# Copying a Survey – D2L Tutorial
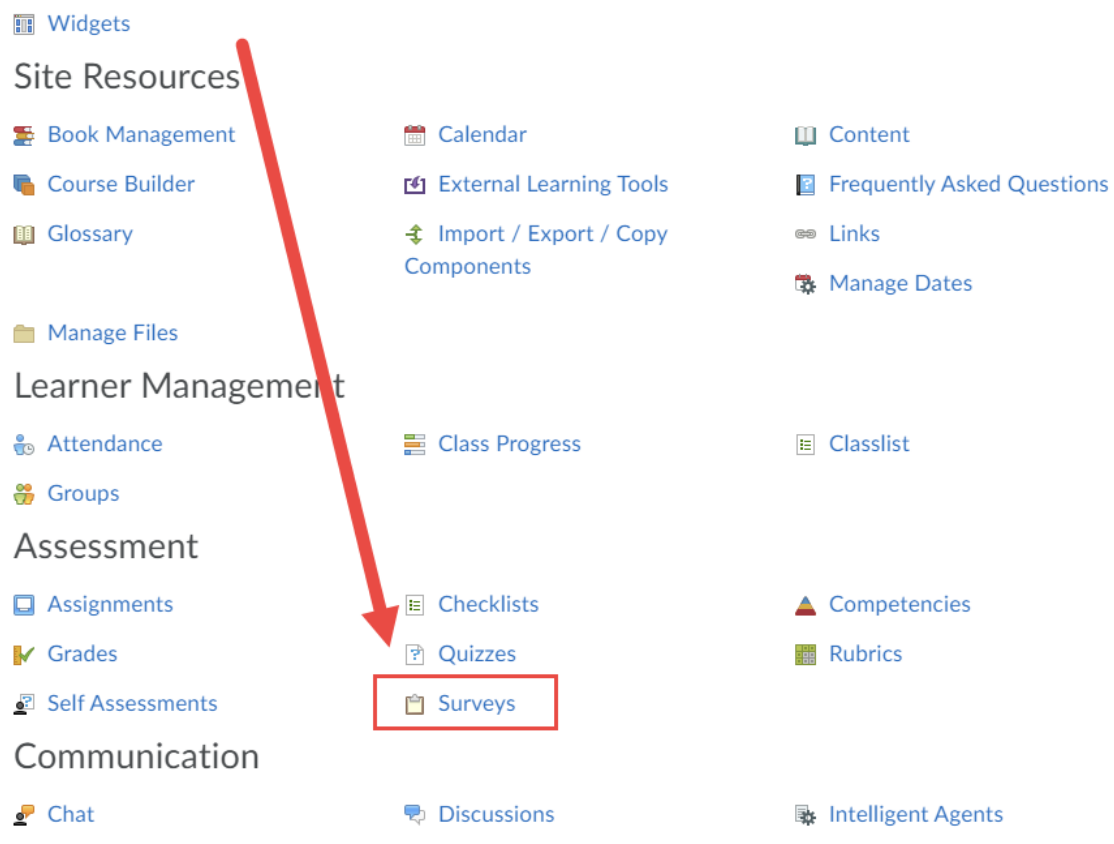
This tutorial is for faculty who have previous experience using D2L.  For further information, please contact elearning@camosun.ca for assistance.
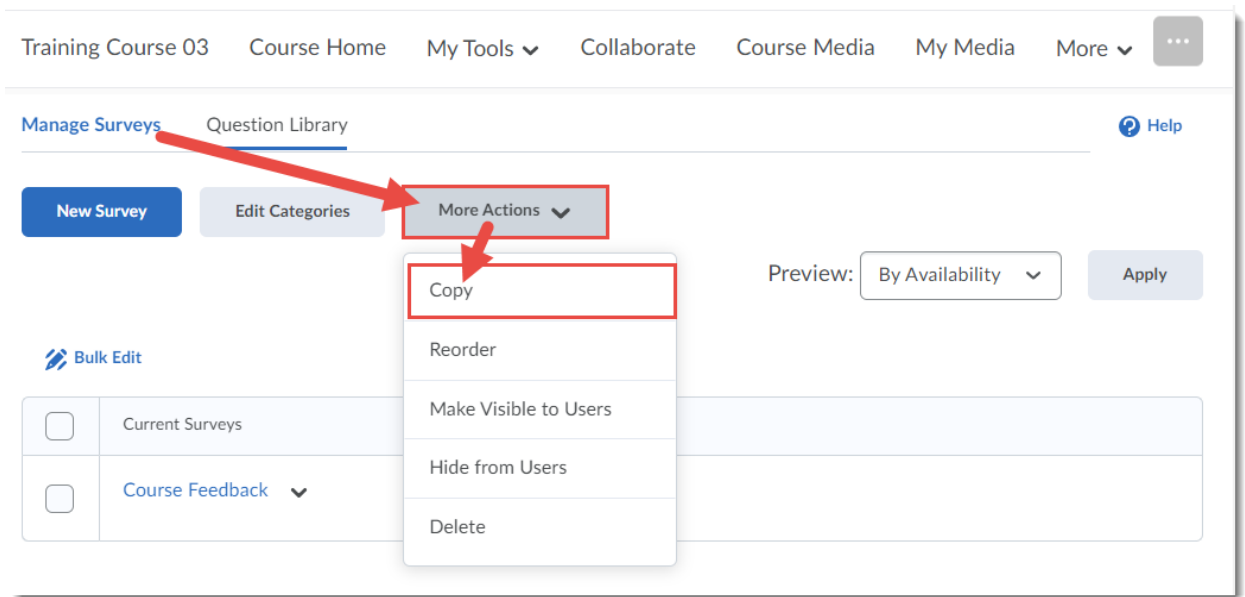
## Scenario

