

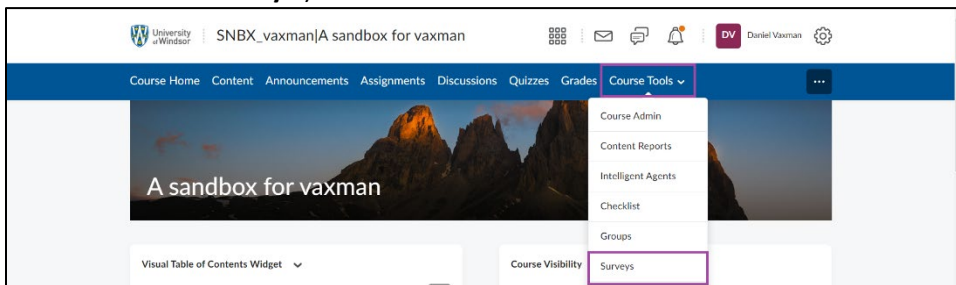


Surveys and Self-Assessments Workshop Exercises

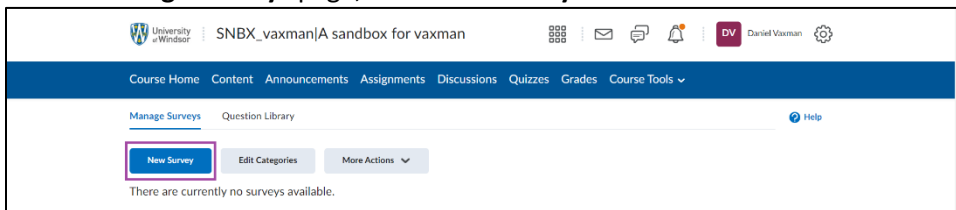
Exercise 1: Set up a Survey

Step A: Create a survey

1. On the navbar, click **Course Tools > Surveys**. (If you do not see it there, click **Course Tools > Course Admin > Surveys**.)



2. On the **Manage Surveys** page, click **New Survey**.



3. Enter a **Name** for the survey (example, **Mid-term check-in**). This is what the students see.
4. **Category** (optional): Associating a category with a survey allows surveys to be grouped by category in the survey list page. Leave this as **no category** for this exercise.
5. **Feedback** (optional): Enter feedback that you want available to the student while they are taking the survey, if any.
6. **Anonymous**: Select this if you, and anyone reviewing survey results, want to see answers without any association to the individual who submitted the response. Student data will not be displayed in survey results.

***Important! Once this option is selected, it is not reversible.**

Note: A survey cannot be made anonymous if it has any release conditions or if any release conditions are ever created using the survey as one of the conditions.

For this exercise, select **make results anonymous**.



7. **Description:** Enter a brief introduction to your survey in the text box and select “on.” The description is shown at the top of the survey if “on” is selected. Otherwise, it is for your own use, only.
8. **Submission Message:** Enter what you would like the student to see once they have submitted the survey. (Example, Thank you for your input.) If you do not type anything into the box, a default message (as seen below the **Submission Message** text box) will appear to the students after submission.
9. **Page Footer:** Skip this for this exercise. (If you want something to appear at the bottom of every page, for example the date or what class it is, or special instructions you want them to keep in mind, enter it here. You can choose to show it to students by selecting “on” or not by leaving it as “off”.)
10. Click **Save**. In the confirmation pop-up, click **Yes**.

11. Scroll back up to add questions to the survey. Click **Add/Edit Questions**.



Feedback
 give instant feedback

Anonymous
 make results anonymous

Survey Questions
This survey is currently empty.
Add/Edit Questions

Description / Submission Message
▼ Collapse description / submission Message

Save and Close Save Cancel

a) Click **New** and select **Written Response Question (WR)**.

Course Home Content Announcements Assignments Discussions Quizzes Grades Course Tools

My Survey

My Survey Settings Help

New Import Done Editing Questions

Section
True or False Question (T/F)
Multiple Choice Question (MC)
Multi-Select Question (M-S)
Written Response Question (WR)
Short Answer Question (SA)

- b) Enter the **Question Text**, “What aspects of this course/instruction enhance your learning?”
- c) You can select to enable **HTML Editor for learner responses** and/or **Allow learners to insert images and add attachments** if you want. You can also select to include **Feedback**, **Short Description**, **Custom Response Box Size**, or **Initial Text** by clicking **Options**, selecting the option, and then adding the necessary text. Skip those for this exercise.
- d) Click **Save**.

