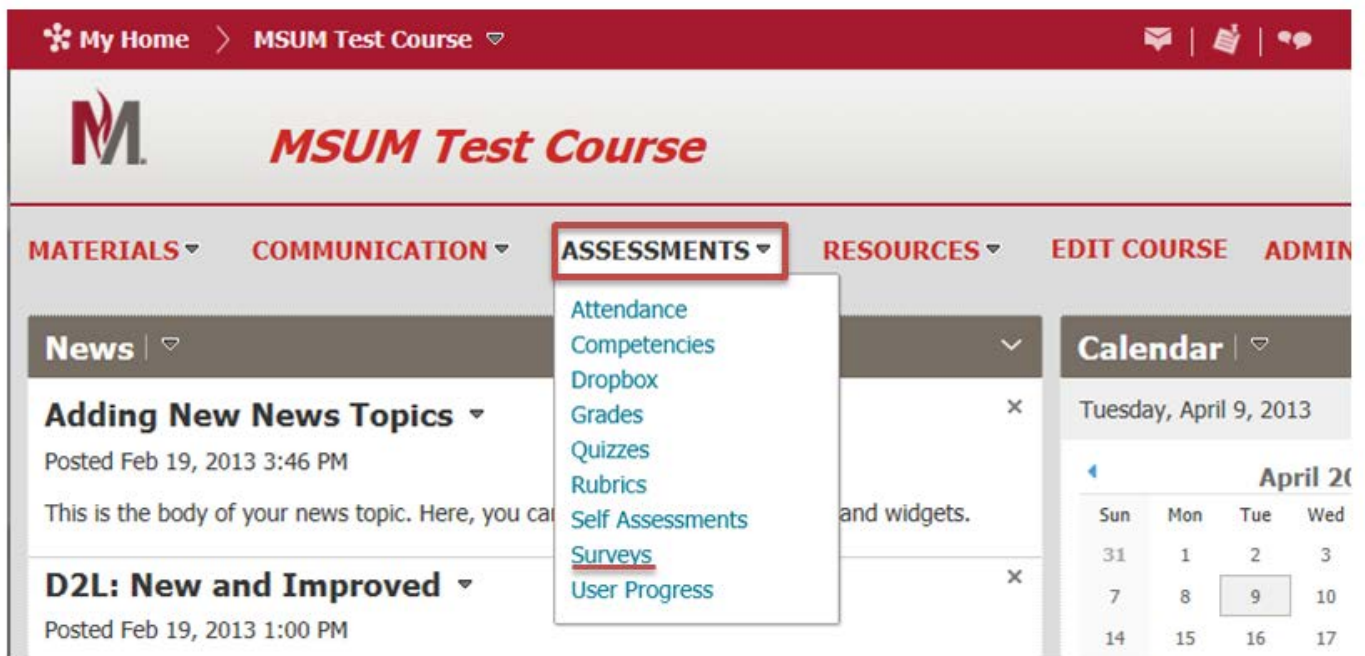


Topic: Surveys

The **Survey** tool is very useful for getting feedback about your course. This information can be used to help improve your course and allows you to keep a record of the students' opinions or keep them anonymous.

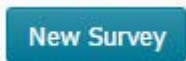
The **Survey** tool can be found under **ASSESSMENTS** in the Navigation Bar of the course.



The screenshot shows the D2L Brightspace interface for an 'MSUM Test Course'. The navigation bar includes 'MATERIALS', 'COMMUNICATION', 'ASSESSMENTS', 'RESOURCES', 'EDIT COURSE', and 'ADMIN'. The 'ASSESSMENTS' menu is open, listing options: Attendance, Competencies, Dropbox, Grades, Quizzes, Rubrics, Self Assessments, Surveys, and User Progress. The 'Surveys' option is underlined. Below the navigation bar, there are sections for 'News' (with a sub-section 'Adding New News Topics') and a 'Calendar' showing the date Tuesday, April 9, 2013.

Creating Surveys

1. Once you are in your **Surveys** page, to create a new survey, click **New Survey**.



A new page will appear showing your options for your new survey, which include **Properties, Restrictions, Assessment, Objectives and Reports Setup**.

Properties

1. Click on the **Properties tab** within Surveys.
2. The first thing to do within the Properties tab is to **name** your Survey.

Name *

3. Next, you can put your survey into a category. If you don't have a category made, you can click **add category** to make a new one.

