

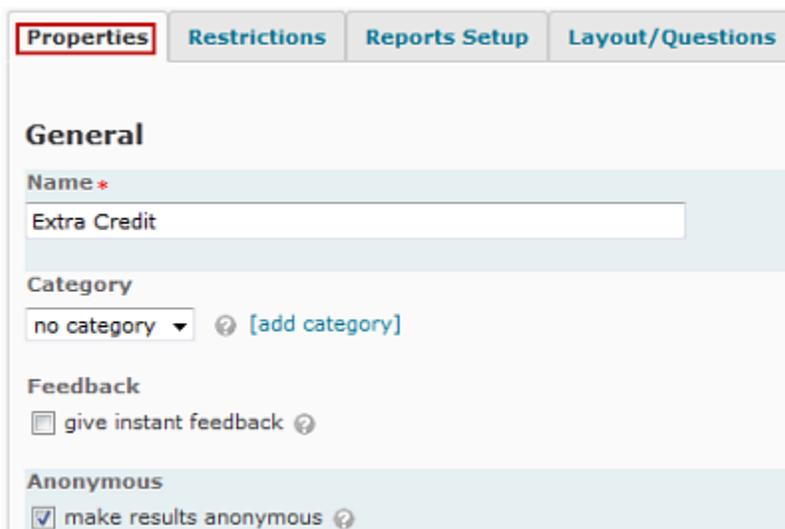
# Surveys

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.**

## The Properties Tab

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 in the Name text box type a name for the survey.



The screenshot shows the 'Properties' tab selected in a survey configuration interface. The 'General' section is visible, containing a 'Name' text box with the value 'Extra Credit', a 'Category' dropdown menu set to 'no category' with an '[add category]' link, a 'Feedback' section with a 'give instant feedback' checkbox, and an 'Anonymous' section with a 'make results anonymous' checkbox checked.

4. To place the new survey into a category from the Category pull-down menu select the desired category  
OR to add a new category:
  1. Click **[add category]**
  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 pane 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.
7. If the Messages options are not displayed in the Messages section click on the **Expand messages** link.

**Messages**

▼ Collapse messages

**Description**

on  off ?



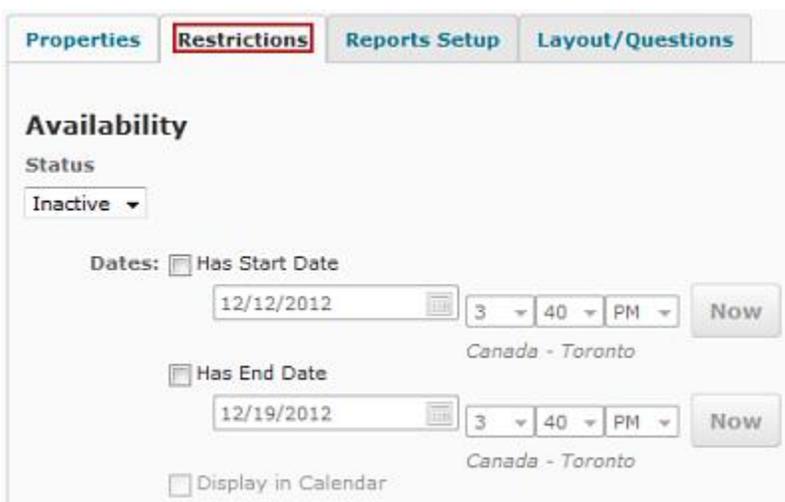
- To enable a description, click on the **on** radio button.
- In the Description text box, type a description of the survey
- In the Submission Message text box, type a message to be displayed when users submit the survey.
- If the Page Footer options are not displayed, in the Page Footer section, click on the **Expand page footer** link.
- To enable a Page Footer click on the on radio button.
- In the Page Footer text box, type a message to appear at the bottom of the survey
- Click on the **Save and Close** button to save and return to the Survey List. Click **Save** to save and continue working.

