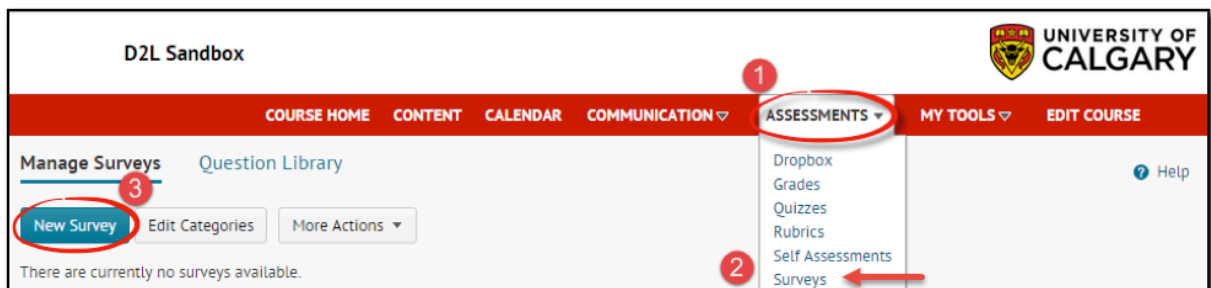




How to Create a Feedback Form using the Survey Tool in D2L

1. In your D2L course, select **Assessments**, then **Surveys** from the red navigation bar. Click on the blue **New Survey** button.




2. Enter a **Name** for the survey. Enable the **make results anonymous** option. Click **Save**.

The screenshot shows the 'Properties' tab of the D2L Survey tool. The 'General' section is active. The 'Name' field is filled with 'Formative Feedback'. The 'Category' is set to 'no category'. The 'Feedback' section has 'give instant feedback' unchecked. The 'Anonymous' section has 'make results anonymous' checked. The 'Survey Questions' section is empty. The 'Description / Submission Message' and 'Page Footer' sections are collapsed. The 'Save' button is highlighted with a red circle and the number '3'.

3. Click **Yes** when prompted.

Confirmation

 Once a survey is set to be anonymous, it cannot be undone.

Are you sure that you want to continue?

Yes No

4. Click **Add/Edit Questions** to create survey questions.

Name *

Formative Feedback

Category

no category ▼ [\[add category\]](#)

Feedback

give instant feedback [?](#)

Anonymous

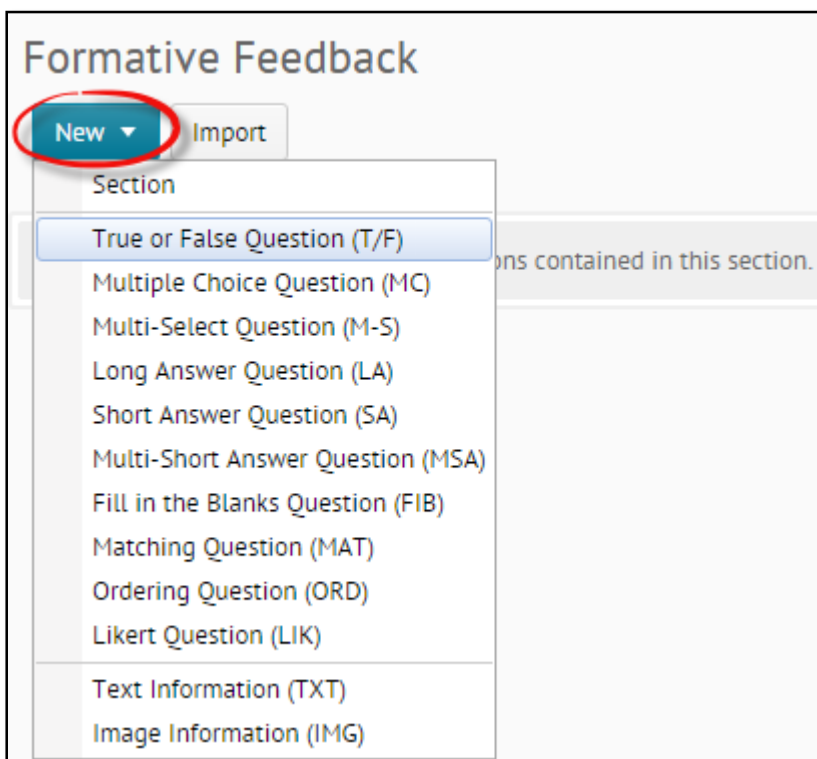
make results anonymous [?](#)

Survey Questions

This survey is currently empty.

