Note the system will export the statistics from the tab you are currently viewing (for example, User Stats).

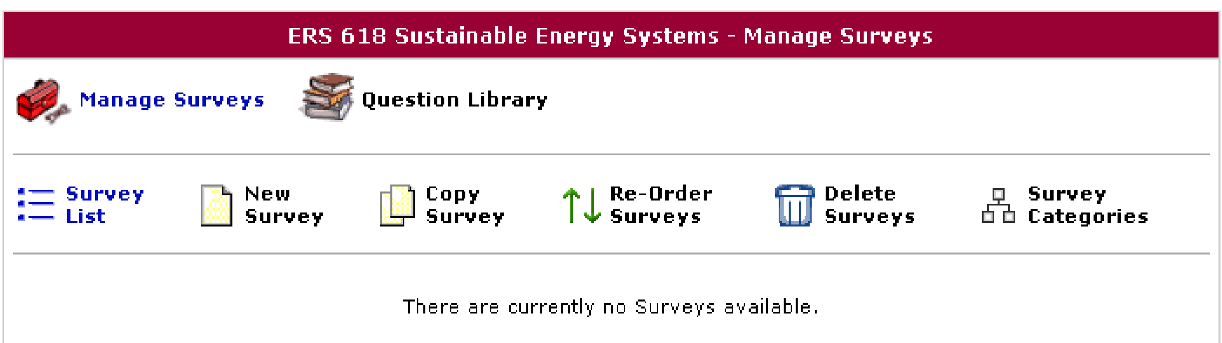
Surveys

Create surveys and use the included statistics tools to monitor current course trends and opinions, and assess user satisfaction. Survey results can be collected anonymously if desired.

The **Survey** tool is very similar in structure and shares many components with the **Quizzes** tool. To access the survey tool:

From within your course, click on the **Surveys** link on your top navigation bar. The following options display:

- Manage Surveys
- Question Library
- Survey List
- New Survey
- Copy Survey
- Re-Order Surveys
- Delete Surveys
- Survey Categories



Manage Surveys page

The **Survey List** displays surveys that are currently available. This is also the default view in **Manage Surveys**.

Creating Survey Questions

To create survey questions:

1. Select the **Question Library** icon ( ) on the Manage Surveys page. The Surveys tool shares the Question Library and its content with both the Quizzes and Self Assessment tools.

   Or,

   While editing a survey, select the **Layout/Questions** tab and click **Add/Edit** Questions.

2. Once you are in the Add/Edit Questions area, select a question type from the Create New: drop-down list and click **Go** to create a question.

Survey Question Types

Most question types available to the **Survey** tool are similar to the questions available in the **Quizzes** tool. Refer to the Creating Quiz Questions section of this document for details on the various question types available to the **Survey** tool. The Likert Question type is available exclusively for use in Surveys.

Likert Question

The **Likert Question** is unique to the Survey tool. Use Likert questions to choose one of six scales for students to use for providing feedback.

3. Give your question an identifiable title.
4. Enter instructions into the **Introductory Text** box.

   Example: Please rate your enjoyment of each section of the course as listed below where 1 the lowest rating and 5 the highest rating.

5. If you would like to use an image in the question, use **Find** to locate a course image, or click **Browse** to upload one.
6. Choose one of the following scales:

   - One to Five (1 to 5)
   - One to Eight (1 to 8)
   - Frequency Scale (Never to Often)
   - Agreement Scale (Disagree to Agree + N/A)
   - Agreement Scale (Strongly Disagree to Strongly Agree)
   - Agreement Scale (Strongly Disagree to Strongly Agree + N/A)

7. In the Questions section enter each item that you wish to be rated. You must have at least one item to be rated. More question boxes can be added by clicking **Add Item** or excess boxes deleted by clicking **Remove**.
8. Provide feedback to the question that will be displayed to the user, if applicable.

Importing Survey Questions from a Text File

Survey questions can be created offline using Desire2Learn's Text Format File. Follow the steps below to access a template for creating the text file.

