



Creating 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 create a Survey in D2L. Note that in order to create a survey in D2L, you should first create your questions in the **Question Library**. See the Quizzes tutorial *Creating Questions in the Question Library* for more information.

Steps

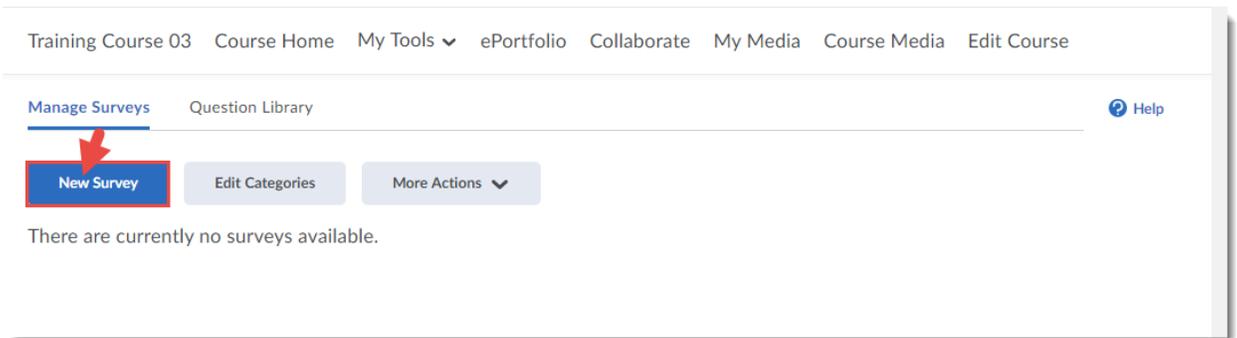
1. Go to the **Surveys** tool in your course. Unless you have already placed the Survey tool on your navigation bar or My Tools menu, you will need to click **Edit Course**, and then find the **Surveys** tool under **Assessment**. Note that you WILL need to put the **Surveys** tool on your navigation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

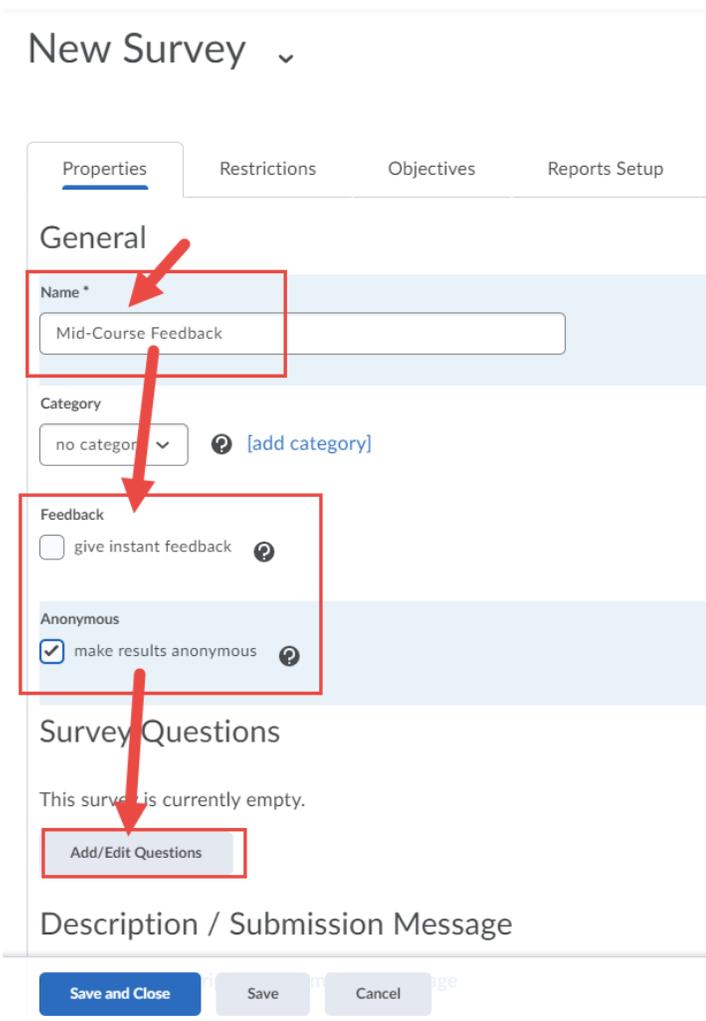
- Widgets**
- Site Resources**
 - Book Management
 - Course Builder
 - Glossary
 - Manage Files
- Learner Management**
 - Attendance
 - Groups
- Assessment**
 - Assignments
 - Grades
 - Self Assessments
 - Checklists
 - Quizzes
 - Surveys** (highlighted)
- Communication**
 - Chat
- Calendar**
- External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



