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.
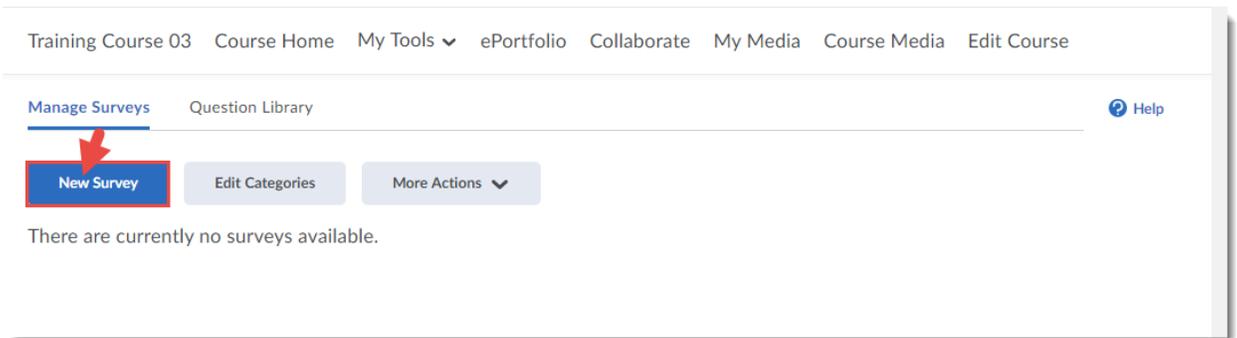
Steps

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.
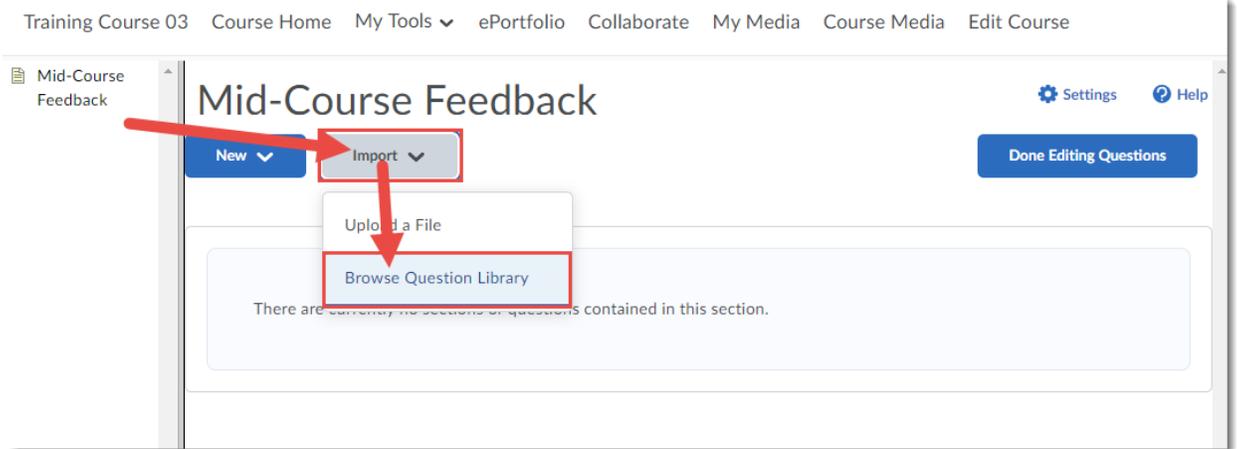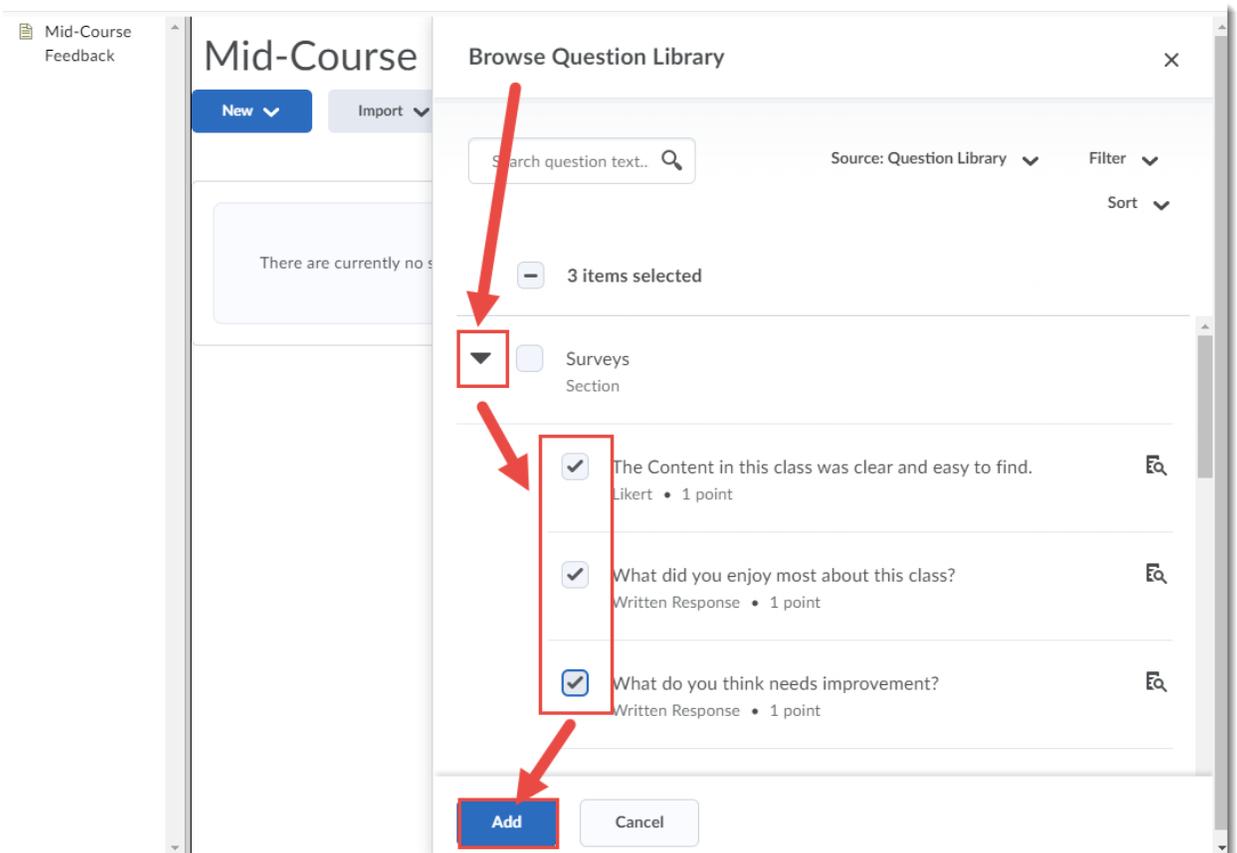
2. Click **New Survey**.