If you have already created your questions offline using the template, and would like to populate your questions into the library:

1. On the **Manage Surveys** page, click the **Question Library** icon or open a survey and choose the Survey Layout/Questions tab.
2. Click **Import**.
3. Choose From a Desire2Learn Text Format File from the **Import Source** drop-down list.
4. If you simply want to download the text file template to begin creating your questions, select the CSV Sample File link and **Save** the file on your computer.
5. To upload a question file you have completed, click Browse and select the file you want upload to the question library. Click **Open**.
6. Click **Save**.

Creating and Editing Surveys

To create a new survey:

1. Select the **Survey** link from your course navbar.
2. Click the **New Survey** icon ( ) to create a new survey, or select the name of the survey you wish to edit from the list.

See below for details on the various tabs for creating/editing surveys.

Setting up Survey Properties

The *Properties* tab displays by default when you create or edit a survey.

1. Type a **Name** for your survey.
2. If the **give instant feedback box** is checked, users will receive feedback immediately after answering a question.
3. Check the **Anonymous** option to hide user data in survey results. The responses to survey questions are available for all users, but the system will not report who made what response.
4. Enter a text message to be displayed to participants at the top of the survey in the **Description** field.
5. Enter text in the **Footer Message** field that will be shown to users at the end of the survey.
6. In the **Submission Message** text box, add a message that will be shown to users after survey completion.
7. Click **Invite Participants** to send registered users an email inviting them to take the survey. This email will include a link to the survey.
8. Click Save Survey.

Survey Restrictions

1. Click the *Restrictions* tab within a survey.
2. In the availability section, you can set the survey status and when the survey starts and ends. Users can only see surveys that have been set to *Active*.
3. Choose a **Start Date** using the drop-down lists or by clicking on the calendar icon. If you wish your survey to have no specific start date, choose **no set start date**.
4. Choose an **End Date** using the drop-down lists or by clicking on the calendar icon. If you wish your survey to have no specific end date, choose **no set end date**.
5. Choose a Response Type:

   - **Unlimited** allows users to continue taking the survey until the survey period is over.
   - **Editable** allows users to save their responses and continue to see the survey until the survey period is over.
   - **Limited to** restricts users to the specified number of responses within the survey period.

6. Add release conditions in the **Additional Conditions** section. Release conditions allow you to set requirements that students must meet before they can view the survey.

   Example You could create a release condition that requires students to view a certain content topic or attempt a certain quiz before they can view the survey.

7. Click **Attach Existing** to add a release condition that you have already created in the Conditional Release area or in another tool.
8. Click **Create and Attach** to create a new release condition and associate it with this survey.

   Notes You must have saved your survey before you can add release conditions. Refer to the Release Conditions section of this guide under Unit 3: Creating Interactive Content for details on release conditions and how to use them in your course.

9. Click Save Survey.

Special Access

Use the Special Access feature to override the availability and timing settings of a survey for specified individuals. Special access is set up in the Restrictions tab of a survey.

The selected user is given access to the survey for a specified period of time.

1. Click on the Restrictions tab.
2. Click **Add Special Access** to add special access permissions. The Add Special Access page displays.
3. Check the boxes beside any of the special access types, and fill in the appropriate fields. For example, if you wish to provide an extended Grace Period to users that have special access, check Assign special grace period and fill in the applicable time limit (in minutes) in the Grace Period text box.
4. Ensure that Assign special access period is checked (it is checked by default).
5. Check the boxes beside the students you want to assign special access to in the User List.

6. Click **Save**. The Add Special Access page closes and your new special access item appears under Special Access in the Restrictions tab.

Activities

Activities are a part of competencies and are used to evaluate student completion of learning objectives. Activities can be associated with quizzes, surveys, and drop-box folders, and are often evaluated using rubrics.

