Downloading/Saving Survey Results – D2L Tutorial

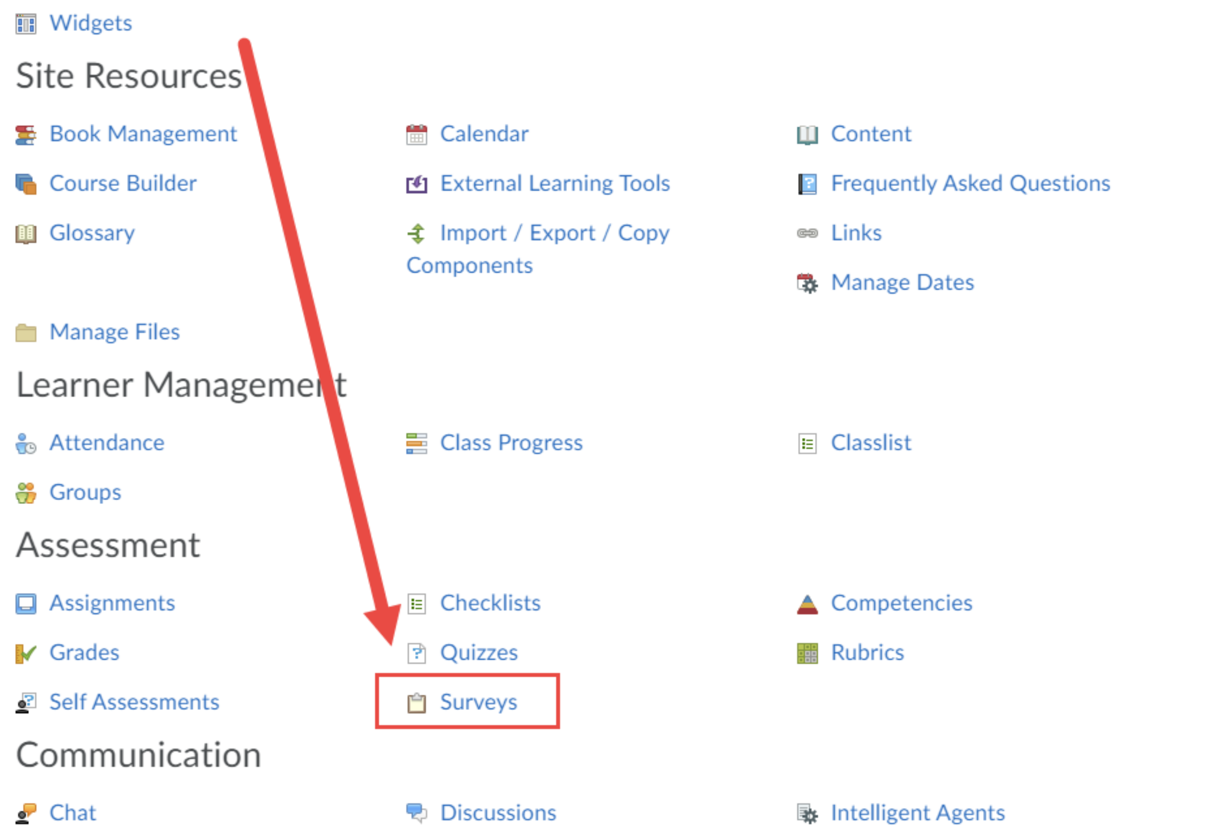
This tutorial is for faculty who have previous experience using D2L. For further information or assistance, go to our Team Dynamix Support portal and click the appropriate Category to submit a ticket.

Scenario

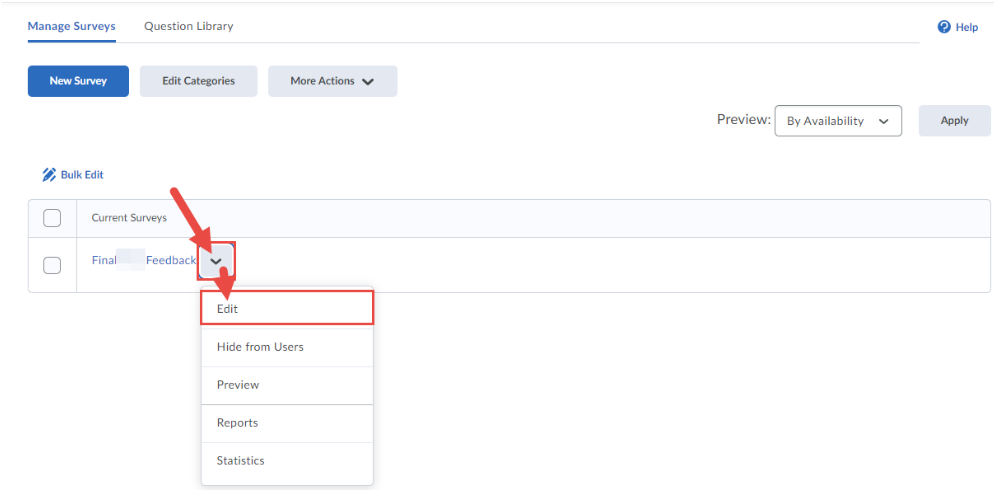
This tutorial will cover the basic steps involved when you wish to download the results of a Survey in D2L to your device. Note that to download the survey results, you will need to first edit the Survey to create a Report.