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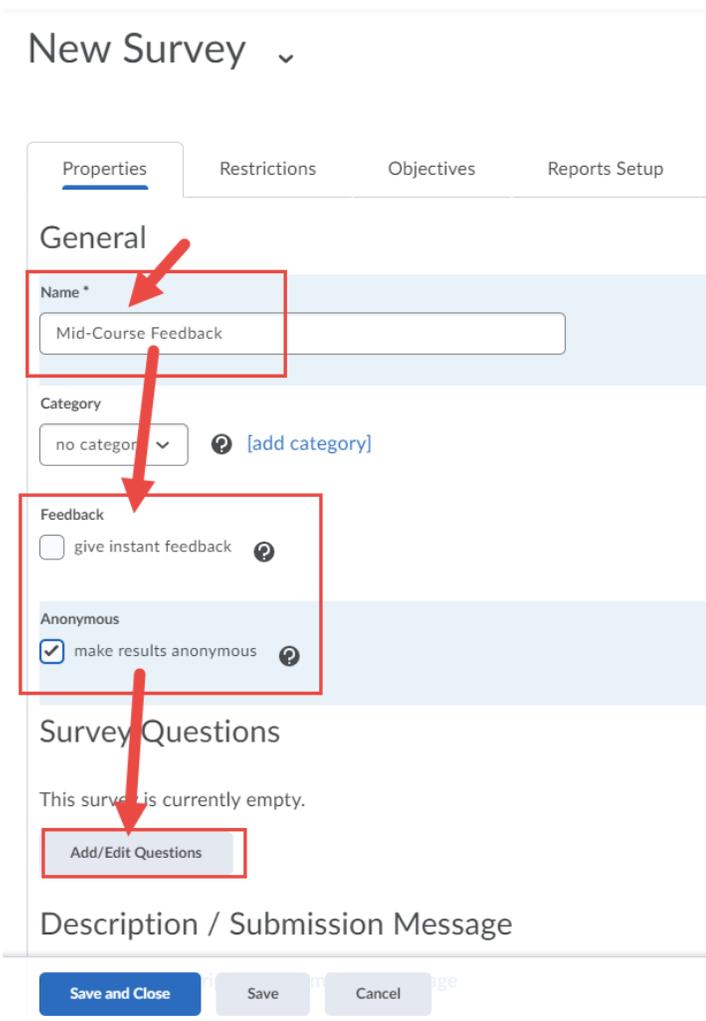
4. Click **Import** and select **Browse Question Library**.

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**.

7. Click the **Restrictions** tab.

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.