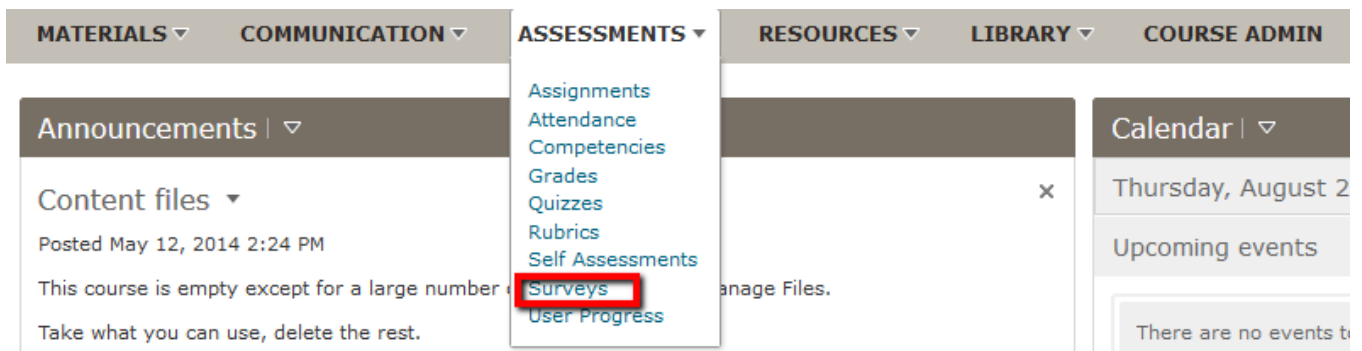


## Topic: Surveys

The **Survey** tool can be used to gather responses from students on a variety of topics, such as gathering feedback about your course. The Survey tool 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.

A text input field with a light blue border. The label 'Name \*' is positioned above the field. The text 'Example Survey' is entered into the field.

3. Next, you have the option to put your survey into a category. If you don't have a category made, you can click **add category** to make a new one. *NOTE: Using categories is optional. It is most useful for organizational purposes should you have numerous surveys within a single course.*

Category

no category ▼ ? [add category]

- 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: 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 to not be anonymous.*

**Feedback**

give instant feedback ?

**Anonymous**

make results anonymous ?

- The next step is to add new questions or edit any existing questions. To do this, click the **Add/Edit Questions** button.

**Survey Questions**

This survey is currently empty.

Add/Edit Questions

- After adding your questions, if you have Multiple Choice or True-False questions in the survey, you have the option to use the **Branching Wizard**.

Add/Edit Questions Edit Values

Page	Name	Type	Mandatory
1	Q1. What is going well in the course?	SA	
1	Q2. What is NOT going well in the course?	SA	
1	Q3. I would recommend this course to a friend.	T/F	

Branching Wizard

- Click Branching Wizard. The wizard displays a list of your survey questions. Here you will have the option to force a skip of questions or to end the survey based on the answer to a particular question.
  - Choose the answer from which you'd like to branch, and fill in the appropriate information.
  - Click Save.
- By clicking on the dropdown arrow, you will be able to expand and write a description or a submission message for your survey.

## Description / Submission Message

> Expand description / submission Message

8. The next addition you can make to your survey is to add a page footer. Click the dropdown arrow to expand the page footer and customize your footer.

## Page Footer

> Expand page footer

9. Lastly, to invite people to take your survey, click the Invite Participants button.

Invite Participants

- On the inviting participants page, you will be able to customize the Subject line and Body of the message that will be sent out to the people you select.

**Subject \***

  
**Body \***

Rich text editor toolbar: Bulleted list, Image, Link, Paragraph (selected), and More options.

Hello {FirstName} {LastName},

You have been invited to take the survey {SurveyName}.

Click {SurveyLinkStart} here {SurveyLinkEnd} to access it.

Rich text editor footer: abc, Source code, Find, Full screen, and Help icons.

- The next step in inviting participants is to select them by making a checkmark next to their username.

helpdesk\_artac  
 helpdesk\_Danu

- Once you have all of your participants selected, click **Submit** at the bottom of the page.