Steps

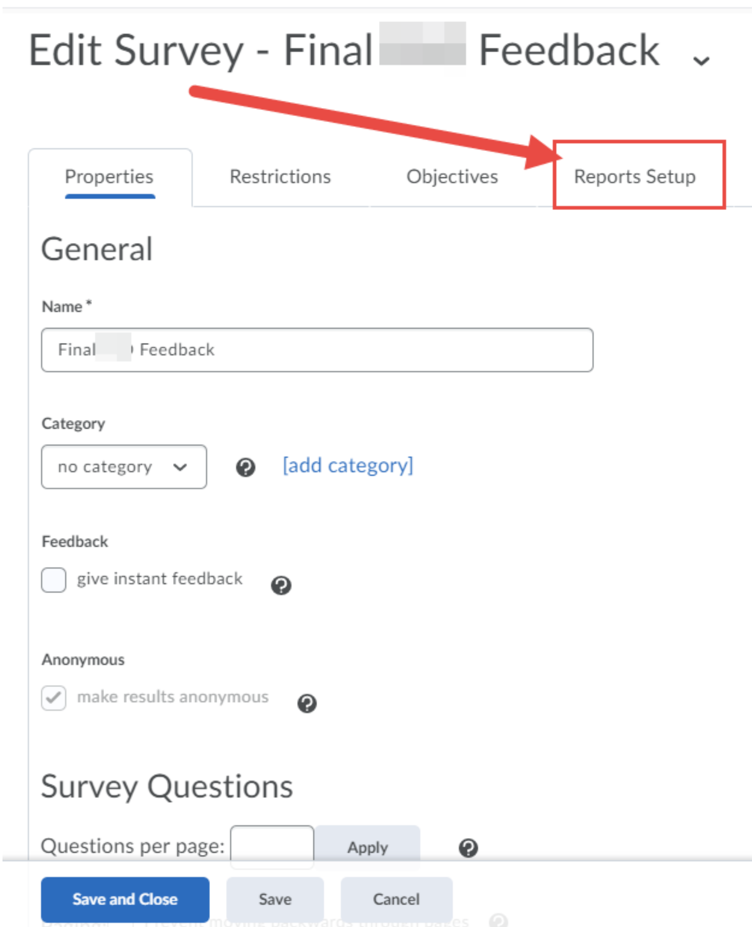
1. Go to the **Surveys** tool in your course. Unless you have already placed the Survey tool on your navigation bar or My Tools menu, you will need to click **Edit Course**, and then find the **Surveys** tool under **Assessment**. Note that you WILL need to put the **Surveys** tool on your navigation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



