



Viewing Survey Results – D2L Tutorial

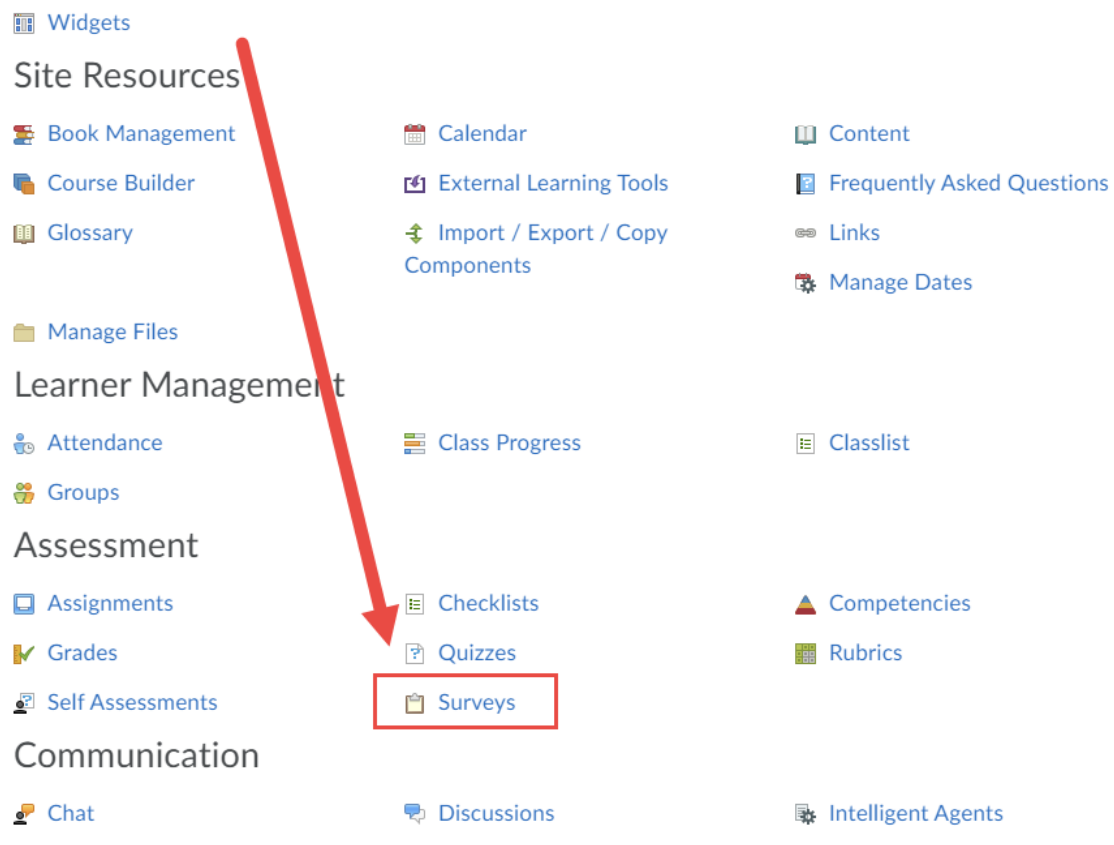
This tutorial is for faculty who have previous experience using D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the basic steps involved when you wish to view the results of a Survey in D2L. Note that to download the survey results, you will need to edit the Survey to create a Report. This will be covered in the tutorial *Downloading Survey Results*.

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 **Statistics**.

The screenshot shows the 'Manage Surveys' interface. At the top, there are tabs for 'Manage Surveys' and 'Question Library', and a 'Help' icon. Below the tabs are buttons for 'New Survey', 'Edit Categories', and 'More Actions'. A 'Preview' dropdown is set to 'By Availability' with an 'Apply' button. A 'Bulk Edit' section is visible. A table lists surveys, with the second row titled 'Final Feedback' highlighted. A red box highlights the dropdown arrow next to the survey title, and a red arrow points to the 'Statistics' option in the dropdown menu.

3. You can select a date window for viewing results, for example if the survey was open for a long period of time and you wanted to check specific points. Select **Has Start Date**, and **Has End Date**, select your date range (here, we have selected from October 1-31, 2020), and click **Search**.

The screenshot shows the 'Results' page. Under the 'Results' heading, there are two checked checkboxes: 'Has Start Date' and 'Has End Date'. The 'Has Start Date' field is set to '10/1/2020' and the 'Has End Date' field is set to '10/31/2020'. Both fields have a 'Now' button next to them. A red box highlights the date input fields and the 'Search' button. Below the filters is a 'Completion Summary' section stating '15 attempts have been completed'. Two questions are listed: 'Question 1' with the text 'The most valuable part(s) of the FLO Workshop was (were):' and 'Question 2' with the text 'I would like to suggest the following changes to the design of the workshop:'. Both questions have an 'Expand Responses' link.



4. At the top of the Completion Summary, you will see how many survey attempts have been made. To view results for each Survey question, click the **Expand Responses** links.

The screenshot shows a survey results page. At the top, there are filters for 'Has Start Date' (10/1/2020) and 'Has End Date' (10/7/2020), with 'Now' buttons and a 'Search' button. Below this is the 'Completion Summary' section, which states '15 attempts have been completed'. The first question is 'The most valuable part(s) of the [redacted] Workshop was (were):'. A red box highlights the 'Expand Responses' link, with a red arrow pointing to it. Below this are sections for 'Question 2' and 'Question 3'.

Click **Collapse Responses** to close the responses.

This screenshot shows the same survey results page as above, but with the 'Expand Responses' link for Question 1 now changed to 'Collapse Responses'. A red box highlights this link, and a red arrow points to it. The response for Question 1 is now visible, showing 'Group work!' and 'Readings and videos.'.

Things to Remember

See the tutorial *Downloading Survey Results* to learn how to save the survey results to your device.



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