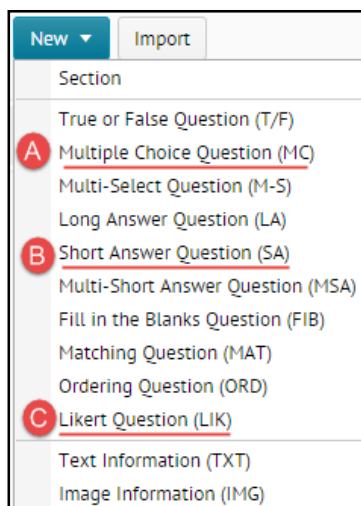
Add/Edit Questions

5. Click on **New** to see the [survey question types](#) that are available.



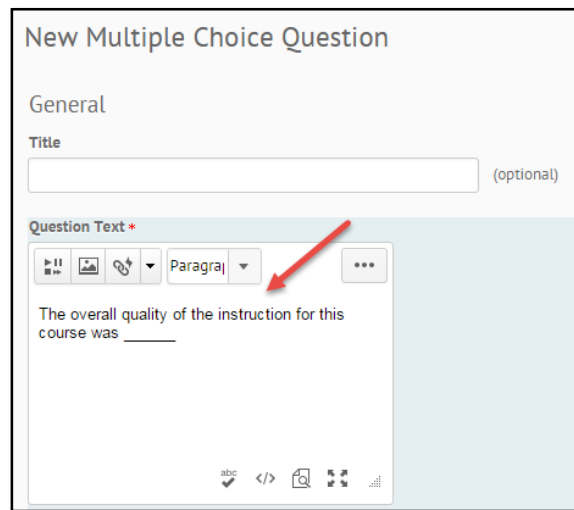
In the section below, we will demonstrate the use of 3 question types:

- A) [Multiple Choice Question \(MC\)](#)
- B) [Short Answer Question \(SA\)](#)
- C) [Likert Question \(LIK\)](#)



A) Multiple Choice Question (MC)

- i. Enter your question in the **Question Text** field.