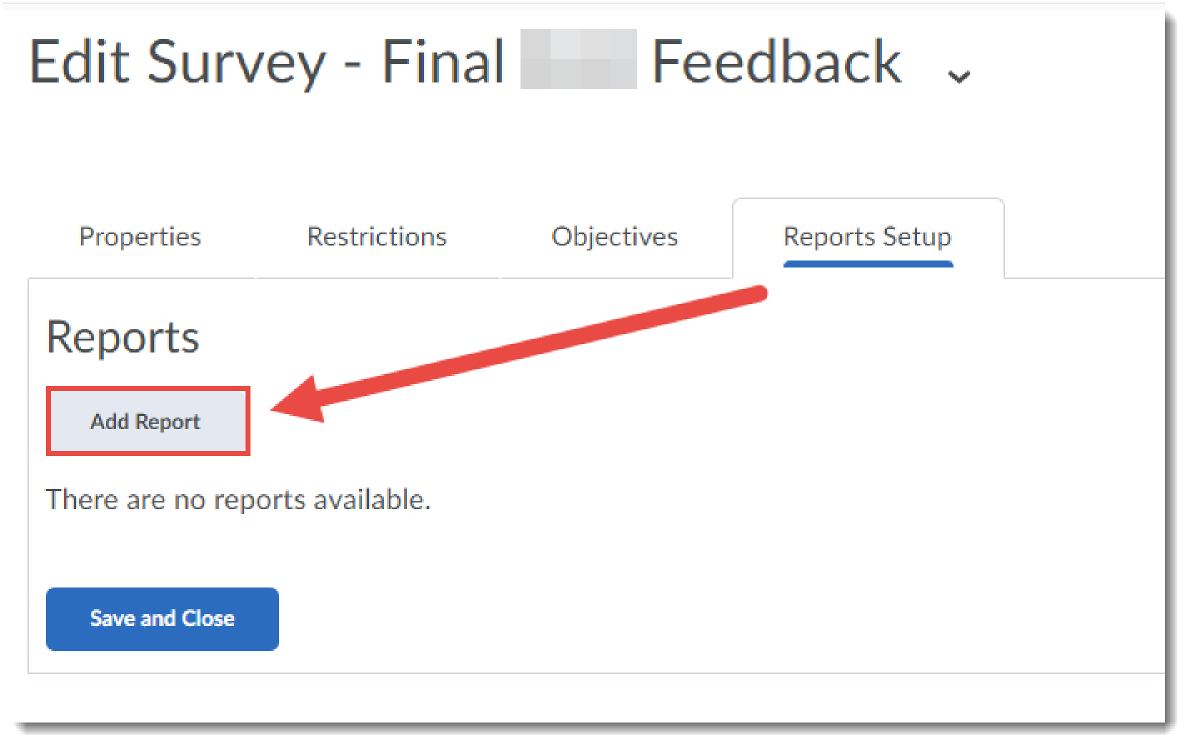
2. Click the down arrow next to the title of the survey you wish to check results for, and select **Edit**.



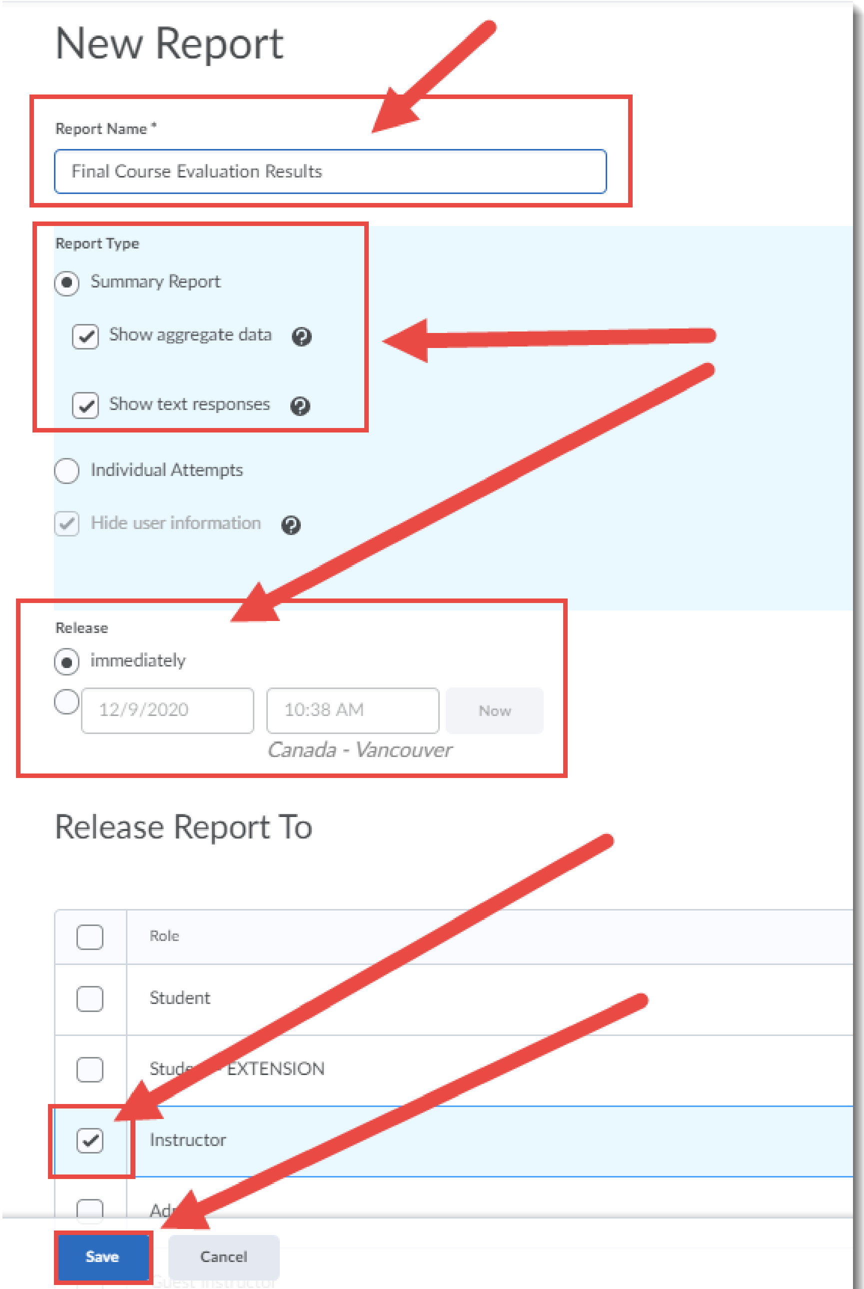
3. Click the **Reports Setup** tab.



