To all Faculty,

Some of you have asked for a mid-semester survey that can be added to D2L shells. The following survey can be imported into any course (see instructions below). Once imported, you can add, edit, or delete questions as desired.

Mid-Semester Course Review Survey
1. What about this course is helping you to learn the material? (Be specific)
2. Is there anything about this course that has hindered your learning? (Be specific)
3. Has the content of this course so far met your expectations? Why or why not?
4. Has your participation in this course met your expectations? Why or why not?
5. Is there a particular concept covered in this class that you would like reviewed or clarified?
6. How have you been informed on your performance in the class?
7. How can this course be improved?

Add the Mid-Semester Course Review survey to a course:
1. **Save the attached .zip file to your computer**
2. Enter your course in D2L
3. Click the **Course Admin** link
4. Click **Import/Export/Copy Components**
5. Select **Import Components** (from a course package) and click **Start**
6. Click **Upload** and then **select the .zip file** from your computer
7. Click **Import All Components**
8. Click **View Content**
9. Click the **Assessments** menu, then **Surveys** to view or edit the survey.

Add start and end dates to the survey:
1. Click the **Assessments** menu and click **Surveys**
2. Click on the **Survey**
3. Click the **Restrictions** tab
4. Add **Start and/or End dates**, then **Save and Close**

View survey results:
1. Click the arrow next to the survey name and click **Statistics**
2. View the survey results

Print survey results:
1. **Edit the survey** and then click the **Reports Setup** tab
2. Click on the **Summary Report** survey
3. Scroll down and **click the box next to Teacher** (to release the report to the Teacher in the course)
4. **Save**
5. Click the arrow next to the survey name and click **Reports**
6. Click the **Summary Report**
7. Click **Generate HTML**
8. Click **Expand responses** for each open question
9. Click **Print report** in the upper right and select to print to a PDF or a printer

Let me know if you have any questions,
Beth

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