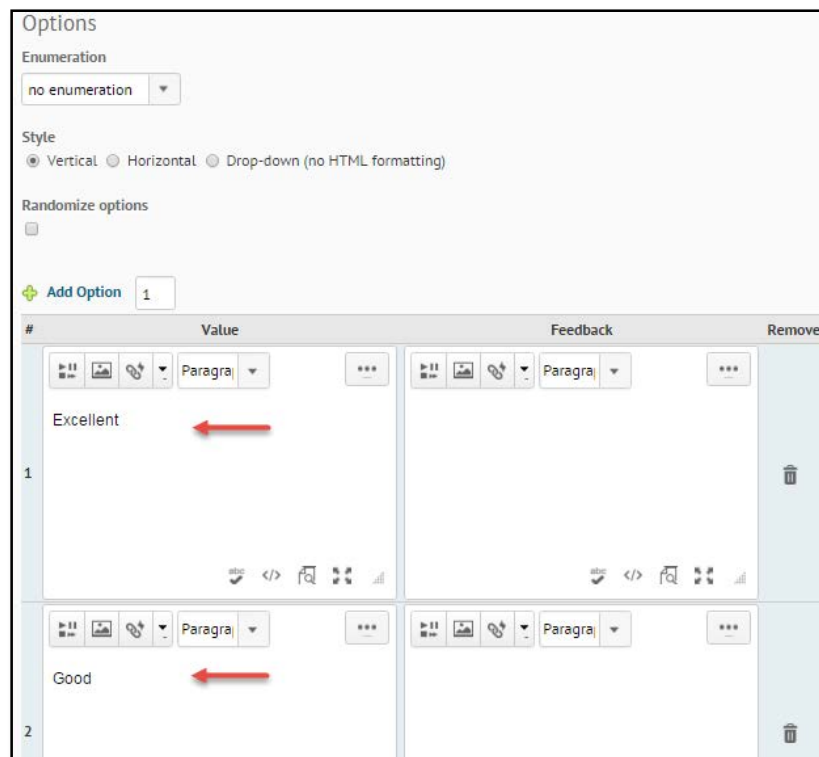
New Multiple Choice Question

General

Title (optional)

Question Text *

- ii. Enter an answer option in each **Value** field. You can click **+ Add Option** and select the number of additional answer options you wish to include in your question.



Options

Enumeration

Style
 Vertical Horizontal Drop-down (no HTML formatting)

Randomize options

+ Add Option

#	Value	Feedback	Remove
1	Excellent		
2	Good		

- iii. Click **Preview** to view your question and click **Done** to exit. Click **Save** to return to the main page.

B) Short Answer Question (SA)

- i. Enter your question in the **Question Text** field.
- ii. Click **Preview** to view your question and click **Done** to exit. Click **Save** to return to the main page.

New Short Answer Question

General

Title (optional)

Question Text *

What advice would you give to help your instructor improve your learning in this course?

Image

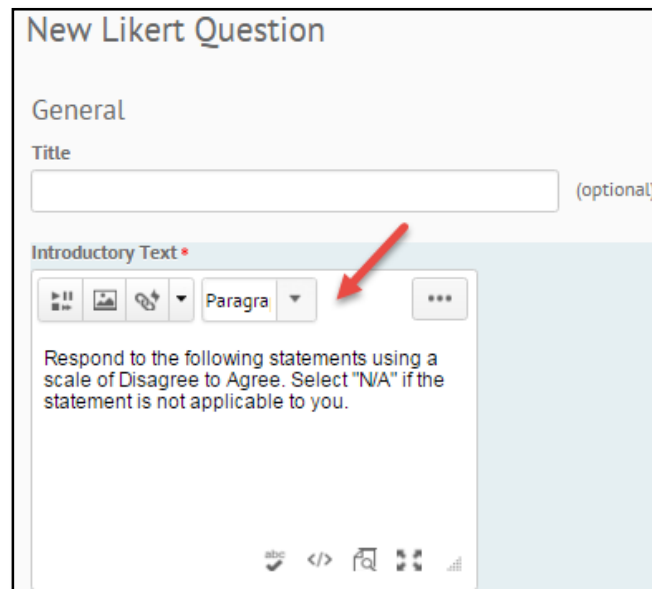
Description:

1

Blank # 1: Rows: Columns:

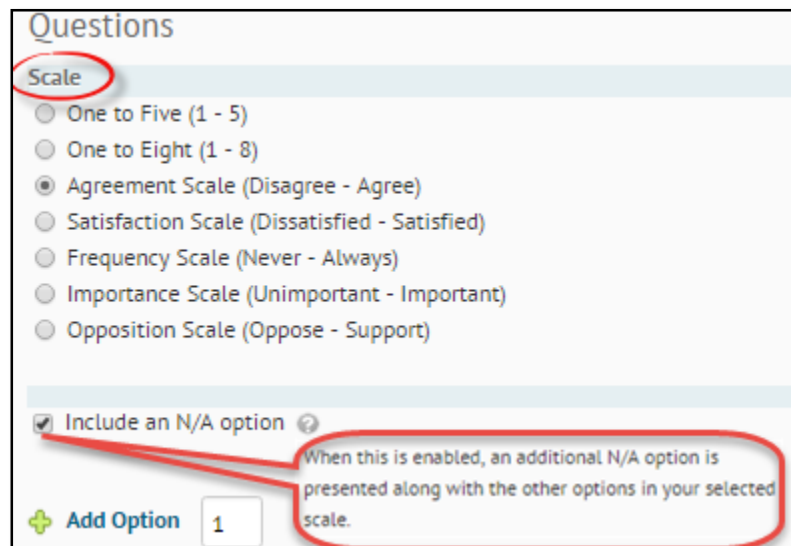
C) Likert Question (LIK)

- i. Enter your question's response instructions in the **Introductory Text** field. For example:



The screenshot shows the 'New Likert Question' interface. Under the 'General' section, there is a 'Title' field (optional) and an 'Introductory Text' field. The 'Introductory Text' field contains the text: 'Respond to the following statements using a scale of Disagree to Agree. Select "N/A" if the statement is not applicable to you.' A red arrow points to the text area.

