D2L Quickguide: Surveys

Overview

Updated 07/28/2016. Version 10.6.x

The Survey tool allows you to solicit feedback from students regarding any aspect of your course. For example, it can be used as a method for delivering general course evaluations, mid-year reviews, or surveys associated with learning styles and preferences.

How to Access the Surveys Tool

Click **Activities** in the course navigation bar, and then select **Surveys**.

In This Guide

Creating and Editing Surveys
Using Survey-Specific Questions
Using Survey Settings
Viewing Survey Results

For more D2L resources, go to http://cte.siu.edu/idblog/instructor-resources/d2l-resources-instructors/.

Creating and Editing Surveys

Create a Survey

1. Click the **Activities** dropdown in the Navbar, then select **Surveys**. The "Manage Surveys" page will open.

2. Click **New Survey** (Figure 1).

3. Enter a name for your survey

4. Select "make results anonymous" to hide student data in survey results (Figure 2). The responses to survey questions are available for all users, but the system will not report who made each response.

Note: If you set a survey as "anonymous," you cannot change that setting later.

5. Click **Add/Edit Questions** to add questions to your Survey (Figure 3).

6. Click **New** to see a dropdown menu of availible question types, as well as the options for creating Sections to orginize your Survey (Figure 4).

- To organize your Survey by section, select **Section** in the **New** drop-down menu, provide a name for your section, then click **Save**.

- To add questions to your Survey, select the applicable question type in the **New** drop-down menu, fill out all required fields for the question type you selected, and click **Save**.
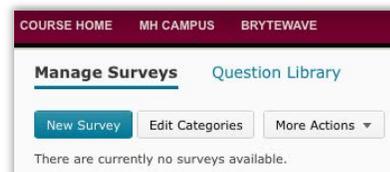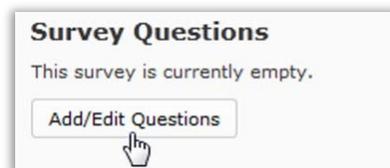
Figure 1

Figure 2

Figure 3

- Click **Done Editing Questions** on the upper right side of the page when you have added all of the questions to your Survey.

7. Click E**xpand description/submission Message** to enter text that will be displayed to students at the top of the survey or to enter text that will displayed as a message when students complete the survey (Figure 5). By default, the system displays "You have successfully submitted the survey" as a submission message.

8. Click **Save**.

Importing Quiz Questions from the Question Library

1. Click on the name of the survey into which you want to import questions.

2. Click **Add/Edit Questions** (Figure 3).

3. Click **Import**.

4. For the Import Source, select **From an existing collection** (this is the default option).

5. For the Source Collection, select **Question Library**.

6. For the Source Selection, select **Collection Root** (Figure 6). The questions from your Question Library will appear below these selections.

7. Select the checkboxes next to the questions you want to import.

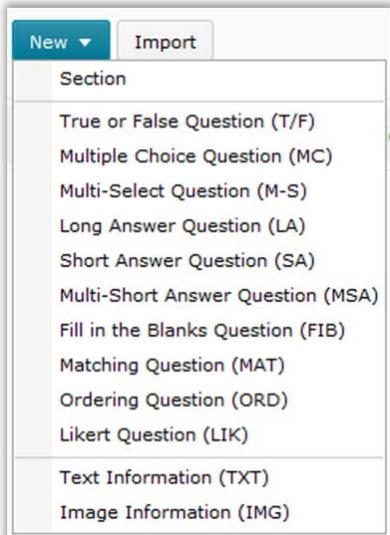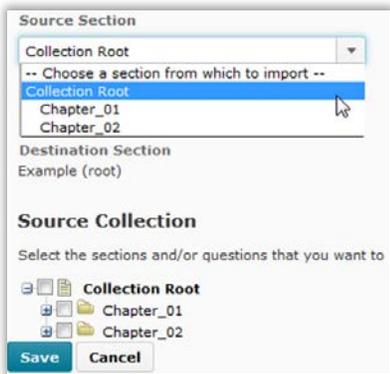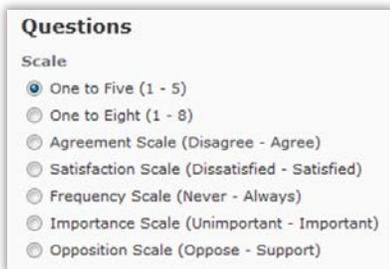8. Click **Save**. The questions you selected will now be listed in your Survey.

Using Survey-Specific Questions

Note: All quiz question types are available in the Survey tool, along with Likert scale questions, which are used only in Surveys.