Category

no category ▼ ? [add category]

4. The next two options you have are to check mark if you want to leave **feedback** after each question or if you would like the **make the results anonymous**. Note: It is not possible to attach release conditions to a survey that is anonymous. Once you choose to make a survey anonymous, you can't remove that option. You would have to remake the survey if you want it not to be anonymous.

Feedback

give instant feedback ?

Anonymous

make results anonymous ?

Restrictions

The first change you will be able to make under the **Restrictions** tab is the status of your survey. If you want your students to see the survey, it needs to be **Active**.

Status

Active ▼

Dates: Has Start Date

4/2/2013 9 ▼ 34 ▼ AM ▼

Canada - Winnipeg

Has End Date

4/9/2013 9 ▼ 34 ▼ AM ▼

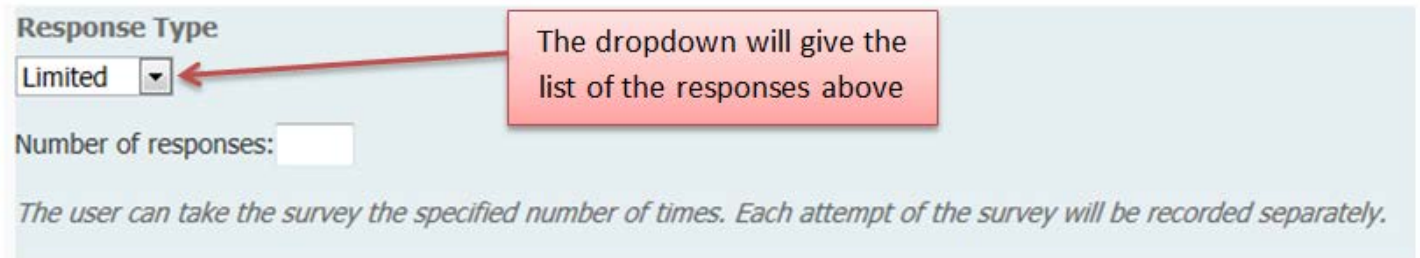
Canada - Winnipeg

Display in Calendar

Start and End dates allow you to control when the survey appears in the course

The **User Response** that you choose depends on how many times you want the student to be able to access the survey.

- **Unlimited:** allows unlimited survey responses.
- **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.



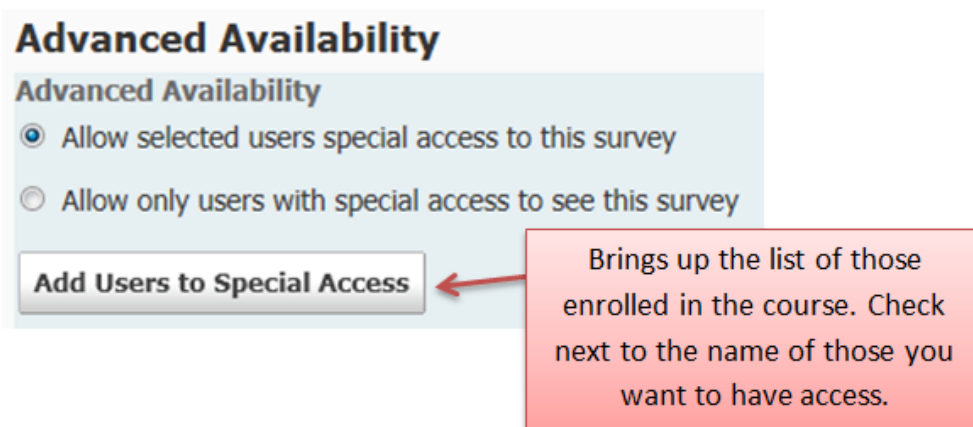
Response Type

Limited ▾

Number of responses:

The user can take the survey the specified number of times. Each attempt of the survey will be recorded separately.

Advanced Availability allows you to limit or expand who has access to the survey.



Advanced Availability

Advanced Availability

Allow selected users special access to this survey

Allow only users with special access to see this survey

Add Users to Special Access

Assessment

Assessment allows you to add a **Rubric**. Rubrics are sets of guidelines and criteria to compare student's performances on assignments. For assistance in creating a Rubric, see the D2L Brightspace Faculty tutorial on **Rubrics**.

Objectives

Learning Objectives are statements describing the observable knowledge or skills the learners are expected to demonstrate as a result of the course.

Properties Restrictions Assessment Objectives Reports Setup

Objectives

Associate Learning Objectives

There are no associated learning objectives.



