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.

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](example_survey.png)

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.png)

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](feedback.png)

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.png)

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.

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

**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.
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.
Add/Edit Questions

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

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

Chose 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.