This tutorial will cover the basic steps involved when you wish to copy an existing survey in D2L as the basis for a second survey.
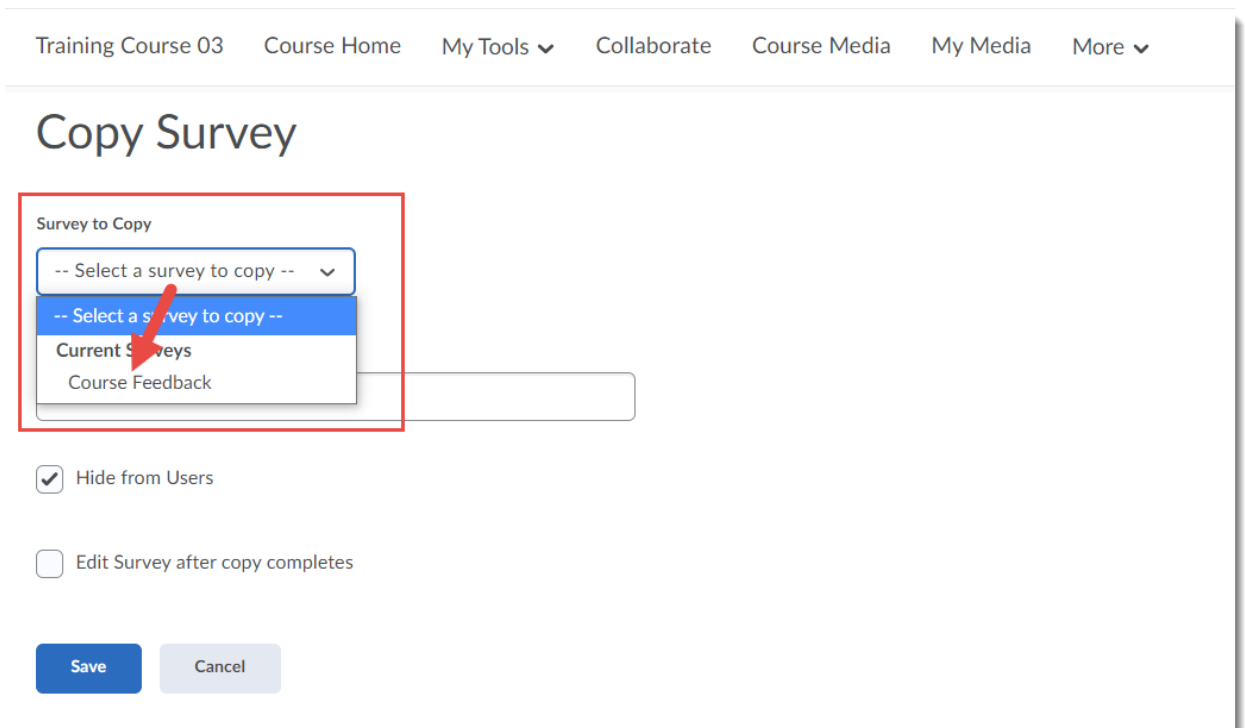
## Steps

1. Go to the **Surveys** tool in your course.  Unless you have already placed the Survey tool on your navigation bar or My Tools menu, you will need to click **Edit Course**, and then find the **Surveys** tool under **Assessment**.  Note that you WILL need to put the **Surveys** tool on your navigation bar or My Tools menu once you are ready for students to complete your survey.