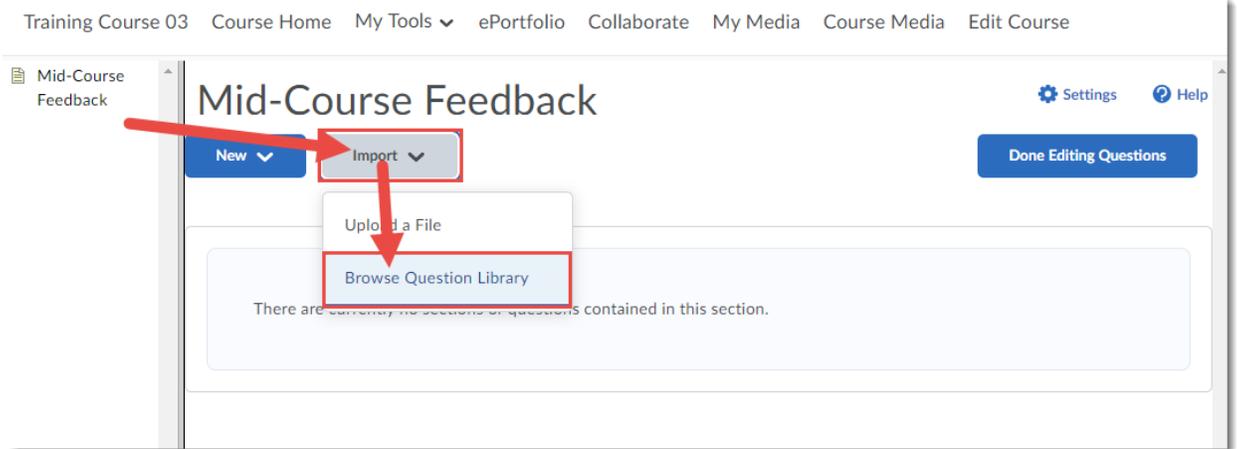
2. Click **New Survey**.



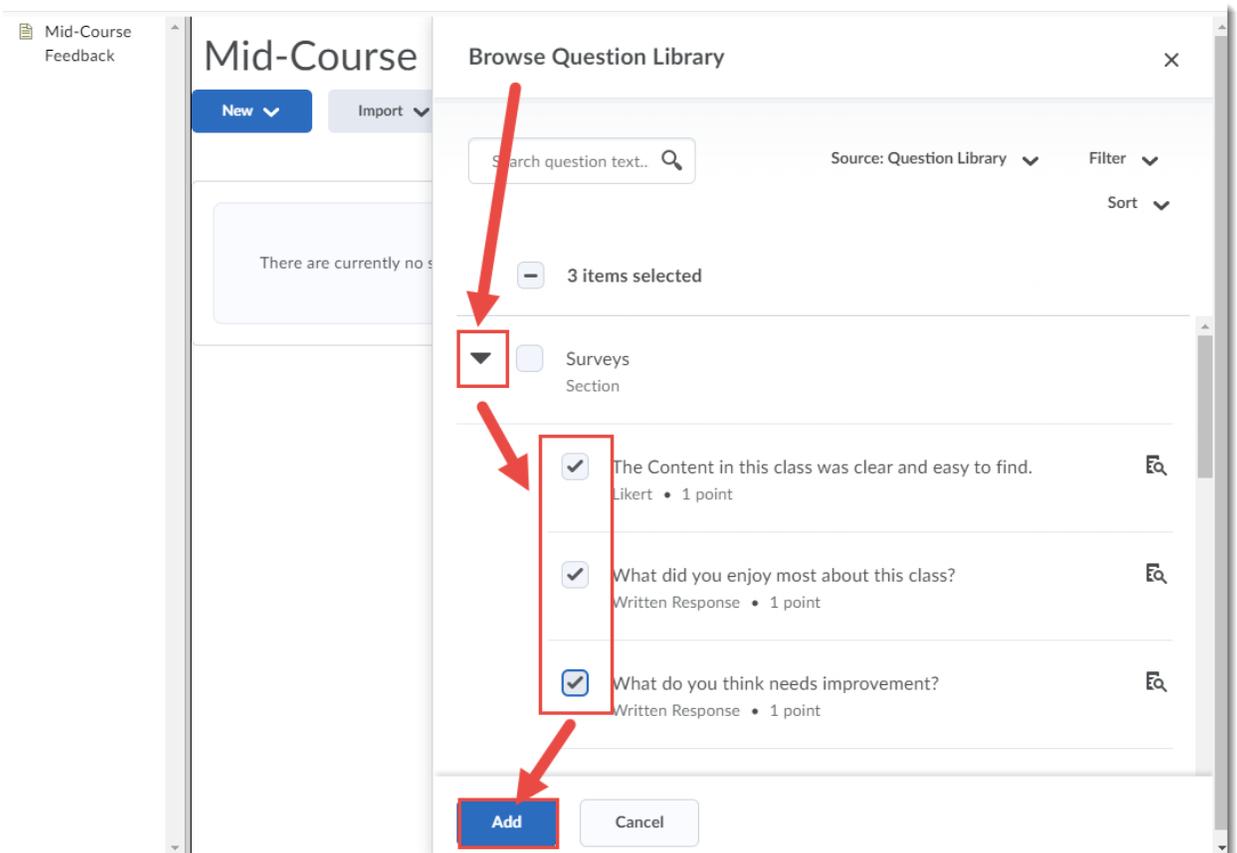
3. Give your Survey a **Name**, select “give instant feedback” to allow students to see results once they complete the survey and/or “make results anonymous” to keep the survey anonymous – once you select anonymous, you can NOT change it. Then click **Add/Edit Questions**.