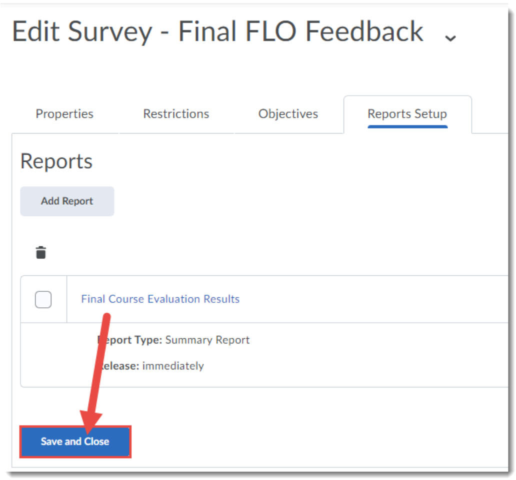
4. Click **Add Report**.



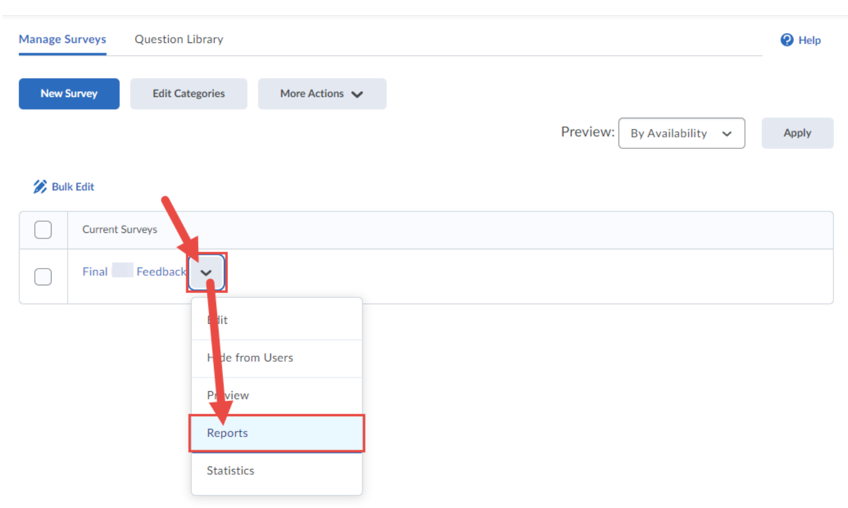
5. Give your Report a **Name**. Note that you can create multiple results reports if needed. Select the **Report Type** (typically a **Summary Report** to show all results), and set when you would like the results to be released (here we are choosing immediately). Finally, select who you would like to **Release Report To** (typically it would be for you, the instructor, so select **Instructor**). Click **Save**.



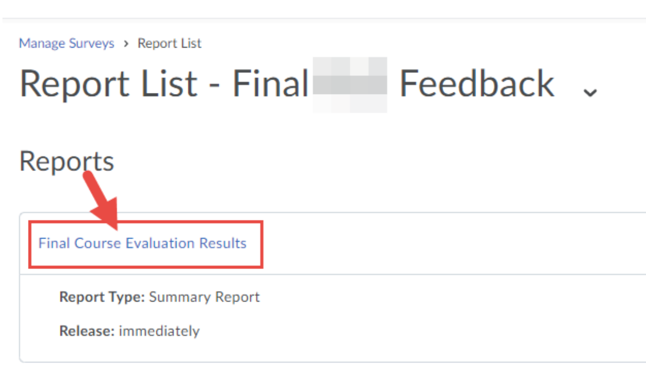
6. Click **Save and Close**.