- ii. Select a measurement **Scale**. Select **Include an N/A option**, if required.



The screenshot shows the 'Questions' form. The 'Scale' section is circled in red. It lists several scale options: 'One to Five (1 - 5)', 'One to Eight (1 - 8)', 'Agreement Scale (Disagree - Agree)', 'Satisfaction Scale (Dissatisfied - Satisfied)', 'Frequency Scale (Never - Always)', 'Importance Scale (Unimportant - Important)', and 'Opposition Scale (Oppose - Support)'. The 'Include an N/A option' checkbox is checked. A red callout box points to this checkbox with the text: 'When this is enabled, an additional N/A option is presented along with the other options in your selected scale.' Below the checkbox is an 'Add Option' button with a counter set to '1'.

- iii. Enter a statement in each **Value** field. You may click **+ Add Option** and select the number of additional statements you want to include in your question.

The screenshot shows a dialog box titled '+ Add Option' with a counter '1'. It contains two rows of options. Each row has a '#', a 'Value' field, and a 'Remove' button. The first row has '# 1' and 'Value The instructor treats students with respect.' The second row has '# 2' and 'Value The instructor effectively directs and stimulates discussion.' Both 'Value' fields have a 'Paragraph' dropdown menu. A red arrow points to the '+ Add Option' button at the top left. Another red arrow points to the 'Save' button at the bottom left, which is circled in red. The bottom bar contains buttons for 'Save', 'Save and Copy', 'Save and New', 'Preview', and 'Cancel'.

- iv. Click **Preview** to view your question and click **Done** to exit. Click **Save** to return to the main page.

6. When you have finished adding questions to your survey, click on the **Done Editing Questions** button.

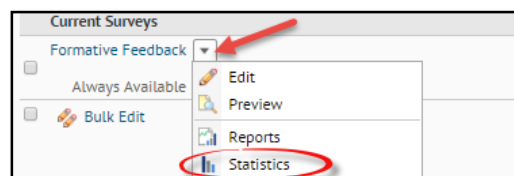
The screenshot shows the 'Formative Feedback' survey editor interface. At the top right, there are 'Settings' and 'Help' icons, and a red arrow points to the 'Done Editing Questions' button. Below this, there are 'New' and 'Import' buttons. A table lists questions with columns for 'Name (click question name to edit)', 'Type', 'Mandatory', and 'Last Modified'. The table contains three rows of questions. Below the table, there is a 'Total: 3 Questions' summary and another set of 'Move', 'Delete', 'Order', 'Edit Values', and 'Publish to LOR' buttons, along with a '20 per page' setting.

Name (click question name to edit)	Type	Mandatory	Last Modified
The overall quality of the instruction for this course was ____	MC		Mar 18, 2016 6:03 PM
What advice would you give to help your instructor improve your learning in this course?	SA		Mar 18, 2016 6:21 PM
Respond to the following statements using a scale of Disagree to Agree. Select "N/A" if the statement is not applicable to you.	LIK		Mar 18, 2016 7:42 PM

- Click on the **Restrictions** tab and set the survey **Status** to **Active**. If desired, you may set the **Start Date** and **End Date** so that the survey will become automatically available/unavailable at the specified times. Under **Attempts Allowed**, select **Single attempt that is editable**. Click **Save and Close**.