Competencies are an alternative and comprehensive evaluation tool and are used to track information about the knowledge, skills and abilities the people in your organization acquire as they participate in courses or other learning experiences.

An activity is a component, along with learning objects and competencies, of the overall evaluation strategy.

If competencies and learning objectives have been set up, then it is from the Activities area of the survey tool where you can create and assign activities that will be used in the assessment of learning objectives.

Evaluating a survey activity:

1. On the Survey List page, click the **Survey Results** icon next to the survey.
2. Click the **Overall Results** link for the learner you want to evaluate.
3. In the Activities section of the Overall Results page, click **Expand Evaluation** beneath the activity.
4. Select a rubric level from the **Selection** column of the table.
5. Click **Save**.

For detailed descriptions and instruction on the relationships between and setup and employment of activities, learning objectives, and competencies refer to the *Competencies and Rubrics User and Reference Guide* in general, and to the *Creating an Activity from a Quiz, Drop-Box Folder, or Survey* section specifically.

Reports

You can create survey reports that amalgamate gathered survey data by organizational unit. Reports can be customized to meet all your needs to release the results of the data collected. You can create multiple survey reports.

1. From within a survey, click the **Reports Setup** tab.
2. Click the **Add Report** button.

   The Reports page displays:

3. Type a Report Name.
4. Choose one of the following Report Types:

   Summary Report options:

- **Show aggregate data**: displays the data collected for multiple choice questions, true and false, Likert, multi-select, and matching question types.
- **Show text responses**: displays the data collected for long answers, short answers and fill-in-the-blanks question types.
- **Show signed comments**: displays responses (with data) for any long answer questions in the survey with the Show signed comments property turned on where the user has given permission to release their name with their response.
- **Show unsigned comments**: displays responses (with data) for any long answer questions in the survey with the Show signed comments property turned on where the user has *not* given permission to release their name with their response.

Individual Attempts options:

- Hide user information: will not display the user's first and last name when the Individual Attempts report is viewed.

5. Set your **Release** options. Here you can set up the when and to whom this survey report will be released.
   - Select **Immediately** or select a date from the drop-down lists or calendar icon.
   - Check the users and roles that you want to release the report to.
6. Click Save Report.

Survey Layout and Questions

The structure and layout of the survey is shown in the *Layout/Questions* tab:

1. From within a survey, click the **Layout/Questions** tab.
2. Click the **Add/Edit Questions** button to add or remove questions or sections to this survey.

For further information on adding questions, refer to the *Creating Quiz Questions* section of this document (p. 115).

You can reorder questions (change the order in which they are presented) from the question library. See "To change the position of a question or section in the list" on page 112.