2. Click **More Actions** and select **Copy**.



3. In the **Survey to Copy** drop-down, select the survey you wish to copy.

4. Give your New Survey a **Name**. If you select **Edit Survey after copy completes**, you will go directly to the editing area. Note that your copy will automatically be set as hidden from students. Click **Save.**



5. To edit your copy later, click the down arrow next to your new copy and select **Edit**.

6. Make any changes to the survey you like and click **Save and Close**. NOTE: If your original survey was anonymous, your copy will be as well, and you will be unable to change this setting.

## Edit Survey - Course Feedback Week 4 ⌄

| Properties | Restrictions | Objectives | Reports Setup |

## General

Name *

Course Feedback Week 4

Category

no category ⌄   ❷   [add category]

Feedback

☐ give instant feedback   ❷

Anonymous

☑ make results anonymous   ❷

## Survey Questions

Questions per page: [        ]   Apply   ❷

Paging: ☐ Prevent moving backwards through pages   ❷

☐ Shuffle questions at the survey level
Also shuffles sections at the survey level. Does not cascade to sub-sections.
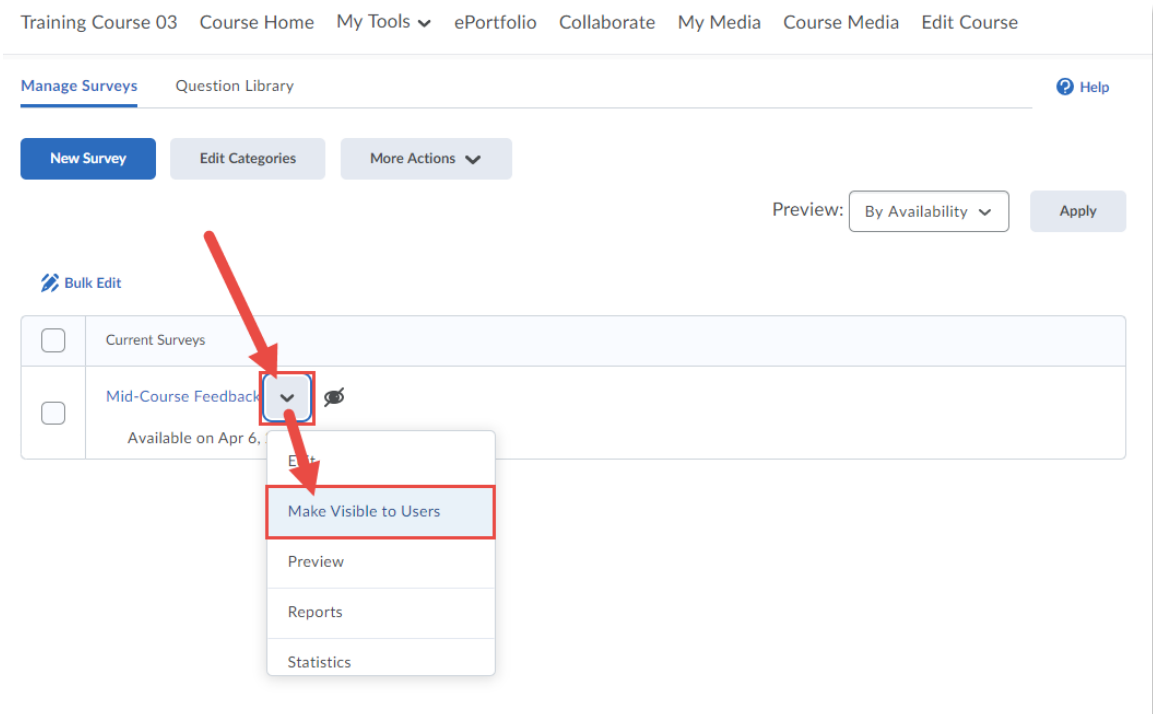
Add/Edit Questions      Edit Values

Page Name
1   Q1. The most valuable part(s) of the FLO Workshop was (w...

**Save and Close**      Save      Cancel

7. Your new Survey is now ready.  To make it visible to students (after placing the link to the Survey tool on your navigation bar), click the down arrow next to the survey, and select **Make Visible to Users**.



## Things to Remember

Copying existing surveys is handy if you want to run regular check-ins with students, but keep results separate so you can check how the results change over time.