Save and Close

Add Parent Association

Browse Search

Search For: [Show Search Options](#)

20 per page

Name	View
<input checked="" type="checkbox"/>  Sample Learning Objective	

20 per page

Add Selected Cancel


Reports Setup

In the **Reports Setup** tab you can add a **Report**. This allows you to create a report on the basis of the data obtained or on individual attempt basis. If you don't set up a report, you can still view the survey results from **Statistics**.

Here you can choose the date you want the report to be released under **Release** and select the people you wish the report to be submitted to under **Release Report To**.

Release

immediately

4/2/2013  3 11 PM

Canada - Winnipeg

Release Report To

Selecting this option will choose all of your options below. **Do not** choose if you only want to release the report to certain people.

Add/Edit Questions

The last option in creating a new survey is choosing **Add/Edit Questions**. This option is located under the **Properties** tab.

Survey Questions

This survey is currently empty.

By clicking the **Add/Edit Questions** button, you will be brought to a new page where you will choose the type of questions you will have in your survey.

Click **New** to create your survey questions.

Choose the type of question you want, or if you want to create a **section** in your survey, choose that.

Click **Import** if you have already created your questions. You will then be able to choose the appropriate **Source Collection** and **Source Section**.

- The **Source Collection** is either the **Question Library** or a previous survey.
- The **Source Section** is the section folder within the **Collection** where the questions are located.

Clicking **Save** will bring you back to your Survey homepage.

The **Survey** homepage is where you will import your newly added questions.

Import Into Test Survey

Import Source

From an Existing Collection ▼

Source Collection

Question Library ▼

Source Section

Test Assessment Questions ▼

Destination Collection

Test Survey

Destination Section

Test Survey (root)

Source Collection

Select the sections and/or questions that you want to import and then click Save.

Test Assessment Questions

Save **Cancel**

Make sure to have the Source Collection checked so your questions get imported

Click **Save**.

- You will then be brought back to your course homepage.

Once you are back to the Survey homepage, you will be able to select the questions and add them to your survey.

Click **Done** and then you will be asked how many questions you would like per page. Then click **Save and Close** and you have made your survey.

The screenshot shows the survey management interface. At the top, there are buttons for 'New', 'Import', and 'Done'. Below these are icons for 'Move', 'Delete', 'Order', and 'Edit Values'. A table lists source collections with columns for 'Name', 'Type', 'Mandatory', and 'Last Modified'. The 'Test Assessment Questions' row is selected, and the 'Import' button is highlighted with a red box and an arrow pointing to it. A red callout box contains the text: 'Select the questions below and click Import to add them to the survey'.

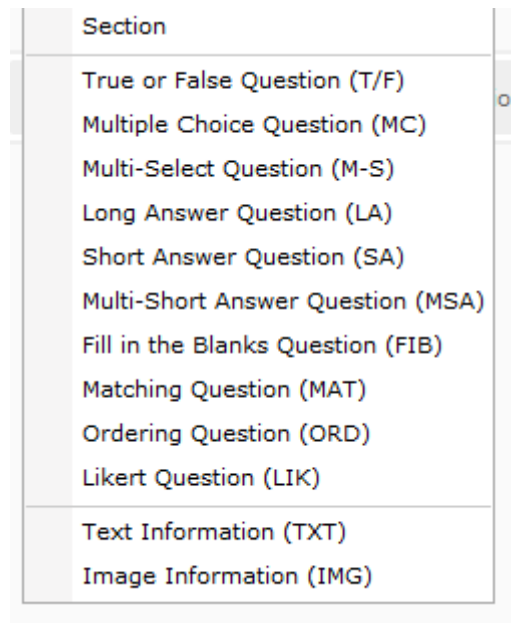
Name (click question name to edit)	Type	Mandatory	Last Modified
<input checked="" type="checkbox"/> Test Assessment Questions ▼	-	-	Apr 2, 2013 3:49 PM

Total: 1 Section

To create your own questions within the survey tool, click **New** instead of **Import**.



Choose the type of question you wish to create, or choose **Section** if you want a section of questions within your survey.



The most common question type for surveys is **Likert Question (LIK)**. For information on creating this type of survey question, go to the tutorial – **Survey Question Types**

View Survey Results

To view survey results, click on the dropdown arrow next to your survey name, click either **Report** or **Statistics** to view the results. For more information on Reports or Statistics, go to the tutorial **Survey Report or Statistics**

For More Information

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.