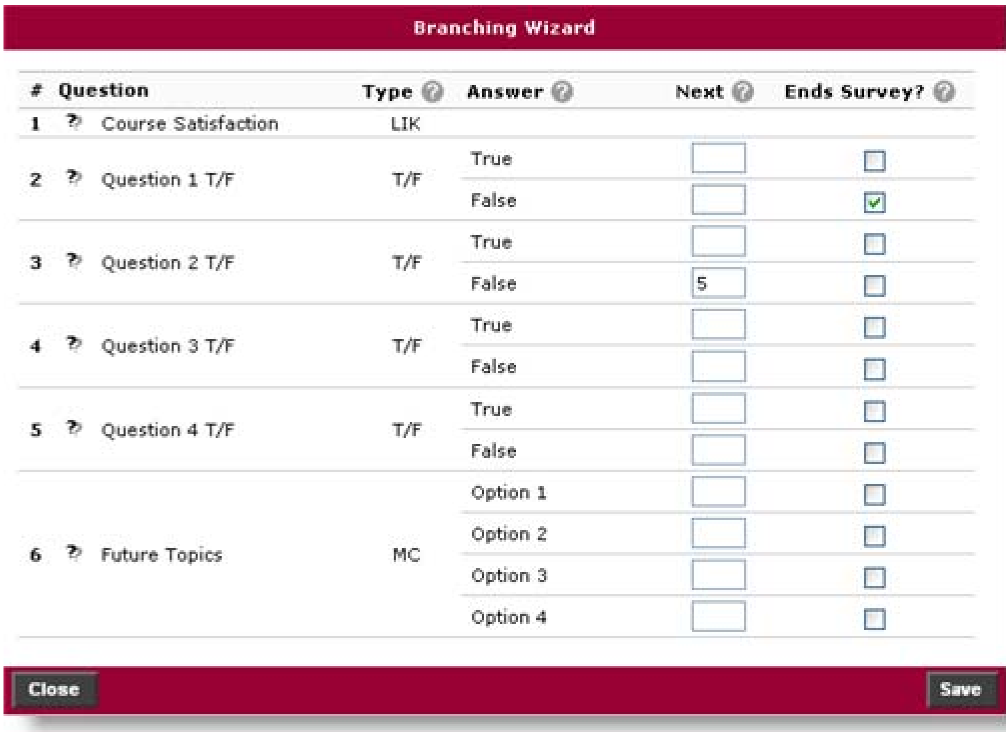
Survey Branching

If you have Multiple Choice or True/False questions in your survey it is possible to add branching. Branching is an optional feature that must be enabled for your course offering by an administrator.

1. From within a survey, click the **Layout/Questions** tab.
2. Click the **Branching Wizard** button. The wizard displays a list of the questions in your survey and their corresponding types. Answers are shown for Multiple Choice and True/False questions. You can choose to skip questions or terminate the survey based on the answer to a Multiple Choice or True/False question.

3. Choose the answers that you wish to create a branch from and fill in appropriate branching information.
4. Click **Save**.

Note When branching is used, survey questions are presented one at a time, each on a separate page (i.e. page breaks are inserted between every question).



Branching Wizard Example

Example In the quiz shown in the branching wizard example above, if the student answers false to the second question the survey will end without requiring answers to questions 3 to 6. If the student answers false to question 3 the survey will continue with questions 5 and 6, skipping question 4.

Re-Ordering Surveys

1. From the **Manage Surveys** page, click the Re-Order Surveys icon.
2. Select a survey name and click the up or down arrows to move the survey to the desired list position.
3. Repeat the previous step for each survey name until you have achieved the desired order.
4. Click **Save**.

Deleting Surveys

1. From the **Manage Surveys** page, click the **Delete Surveys** icon.
2. Check the box beside the surveys you want to delete.
3. Click the **Delete** icon.

4. Click **Survey List** to return to the **Manage Surveys** page.

Viewing Survey Reports

1. From the **Manage Surveys** page, click the applicable survey name.
2. Click on the **Survey Reports** icon ( ) from the choices at the top of the survey page (*not* the Reports Setup tab).
3. To view a report, click on the report name (you must have already created one or more survey reports. See Reports under *Creating and Editing Surveys* for details.)
4. Check the **From** or **To** fields and enter the appropriate dates if you want to restrict your report to a certain time frame.
5. Click **Generate Report**.
6. The survey report displays. Click the **Print Report** icon (top right) to print a copy of the results.
7. Click **Go Back** to return to the Manage Surveys page.

Viewing Survey Results

To view survey results:

1. From the **Manage Surveys** page, click the results icon ( ) beside the applicable survey.
2. Based on how you have setup the survey properties, your may see a list of all users or just the overall survey results (if anonymous).
3. Click on an individual attempt or the **Overall Survey Results** icon (at the bottom of the page).
4. Click **Survey List** to return to the main survey page.

Previewing a Survey

To preview a survey:

1. From the **Manage Surveys** page, click the Preview icon ( ) beside a survey name. You are shown the survey questions as users would see them. It is always a good idea to preview a survey before releasing it to users.
2. Click the **Survey List** icon to return to the Manage Surveys page.

Notes When previewing a survey, you are *not* shown any introduction message that you have set up. If you answer and save the questions you will not return any results.

