

Create a Survey

1. On the navbar, click **Surveys**.
2. On the **Manage Surveys** page, click **New Survey**.
3. Enter a **Name** and define additional settings for your survey.
4. To add questions to the survey, do one of the following:
 - To add questions directly to the survey, click **Add/Edit Questions**.
5. Click **New** and select the question type or information item you want to create.
6. To return to the **Manage Surveys** or **Edit Survey** page, click **Done Editing Questions**. Click **Save**.

Set a survey to active

1. On the navbar, click **Surveys**.
2. On the **Manage Surveys** page, click the survey name.
3. Click the **Restrictions** tab.
4. In the **Dates and Restrictions** area, select the **Hide from users** checkbox to set visibility.

Set a date range for a survey

You can specify a date range that your survey becomes available to users. You can also add Surveys associated with a date to your course calendar.

1. On the navbar, click **Surveys**.
2. On the **Manage Surveys** page, click the survey.
3. Click the **Restrictions** tab.
4. In the **Availability** area, select **Has Start Date** and/or **Has End Date**, and specify the dates and times when users can see the survey.
5. To display the survey in the Calendar tool, ensure the **Hide from Users** checkbox is not selected, and select **Display in Calendar**.
6. Click **Save and Close**.

Anonymous participation in a survey

If a survey is anonymous, your user data is hidden in survey results. The responses to survey questions are available for all users, but the system does not report who made which response.

While learners are taking an anonymous survey, an alert appears at the top of the survey indicating that the survey is anonymous and their user information will not be tied to their responses.

Note: You cannot associate anonymous survey activities with learning objectives.

Ensure anonymous survey participation

1. On the navbar, click **Surveys**.
2. On the **Manage Surveys** page, click the survey name.
3. In the **General** area, select the **make results anonymous** check box.

Setting survey restrictions

On the Restrictions tab of the survey, you can create new, or attach existing release conditions if you want a survey to be available to users only after they fulfill other specified tasks.

Examples of release conditions include completing an Assignments submission, scoring a specified grade in a particular quiz, completing a Self-Assessments submission, and being enrolled in a particular section. You can also use Release Conditions to make the survey available only to a particular role. Edit and change release conditions by clicking the Remove icon or Remove All Conditions.

If you decide to make the survey available with certain release conditions, you can also use the Intelligent Agents tool to notify students that the survey is available once they've fulfilled the applicable release conditions.

In the **Availability** area, the **Hide from Users** checkbox allows you to control the visibility of a survey.

Control user responses in a survey

You can set a response type to specify the number of survey attempts users are allowed.

1. On the navbar, click **Surveys**.
2. On the **Surveys** page, click the survey name.
3. Click the **Restrictions** tab.
4. In the **User Responses** area, set the **Attempts Allowed** drop-down list to one of the following:
 - **Unlimited** - Users can answer and submit a survey as many times as they want.
 - **Single attempt that is editable** - Allows users a single survey attempt. They can re-access and edit responses as long as the survey is still available.
 - **Limited** - Sets a number of permissible survey attempts.

Track survey progress and results

Based on how you have set up the survey properties, you might see a list of all users or just the overall survey results with anonymous responses.

1. On the navbar, click **Surveys**.
2. On the **Manage Surveys** page, from the survey's context menu, click **Statistics**.

3. In the **Users** tab, search for users and their listed attempt types. You can restrict your search of survey results by attempt in the **Attempts** tab.
4. To view a specific user's results, click on an individual attempt. To view the number of attempts per question within a survey, click **View Overall Results** at the bottom of the page.

Set up survey reports

Survey reports gather information on survey data. Survey reports are different from survey results; they collect and present more types of information than is available through results. Choose a report type to display question statistics, question details, user statistics, attempt details, or user attempts. You can also select a release date and choose which roles have permission to view each report.

1. On the navbar, click **Surveys**.
2. On the **Manage Surveys** page, click the name of the survey.
3. On the **Reports Setup** tab, click **Add Report**.
4. Enter a **Report Name**.
5. Choose a **Report Type**:
 - **Summary Report** - You can display aggregate data for multiple choice, true and false, Likert, multi-select, and matching question types. You can also display text responses for written response, short answer, and fill in the blanks question types.
 - **Individual Attempts** - This report displays each attempt individually. You can choose to hide the user's first and last name when the **Individual Attempts** report is viewed.
6. You can choose to immediately release a report after a survey submission, or enter an alternate date and time.
7. In the **Release Report To** section, select the check box beside each role you want to release the report to. Click **Save**.

View a survey report

You can export survey statistics and reports to a file for data analysis. The file contains all pertinent information from the survey so that you can query, sort, and evaluate the data without being connected to the learning management system. You must set up survey reports from the **Reports Setup** tab for the appropriate survey before you can view or export reports.

