



## Copying a Survey – D2L Tutorial

This tutorial is for faculty who have previous experience using D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

### 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.

The screenshot shows the D2L course navigation menu. A red arrow points from the top left towards the 'Surveys' tool, which is highlighted with a red box. The menu is organized into several categories:

- Widgets**
- Site Resources**
  - Book Management
  - Course Builder
  - Glossary
  - Manage Files
- Learner Management**
  - Attendance
  - Groups
- Assessment**
  - Assignments
  - Grades
  - Self Assessments
  - Checklists
  - Quizzes
  - Surveys** (highlighted)
- Communication**
  - Chat
  - Discussions
  - Intelligent Agents
- Calendar**
- External Learning Tools**
- Import / Export / Copy Components**
- Content**
- Frequently Asked Questions**
- Links**
- Manage Dates**
- Class Progress**
- Classlist**
- Competencies**
- Rubrics**



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

The screenshot shows the 'Manage Surveys' interface. At the top, there are navigation links: 'Training Course 03', 'Course Home', 'My Tools', 'Collaborate', 'Course Media', 'My Media', and 'More'. Below this, there are tabs for 'Manage Surveys' and 'Question Library'. A red arrow points from the 'More Actions' button to the 'Copy' option in the dropdown menu. The dropdown menu also includes 'Reorder', 'Make Visible to Users', 'Hide from Users', and 'Delete'. Below the menu, there is a 'Bulk Edit' section with a table containing two rows: 'Current Surveys' and 'Course Feedback'. To the right, there is a 'Preview' section with a dropdown set to 'By Availability' and an 'Apply' button.

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

The screenshot shows the 'Copy Survey' dialog box. At the top, there are navigation links: 'Training Course 03', 'Course Home', 'My Tools', 'Collaborate', 'Course Media', 'My Media', and 'More'. Below this, the title 'Copy Survey' is displayed. A red box highlights the 'Survey to Copy' dropdown menu, which is open and shows three options: '-- Select a survey to copy --', 'Current Surveys', and 'Course Feedback'. A red arrow points to the 'Current Surveys' option. Below the dropdown, there are two checkboxes: 'Hide from Users' (checked) and 'Edit Survey after copy completes' (unchecked). At the bottom, there are 'Save' and 'Cancel' buttons.



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**.

Training Course 03 Course Home My Tools ▾ Collaborate Course Media

## Copy Survey

Survey to Copy

Course Feedback ▾

New Survey Name \*

Course Feedback Week 4

Hide from Users

Edit Survey after copy completes

Save Cancel

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

Training Course 03 Course Home My Tools ▾ Collaborate Course Media My Media More ▾

Manage Surveys Question Library Help

New Survey Edit Categories More Actions ▾

Preview: By Availability ▾ Apply

Bulk Edit

<input type="checkbox"/>	Current Survey	
<input type="checkbox"/>	Course Feedback	
<input type="checkbox"/>	Course Feedback Week 4	▾

Edit

Make Visible to Users

Preview

Reports

Statistics



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 \*

Category  
 [\[add category\]](#)

Feedback  
 give instant feedback

Anonymous  
 make results anonymous

### Survey Questions

Questions per page:  [Apply](#)

Paging:  Prevent moving backwards through pages

Shuffle questions at the survey level  
Also shuffles sections at the survey level. Does not cascade to sub-sections.

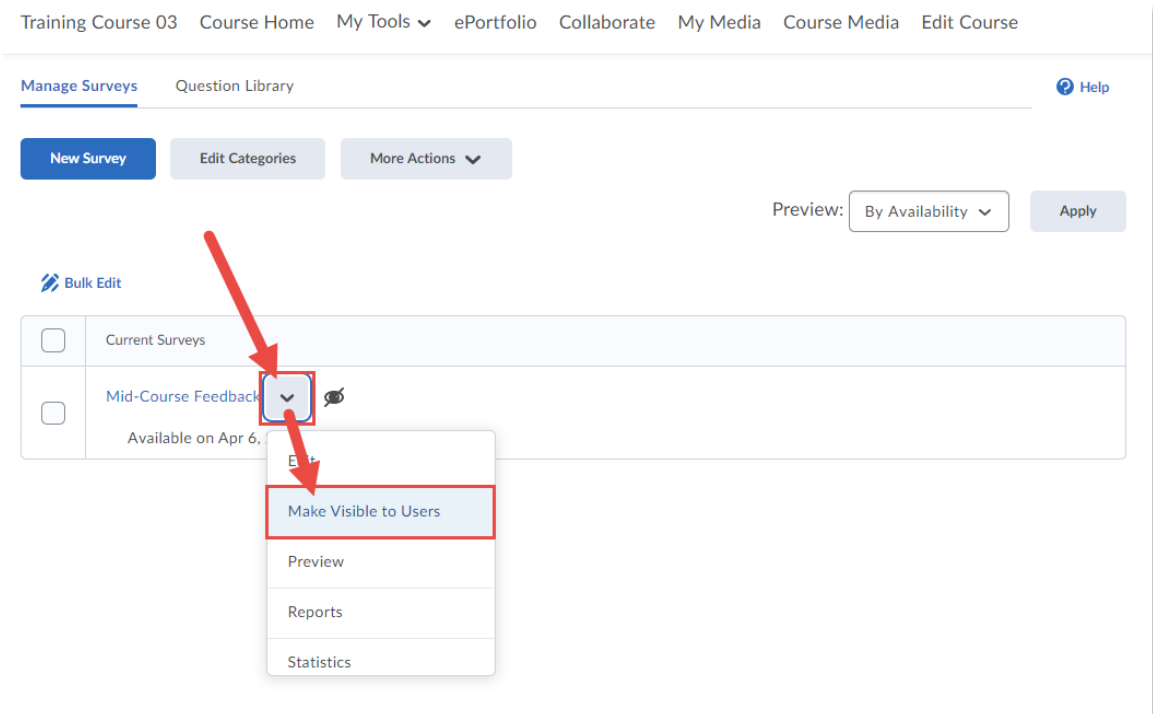
[Add/Edit Questions](#) [Edit values](#)

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

[Save and Close](#) [Save](#) [Cancel](#) Saving changes to the...



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.



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