Example in Action: Soliciting Feedback Through the Survey Tool

The survey tool is an extremely useful tool used to create surveys and questionnaires within your course. It an excellent way to solicit feedback from students regarding any aspect of your course. For example, it can be used as a method of delivering general course evaluations, mid-year reviews, or surveys associated with learning styles and preferences, etc.

Self Assessments

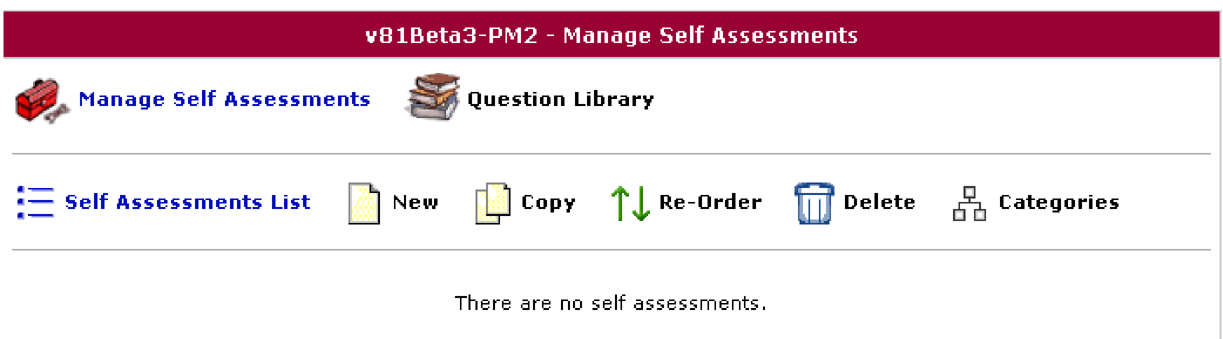
Introduction to Self Assessments

You can create self assessments to use as topics in your course content modules. Doing this allows students to judge how well they understand material as they work through it. In addition, feedback can be embedded into a self assessment. Think of self assessments as quizzes that will not be graded.

Each self assessment belongs to a single course. To create a self assessment, go to the course that you wish to create it in and click the Self Assessments link on the navigation bar. This will take you to the Self Assessments tool.

Managing Self Assessments

The Manage Self Assessments page displays when you enter the Self Assessments tool.



Manage Self Assessments

On the Manage Self Assessments page you can see all the self assessments that have been created for your course. If there are no self assessments associated with your course you will see the message “There are no self assessments available.”

Furthermore, from the Manage Self Assessments page you can choose to create a **new** self assessment, **copy** an existing self assessment, **reorder** the list of self assessments and **delete** self assessments.

Creating Self Assessments

To create a new self assessment, click the **New** icon.

The New Self Assessment page displays.

1. Name your self assessment.
2. You have the option of choosing an existing category to add your self assessment to, create a new one, or have no category. Adding categories to the Self Assessment List and grouping self assessments by category aids organization.
3. Select the Hints: option if you would like students to be able to access hints that you add to questions.
4. Add header and/or footer information for your self assessment page.

   Note: You can edit all details for a self assessment after it has been created by clicking the name of the self assessment in the self assessment list.

5. Click **Save Self Assessment**.

   The **Add/Edit Questions** button becomes visible.

Adding Questions to your Self Assessment

Click the **Add/Edit Questions** button to access the Question Library. From the Question Library you can create new questions or choose existing questions to add to your self assessment. Questions in the Question Library are shared between the Self Assessment, Quizzes, and Surveys tools.

Self assessments can contain questions of the following types:

- Multiple Choice
- True or False
- Long Answer
- Short Answer
- Multi-Short Answer
- Likert
- Fill-in-the-Blank
- Multi-Select
- Matching
- Ordering
- Arithmetic
- Significant Figures

Self assessments can also contain text or image information sections.

For details about using the Question Library and working with different question types, please see the Quizzes section of this guide.