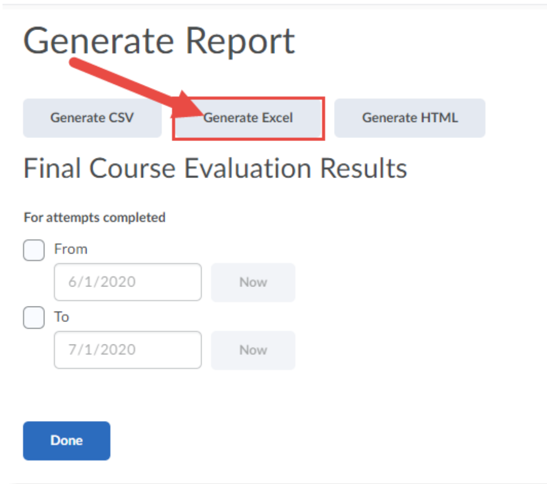
7. Click the down arrow next to your Survey title and select **Reports**.



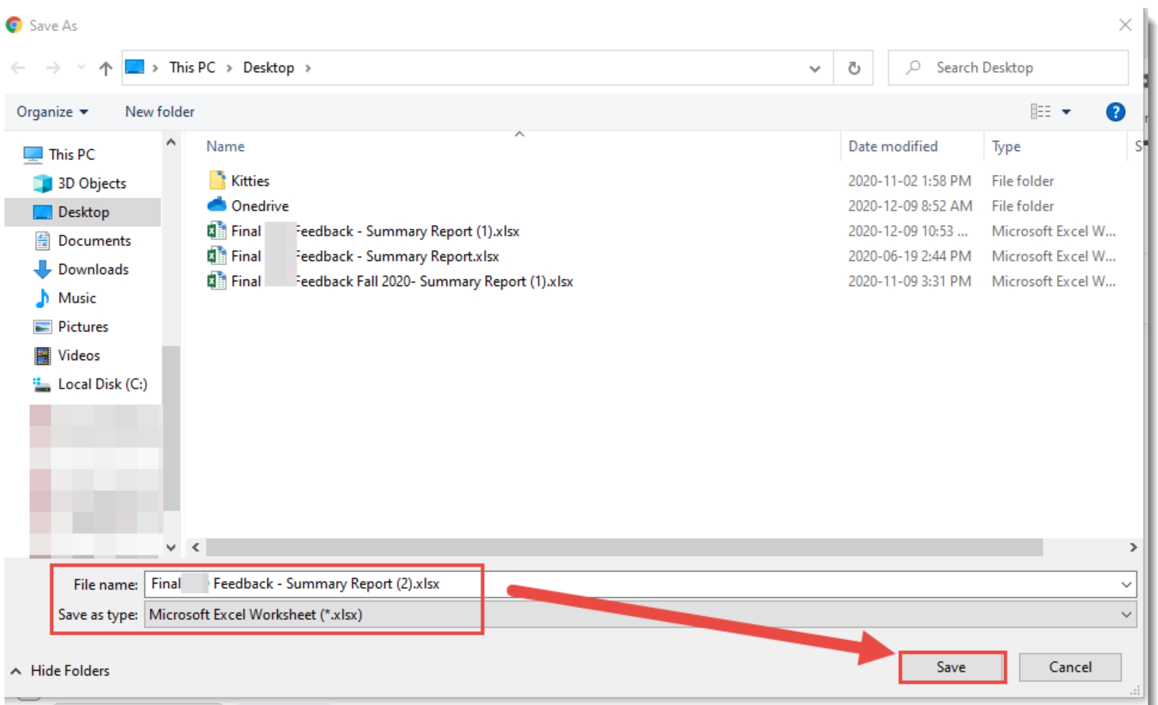
8. Click the title of your Report. If you do NOT see your report listed, you may not have selected to release to Instructor (see Step 5).



9. Click the button for the type of file you wish to download. For the purposes of this tutorial, we are clicking **Generate Excel**. If you wish to limit the number of results you download, select the **From** and **To** dates under **For attempts completed**.



10. You will be prompted to download your Excel file to your device. You can then open it in Excel to view your results offline, or email the Excel file to someone.



Things to Remember

If you are giving the same survey in multiple courses/sections, you can download each as individual Excel documents, and then use Excel to merge them all into one file.