1. On the **Manage Surveys** page, from the context menu of the survey you want to view, click **Reports**. Click on the report name.
2. If you want to restrict your report within a specific time frame, select the **From** and **To** check boxes and enter the date restrictions.

3. Click **Generate HTML** to view the report in your browser, or click **Generate CSV** or **Generate Excel**, to save the report on your computer.

Survey branching

When branching is used, survey questions present one at a time, each on a separate page (in other words, page breaks are inserted between every question). Survey branching presents multiple questions, allowing the instructor to choose which question comes up next based on the user's response.

1. On the navbar, click **Surveys**.
2. On the **Manage Surveys** page, click on the survey you want to add branching to.
3. In the **Survey Questions** area, click **Branching Wizard**. The wizard displays a list of the questions in your survey and their corresponding types. Answers are shown for Multiple Choice and True or False questions. You have the option to skip questions or terminate the survey based on the answer to a Multiple Choice or True or False question.
4. Choose the answers that you want to create a branch from and fill in appropriate branching information. Click **Save**.

Survey examples

Start off the course with an informal poll

An informal poll can ask about people's backgrounds, previous education, and interest in the course. You can choose to make the answers anonymous, or to share them so that learners can see their classmates' responses. You can use a variety of question types for this fun poll, including:

- Short Answer
- Multi-Short Answer
- Multi-Select
- Multiple Choice

Question 1

Why are you taking this course?

- To satisfy a prerequisite.
- To prepare myself for further studies in Astronomy.
- For interest.
- Other

Save

Submit

Collect informal course evaluations or mid-year reviews

You can use a combination of different question types for this that are found in a typical evaluation or review, including:

- Likert
- Written Response
- Multi-Short Answer

About the Course

Question 1

Please select how strongly you agree from the fields below

#	Statement	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	The course was intellectually stimulating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Supporting materials (readings, films, handouts, Web sites) were relevant and helpful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Overall, the course met my expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	I would recommend this course to others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

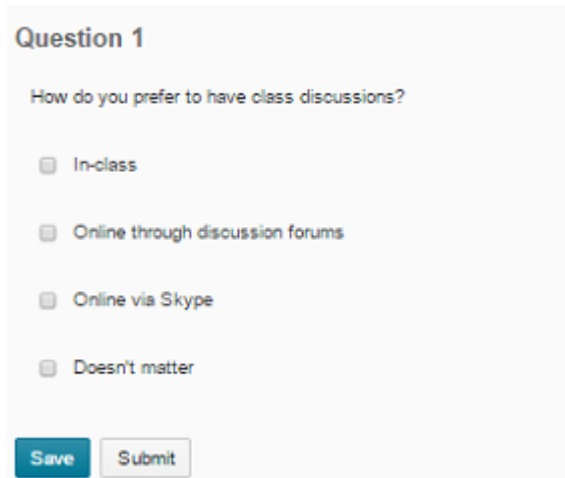
Question 2

Please comment on any of the above items or share additional comments about the course itself

Ask about people's learning styles and content delivery preferences

You can use a variety of different question types for learning style and delivery preference, including:

- Multiple Choice
- Multi-Select
- Written Response or Short Answer



The screenshot shows a question titled "Question 1" with the text "How do you prefer to have class discussions?". Below the text are four radio button options: "In-class", "Online through discussion forums", "Online via Skype", and "Doesn't matter". At the bottom of the question area are two buttons: "Save" (highlighted in blue) and "Submit".

Determine which learning resources were most helpful to achieve learning objectives

You can use the following question types to determine the most helpful type of learning resources:

- Multi-Select
- Multiple Choice
- Ordering
- Likert

Question 1

Please rate the effectiveness of the following resources in achieving a conversational level of English. (Order the learning resources from most to least effective.)

- Reading English language blogs.
- Watching English language movies with subtitles.
- Completing workbook grammar activities.
- Using a game-based language app.
- Participating in In-class conversation groups.

Pose open-ended questions to determine areas of learner confusion

You can use Short and Written Response question types for this scenario.

Set up a "choose-your-own adventure" game or quiz

You can introduce the course in a fun way or reinforce course messaging through this type of survey activity. You can use survey branching to do this, using the following question types:

- Multiple Choice
- True or False

Branching Wizard				
#	Question	Type	Next	
1	I can best motivate people by...	MC	Paying them more	5
			Making them feel part of something larger	6
			Teaching them new skills	6
			Challenging them	6
2	I don't tell people how to do th...	T/F	True	8
			False	10
3	Where are you most likely to int...	MC	At an office party or casual lunch.	13
			In a regular one-on-one.	14

[D2L Survey Tool Instructions](#)