4. Click **Import** and select **Browse Question Library**.



5. Use the arrows to open the folders (Sections) in your Question Library, select the questions you want to add to the survey, and click **Add**. You can add more questions at a later date as well.



6. Click **Done Editing Questions**.

The screenshot shows the 'Mid-Course Feedback' interface. At the top, there is a navigation bar with links for 'Training Course 03', 'Course Home', 'My Tools', 'ePortfolio', 'Collaborate', 'My Media', 'Course Media', and 'Edit Course'. Below this, the page title 'Mid-Course Feedback' is displayed. On the right side, there are 'Settings' and 'Help' icons. In the center, there are two buttons: 'New' and 'Import'. A red arrow points to a button labeled 'Done Editing Questions' on the right side of the interface. Below these buttons, there are icons for 'Move', 'Delete', 'Order', and 'Edit Values'. A table lists three questions with columns for 'Name', 'Type', 'Mandatory', and 'Last Modified'. The questions are: 'The Content in this class was clear and easy to find.', 'What did you enjoy most about this class?', and 'What do you think needs improvement?'. A 'Total: 3 Questions' summary is shown at the bottom of the table. A '20 per page' dropdown menu is located at the bottom right.

7. Click the **Restrictions** tab.

The screenshot shows the 'Edit Survey - Mid-Course Feedback' interface. At the top, the title 'Edit Survey - Mid-Course Feedback' is displayed. Below the title, there are four tabs: 'Properties', 'Restrictions', 'Objectives', and 'Reports Setup'. A red arrow points to the 'Restrictions' tab, which is highlighted with a red box. The 'General' section contains the following fields: 'Name' (Mid-Course Feedback), 'Category' (no category), 'Feedback' (give instant feedback), and 'Anonymous' (make results anonymous). The 'Survey Questions' section contains a 'Questions per page' field and an 'Apply' button. At the bottom, there are three buttons: 'Save and Close', 'Save', and 'Cancel'.



8. You can deselect **Hide from Users** if you want your survey visible immediately. Otherwise, leave this selected and you can open your survey from the main **Surveys** area. You can also give your Survey a Start and/or End Date to control when students can access the Survey (Start Date opens the survey, End Date closes it). Under Attempts Allowed, you can select either **Unlimited**, or **Single attempt that is editable**, or **Limited**. If you select Limited, you can specify the **Number of Attempts** the student will have. Click **Save and Close**.

9. Your 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

To review the Survey results once students have completed the Survey, click the down arrow next to the survey and select **Statistics**. See the tutorial *Viewing Survey Results* for more information.



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