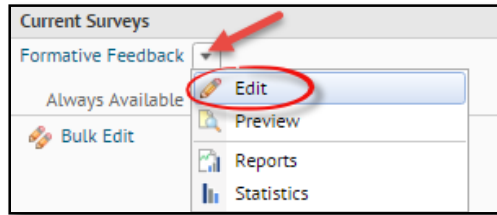
The screenshot shows the 'Edit Survey - Formative Feedback' interface. The 'Restrictions' tab is selected. The 'Status' dropdown is set to 'Active'. The 'Attempts Allowed' dropdown is set to 'Single attempt that is editable'. The 'Save and Close' button is highlighted.

- Your survey is now ready. Invite students to participate by asking them to go to your D2L course and click on **Assessments**, followed by **Surveys** and then the link to your survey.
- To view the results as instructor, click on the drop-down menu by the survey name and select **Statistics**.

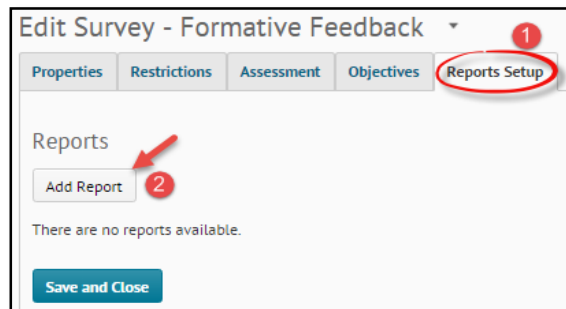


10. **(Optional)** If you wish to export or print your survey results, follow the steps below to create a report.

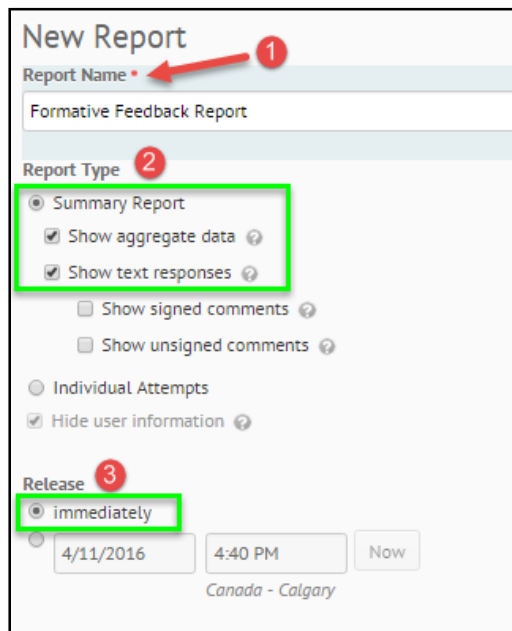
- i. Click on the drop-down menu by the survey name and select **Edit**.



- ii. Click on the **Reports Setup** tab and **Add Report**.



- iii. In the **Report Name** field, enter a title. Choose your desired settings for the **Report Type** and **Release** options, or simply use the system defaults.



- iv. Under the **Release Report To** section, select **Instructor** and any other user role(s) that you wish to grant access to see the report. Click **Save**, then **Save and Close** to return to the **Manage Surveys** page.

Release Report To

Role

System Administrator

Course Administrator

ITSC Full Admin

ITSC Support

Trainer

Instructor

Instructor ReadOnly

TA - full access

TA - grading only

TA - No grading

Student

Student Success Adv

D2LMonitor

Non Cas System CA

Campus Life Utility

Save **Cancel**

- v. To generate a report, click on the drop-down menu by the survey name and select **Reports**.

Current Surveys

Formative Feedback	▼
Always Available	Edit
Bulk Edit	Preview
	Reports
	Statistics

- vi. Click on the name of the report you have previously set up.

Manage Surveys > Report List

Report List - Formative Feedback ▼

Reports

Formative Feedback Report

Report Type: Summary Report

Release: immediately

- vii. Choose the type of report you wish to generate. For example, click on **Generate HTML Report**.

Generate Report

Formative Feedback Report

For attempts completed

From

4/4/2016 Now

To

4/11/2016 Now

- viii. The information displayed here would be similar to what you would see under the survey **Statistics** section, but on this page, you have the options to **Export to CSV file** and **Print Report**.