## The Restrictions Tab

### 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.



**Properties** **Restrictions** Reports Setup Layout/Questions

**Availability**

Status  
Inactive ▼

Dates:  Has Start Date  
12/12/2012 3 40 PM Now  
Canada - Toronto

Has End Date  
12/19/2012 3 40 PM Now  
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 pull-down menus to select the survey's start date and time
  3. In the Dates section select **Has End Date** checkbox.
  4. Use the pull-down menus to select the survey's end date and time
  5. 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.**



1. In the Additional Release Conditions section click on the **Create and Attach** button.
2. From the Condition Type pull-down menu select the desired condition.
3. From the new pull-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 pane 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	Users may complete the survey multiple times during the availability period. All attempts are recorded.

Editable	Users may complete the survey only once, but may change their answers during the availability period.
Limited to	Users may complete the survey the specified number of times during the survey availability period. All attempts are recorded.

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

### Adding Special Access

Instructors can tailor restrictions for one or more students to accommodate special needs or situations.

#### Adding Special Access: 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 Special Access: Restricting Access to Selected Users

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

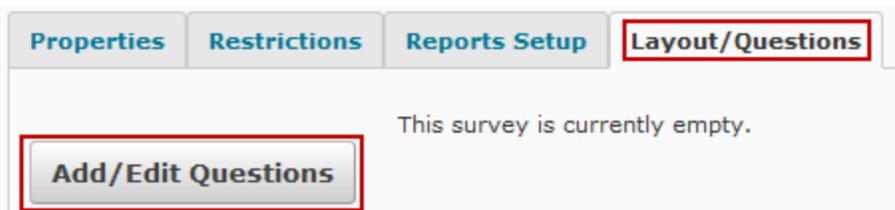
1. In the Advanced Availability section select Allow only users with special access to see this survey. **When this option is selected, the survey is only available for those who are listed in the Advanced Availability section.**
2. Click on the **Add Users to Special Access** button.
3. To assign a 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.

## The Layout and Questions tab - Creating Survey Questions

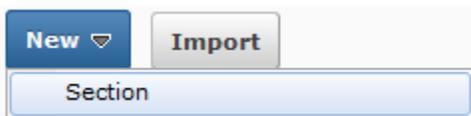
### Creating Survey Sections

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 Layout/Questions tab
2. Click on the Add/Edit Questions button.



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



4. In the General section in the Section Name text box type a name for the section
5. If desired, type a section message in the Message text box.
6. In the Display Options section select your preferred options
7. Click on the **Save** button.

### Creating Survey Questions

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

The screenshot shows a table with columns for 'Name (click question name to edit)', 'Type', 'Mandatory', and 'Last Modified'. There are two rows representing sections. Above and below the table are navigation controls including 'Move', 'Delete', 'Order', 'Edit Values', and a '20 per page' dropdown.

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

4. 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.
Question Feedback	Creating question feedback (comments) is optional and can be written in either plain text or HTML.

- To preview the question click on the **Preview** button.  
To save the question click on the **Save** button.  
To save the question and create another of the same type click on the **Save and New** button.

### 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.

- On the Layout/Questions tab, click the **Edit Values** button.
- Select the Mandatory check box beside questions that students must answer.
- Click on the **Save** button.

### Creating a Survey Report

From within a survey, click the Reports Setup tab.

- Click the Add Report button.
- Type a Report Name.
- Choose one of the following Report Types:

- 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.

## 2. 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 options. Here you can set up the when and to whom this survey report is released.
    1. Select **Immediately** or select a date from the drop-down lists or calendar icon.
    2. Release the report to the desired individual by clicking on the checkbox next to a specific user or role.
  6. Click on the **Save** button.

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

1. On the Layout/Questions 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 check box.
3. Click on the **Save and Close** button to save and return to the Survey List. Click **Save** to save and continue working.

## Previewing a Survey

1. 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** icon to return to the Manage Surveys page.

## Deleting Surveys

1. From the Manage Surveys page, click the Delete Surveys icon 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 pop-up box.

## Reordering Surveys

1. From the Manage Surveys page, click the Reorder Surveys icon 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.