Create a Likert Question

1. Click **New,** and select **Likert Question (LIK)** from the drop-down list (Figure 4).

2. Enter instructions into the "Introductory Text" box.

3. Choose a scale for your survey (Figure 7).

4. Select **Include an N/A option** if you want this option to be available.

5. In the "Questions" section, enter each item that you want to be rated. You must have at least one item to be rated.

6. More question boxes can be added by clicking ✚**Add Option** above the table (Figure 8).

Figure 4

Figure 5

Figure 6

Figure 7

Figure 8

7. Click **Save**.

Using Survey Settings

Mark Questions in a Survey as Mandatory

If you mark a question "Mandatory," respondents cannot submit the survey until they have answered the question.

1. Click on the name of the survey that contains questions you want to mark as mandatory.

2. Click **Edit Values** above the list of questions in your survey (Figure 9).

3. Select the "Mandatory" checkbox beside the questions you want to require students to answer (Figure 10).

4. Click **Save**.

Note: Mandatory questions cannot be used in conjunction with the "Prevent Moving Backwards" setting, and mandatory questions also cannot be used with branching.

Prevent Moving Backward in a Survey

You can prevent respondents from returning to previous pages as they complete a survey.

1. Click on the name of the Survey you want to restrict students from moving backward in.

2. Select **Prevent moving backwards through pages** above the list of Survey questions (Figure 11).

3. Click **Save**.

Note: This setting cannot be used if your survey has any mandatory questions.

Use Branching Questions

Branching allows you to set up questions that will only display to students who provide certain answers. It can be used to ask follow-up questions when students enter a particular answer.

Note: If you activate branching, all questions will be presented to students one at a time. Enabling branching will erase any paging layout and the "mandatory" status of any question.

1. Click on the name of the Survey in which you want to include branching.

2. Click **Branching Wizard** below the list of Survey questions (Figure 12). A confirmation window will appear.
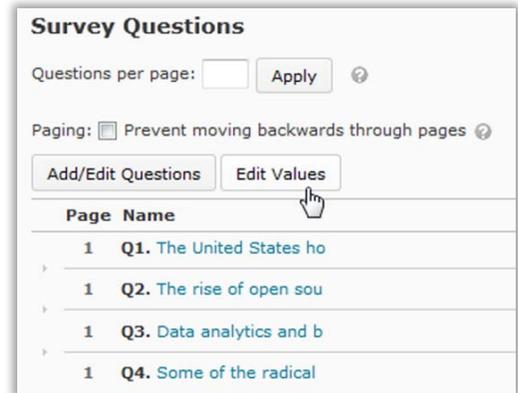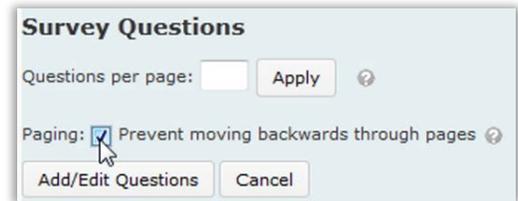

Figure 9

Figure 10

Figure 11

Figure 12

3. Click **Yes** to continue. The Branching Wizard window will open; it displays a list of the survey questions and their types, with corresponding answers.

4. Create the question branches (Figure 13).

   • In the "Next" field next to an answer, enter the number of the question that the survey will jump to if that answer is chosen.

   • Select the "Ends Survey" checkbox next to an answer to terminate the survey if that answer is chosen.

Note: If the "Next" field is not filled out and the "Ends Survey" checkbox is deselected, the survey will automatically go to the next question.

5. Click **Save**.

Viewing Survey Results

1. Click the dropdown arrow next to the survey you would like to view, then select **Statistics** (Figure 14). You will see the overall survey results if the survey was set up as anonymous.

2. You can opt to view either an individual student's response or the overall survey results if your survey was not set up as anonymous.

   • To view an individual response, click the attempt under the student's name.

   • To view an overview of all survey responses, click **View Overall Results**.

3. Click **Manage Surveys** at the top of the page to return to the main "Manage Surveys" page.
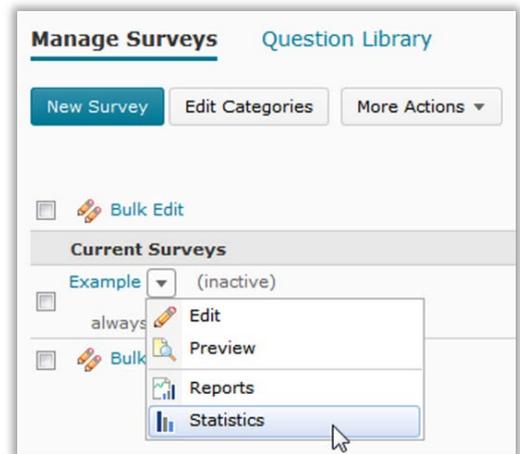
Activating Survey

1. On the "Manage Surveys" page, click the name of the survey you want to activate.

2. Click the "Restrictions" tab (Figure 15).

3. Click the drop-down arrow on the "Status" menu, and select **Active**.

4. Click **Save**.

Figure 13

Figure 14

Figure 15