue working.

Setting User Response Options

Response options allow instructors to specify how many times a student may complete a survey.

1. In the User Responses section select the type of response you will allow:

Option	Description
Unlimited	The user can take the survey as many times as they want. Each attempt of the survey is recorded separately.
Single attempt that is editable	The user has a single survey attempt that they can re-access to edit their responses as long as the survey is still available to them.
Limited	The user can take the survey the specified number of times. Each attempt of the survey will be recorded separately.

2. Click on the **Save and Close** button to save and return to the Survey List. Click **Save** to save and continue working.

Adding Advanced Availability

Instructors can tailor restrictions for one or more students to accommodate special needs or situations. Advanced Availability can be added to allow selected users special access to the survey or allow only users with special access to see the survey.

Adding Advanced Availability: Accommodating Selected Users

Instructors can change the availability or length of time for a survey for selected students. For example if a student has a learning disability you can allot them more time to complete the survey than other students.

1. In the Advanced Availability section select “Allow selected users special access to this survey.”
2. Click on the **Add Users to Special Access** button.
3. To assign a special time for survey availability in the Special Access Properties section make the desired date and time selections.
4. In the User List section, select the user(s) to which these special access criteria will apply.
5. Click on the **Add Special Access** button.
6. Click on the **Save and Close** button to save and return to the Survey List. Click **Save** to save and continue working.

Adding Advanced Availability: Restricting Access to Selected Users

Using this feature, instructors are able to restrict access to a survey to specific students.

1. In the Advanced Availability section select “Allow only users with special access to see this survey.” **When this option is selected, the survey is only available for those who are listed in the Advanced Availability section.**
2. Click on the **Add Users to Special Access** button.
3. To assign a special time for survey availability in the Special Access Properties section make the desired date and time selections.
4. In the User List section select the user(s) to which these special access criteria will apply.
5. Click on the **Add Special Access** button.
6. Click on the **Save and Close** button to save and return to the Survey List. Click **Save** to save and continue working.

Assessment Tab (optional)

The Survey area cannot be connected to the Grades area. Within the Assessment tab, the survey can only be associated to a rubric. This step is **OPTIONAL**.

From within a survey, click the **Assessment** tab.

1. Click on the **Create Rubric in New Window** link.
2. Enter information in the Properties tab:
 1. In the **Name** text field, enter a name for the new rubric.
 2. Set the **Rubric Status** from the drop-down menu.
 3. Enter a description, if desired, in the **Description** HTML Editor.
 4. Select a **Rubric Type** from the drop-down menu.
 5. Enter the **Initial Number of Levels** and **Initials Number of Criteria** in the text boxes.
 6. Select a **Scoring Method** from the drop-down menu.

7. If you'd like to hide the scores from student views, click the checkbox next to "Hide scores from student views."
 8. Set Advanced Availability options, if desired.
 9. Click **Save** to save your changes.
3. Edit/Add Levels and Criteria on the Levels and Criteria tab, if desired. Click on the **Save** button to save your changes.

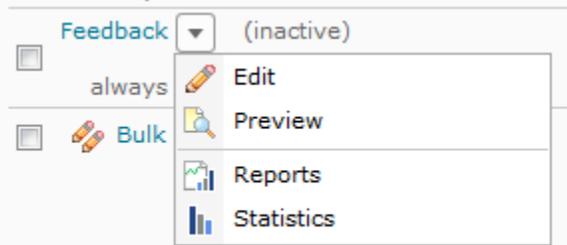
Reports Setup (optional)

From within a survey, click the Reports Setup tab.

1. Click the **Add Report** button.
2. Type a **Report Name**.
3. Choose one of the following Report Types:
 - A. **Summary Report options:**
 - Show aggregate data: displays the data collected for multiple choice questions, true and false, Likert, multi-select, and matching question types.
 - Show text responses: displays the data collected for long answers, short answers and fill-in-the-blanks question types.
 - B. **Individual Attempts options:**
 - Click on the checkbox next to Hide user information: which will not display the user's first and last name when the Individual Attempts report is viewed.
4. Set your **Release date and time**. Here you can set up the when this survey report is released. Select **Immediately** or select a date and time from the drop-down lists.
5. Set who will receive the report under "Release Report To," by clicking the checkbox(es) next to the role(s).
6. Click on the **Save** button.

Previewing a Survey

1. From the Manage Surveys page, click on the Preview icon from the drop-down menu beside a survey name. Instructors are shown the survey questions as students would see them.



2. Click on the **Exit Preview** button to return to the Manage Surveys page.

Deleting Surveys

1. From the Manage Surveys page, click **Delete** from the **More Actions** drop-down menu.
2. Click on the checkbox next to the desired survey(s).
3. Click on the **Delete** button.
4. Click **Yes** on the confirmation dialog box.

Reordering Surveys

1. From the Manage Surveys page, click the **Reorder** from the **More Actions** drop-down menu.
2. Click the drop-down box next to a survey name and select the desired sort order.
3. Repeat the previous step for each survey name until the desired order is achieved.
4. Click on the **Save** button.