## Restrictions

1. The first step under the Restrictions tab is to activate the status of your survey.

Status

Active ▼

Active

Inactive

2. The next option you have is to add start and end dates for the survey. This will limit when the participants can take the survey.

Dates

Has Start Date

4/17/2015 12:00 PM

Canada - Winnipeg

Has End Date

4/24/2015 12:00 PM

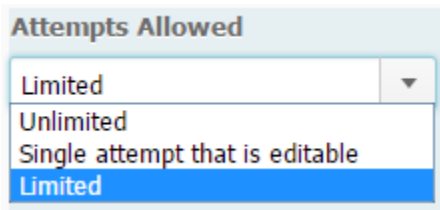
Canada - Winnipeg

- If you have selected start and end dates, you can then display these dates in the calendar so students can see when it is due without going into the survey. To display the dates, check the box next to **Display in Calendar**.

Display in Calendar

3. When selecting the Attempts Allowed you have three options:
  - Unlimited: the student can take the survey as many times as they want and each attempt will be recorded separately.
  - Single attempt that is editable: the student has one attempt on the survey, but they can re-access to edit their answers as long as the survey is still available to them.

- Limited: the instructor can put in the number of attempts they want the students to have.



The image shows a dropdown menu titled "Attempts Allowed". The menu is open, showing four options: "Limited", "Unlimited", "Single attempt that is editable", and "Limited". The second "Limited" option at the bottom is highlighted in blue, indicating it is the selected option.

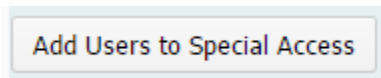
4. There are two options for Special Access. This gives you the option to allow selected students to take the survey outside of the normal date and time period. Or you have the option to allow only selected students to have access to the survey.

## Special Access

### Type of Access

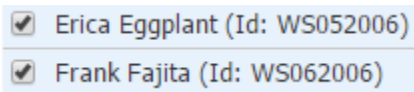
- Allow selected users special access to this survey
- Allow only users with special access to see this survey

- a. To add students, click the **Add Users to Special Access** button below.



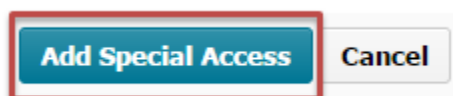
A rectangular button with a light blue border and a white background, containing the text "Add Users to Special Access".

- b. Check the box next to the names of the students you would like to add to special access.



A list of two students with checkboxes. The first student is "Erica Eggplant (Id: WS052006)" and the second is "Frank Fajita (Id: WS062006)". Both checkboxes are checked.

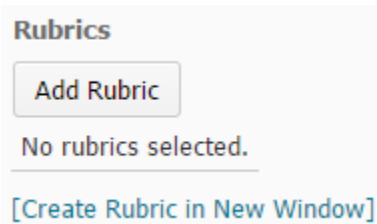
- c. Once you have selected all of the students you wanted added to special access, click **Add Special Access** at the bottom of the page.



Two buttons are shown side-by-side. The first button is "Add Special Access", which is highlighted with a red border. The second button is "Cancel".

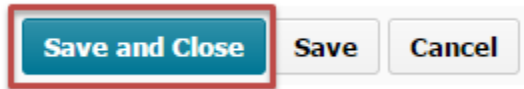
## Assessment

1. On the Assessment tab, you can add a rubric or create a new rubric.



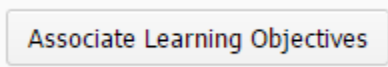
The image shows a section titled "Rubrics". Below the title is a button labeled "Add Rubric". Underneath the button, it says "No rubrics selected." and there is a link that says "[Create Rubric in New Window]".

2. Once you have added your rubric, you can click **Save and Close** at the bottom of the page.



## Objectives

1. Under the Objectives tab you are able to associate the survey with any learning objectives. To do this, click **Associate Learning Objectives**.



2. Click **Save and Close** at the bottom of the page.



## Reports Setup

1. To add a report, click the **Add Report** button.



2. Once you have added your report, you can click **Save and Close** at the bottom of the page.



## For More Information

Please contact Instructional Technology Services at [support@mnstate.edu](mailto:support@mnstate.edu) or 218.477.2603 if you have questions about this material.