

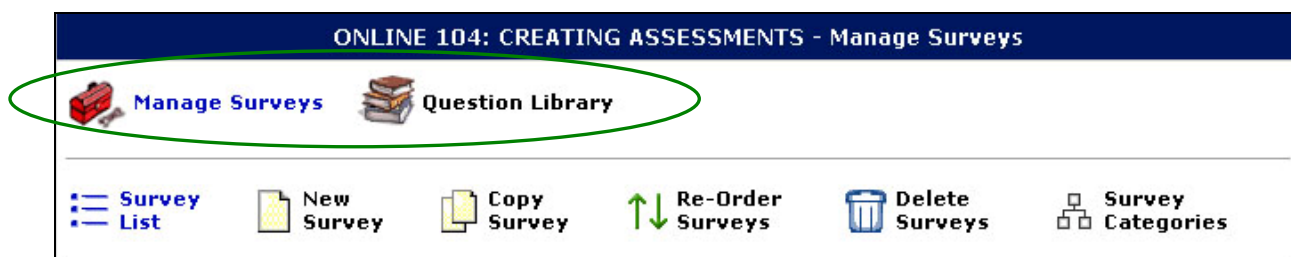
Desire2Learn 8.0

# Surveys

The Surveys tool is a very useful tool used to create surveys and questionnaires within your class. You can use the Surveys tool to create course and teacher evaluations for the class. You can also use the Surveys tool to apply classroom assessment techniques in the class. These techniques, applied periodically, can help you to determine student understanding of class concepts as well as to obtain feedback that can be used for continuous improvement of the class.

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

To access the survey tool, click on the **Surveys** link on your top navigation bar. At the top of the new window, you will see the following:



Manage Surveys page

## Manage Surveys

There are two main areas in **Surveys**:

1. **Manage Surveys**: the default screen when you link to **Surveys**. You can manage surveys by selecting one of the following:
  - **Survey List** - the default screen for Manage Surveys; it shows you a list of the surveys that you have created for the course. Click on the survey that you wish to work on.
  - **New Survey** – allows you to create a new survey. You may create new questions or select from the question library or from previous surveys.
  - **Copy Survey** – allows you to create a new copy of an existing survey
  - **Re-Order Surveys** – allows you to re-order the display of surveys on your survey list
  - **Delete Surveys** – allows you to delete surveys that you have created
  - **Quiz Categories** – allows you to organize your surveys into categories
2. **Question Library**: allows you to create a collection of survey questions that can be used to create surveys. The library can be divided into Sections (folders) to organize questions.

## Survey Question Types


Most question types available to the **Surveys** tool are also available in the **Quizzes** tool. Refer to the **Quizzes** document for an explanation of how to create questions for each type. In addition to the question types listed below, the Surveys tool also includes the **Likert** question type, which provides six possible scales to use for obtaining student feedback.

### Shared Quiz and Survey Question Types

- True or False Questions (T/F)
- Multiple Choice Questions (MC)
- Long Answer Questions (LA)
- Short Answer Questions (SA)
- Fill in the blanks Questions (FIB)
- Matching Questions (MAT)
- Ordering Questions (ORD)
- Text Information Questions (TXT)

## Creating a Survey

To create a new survey, click the  **New Survey** icon. Use the **tabs** to create your survey.



The screenshot shows the Survey creation interface. At the top, there are navigation tabs: Survey List, New Survey (highlighted with a blue oval), Survey Reports, Survey Results, and Preview Survey. Below these, there are sub-tabs: Properties (highlighted with a blue oval), Restrictions, Reports Setup, and Layout/Questions. A Save Survey button is located on the right. The main content area is titled 'General' and contains the following fields:

- \* Name:
- Category:  [\[add category\]](#)
- Feedback:  give instant feedback [?](#)
- Anonymous:  make results anonymous [?](#)

## 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 can be viewed, but the system will not report who made what response.
4. **OPTIONAL:** In the **Description** text box, enter a text message to be displayed to participants at the top of the survey.

5. **OPTIONAL:** In the **Submission Message** text box, add a message that will be shown to users after survey completion.
6. **OPTIONAL:** In the **Page Footer Message** text box, enter text that will be shown to users at the end of the survey.
7. Click **Save Survey**.

### Restrictions

1. Click the **Restrictions** tab within a survey.

#### REQUIRED Restriction Setting

2. In the **Availability** section, you can use the drop-down list to set the survey status to Active or Inactive. **NOTE:** Users can only see surveys that have been set to **Active**.

#### OPTIONAL Restrictions Settings

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, leave the boxes for **Dates** unselected.
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, leave the boxes for **Dates** unselected.
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** restricts users to the specified number of responses within the survey period.
6. Click **Save Survey**.

### Creating Survey Questions

To create questions for the following **question types**, refer to the instructions in the **Quizzes** document.

- True or False Questions (T/F)
- Multiple Choice Questions (MC)
- Long Answer Questions (LA)
- Short Answer Questions (SA)
- Fill in the blanks Questions (FIB)
- Matching Questions (MAT)
- Ordering Questions (ORD)
- Text Information Questions (TXT)

## Likert (LIK)


The **Likert** question type is unique to the Survey tool. It allows you to obtain student feedback on Likert questions using one of seven possible scales provided for this question type.

1. After you have created the Properties and Restrictions for the survey, click on **Layout/Questions** and then on **Add/Edit Questions**.
2. For “**Create New Question or Section**,” use the dropdown to select **Likert Question**.
3. Click **Go**.
4. Type instructions in the **Introductory Text** box.

**Example:** Please evaluate the instructor on the following characteristics:


5. Choose one of the following **scales**:
  - One to Five (1 - 5)
  - One to Eight (1 - 8)
  - Agreement Scale (Disagree - Agree)
  - Satisfaction Scale (Dissatisfied - Satisfied)
  - Frequency Scale (Never - Always)
  - Importance Scale (Unimportant - Important)
  - Opposition Scale (Oppose – Support)

**NOTE:** Check the box for **Include an N/A option**, if you want **N/A** (not applicable) to appear as an option.

6. Under **Questions** (below **+ Add Option**), enter the text in the box for each item that you want to be rated. More boxes can be added by clicking **+ Add Option**. Extra boxes can be removed by clicking the  **Trash** icon.

**NOTE:** Each item will be rated on the scale selected in Step #5.

**Examples for** “Please evaluate the instructor on the following characteristics”:

- Utilized a variety of activities designed to enhance learning of course material.
  - Delivered information in a clear and organized manner.
  - Utilized a variety of approaches in achieving course objectives.
7. (*optional*) Provide feedback to the question that will be displayed to the user.
  8. Click the  **Preview** icon to view the survey question as users would see it.
  9. Click **Save** or click **Save and New**, if you want to add more of the same type of questions.

## Reports Setup

You can create survey reports that present summary data from user responses or individual responses.

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

3. Type a **Report Name** (e.g., the name of the survey).
4. Select one of the Report Types: **Summary Report** or **Individual Attempts**.

**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.

**Individual Attempts** option:



- Selecting **Hide user information** will prevent the display of the user's first and last name when the Individual Attempts report is viewed.

**NOTE:** If Anonymous has been checked in the survey's **Properties**, **Hide user information** will automatically be selected and cannot be changed.


5. Set your **Release** options. Here you can set up 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.

**NOTE:** You must select **your** role (e.g., Teacher) to be able to view the report
6. Click **Save Report**.

## Viewing Survey Reports

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

## Viewing Survey Results


1. From the **Manage Surveys** page, click the  **Survey Results** icon beside the applicable survey name.
2. Based on how you have setup the survey properties, you 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.

### 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.