Back to My Survey

Written Response

Options

Question Text *

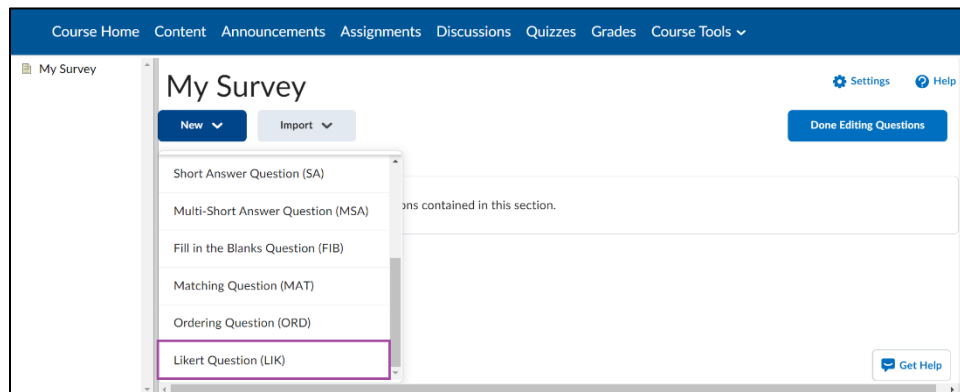
b. → What aspects of this course/instruction enhance your learning?

c. → Enable HTML Editor for learner responses
 Allow learners to insert images and add attachments

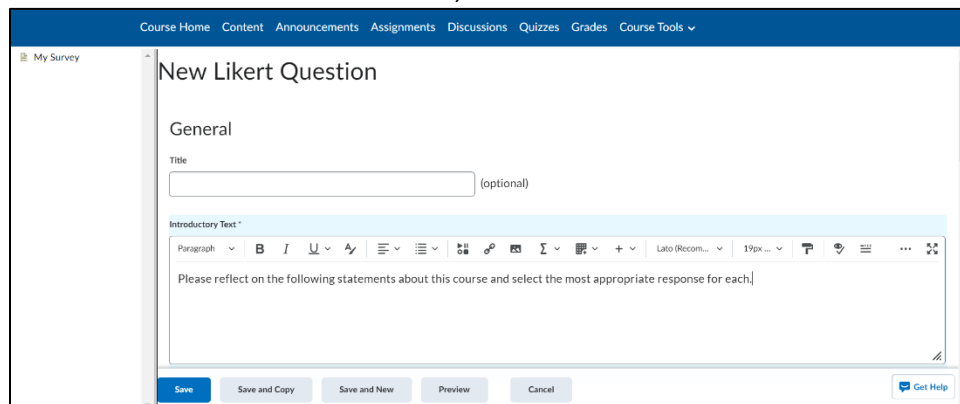
d. → **Save** Cancel

Add Feedback
Add Short Description
Add Custom Response Box Size
Add Initial Text

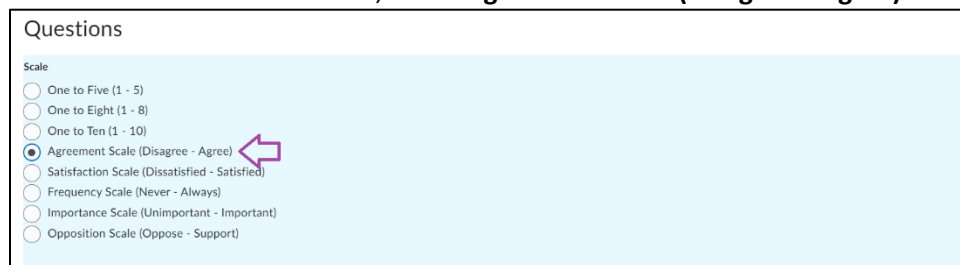
e) Click **New** to create another question. Select **Likert Question (LIK)** at the bottom of the drop-down list. (You can only access Likert questions through the Surveys tool and Question Library and not in Quizzes.)



- f) Enter the **Introductory Text**, “Please reflect on the following statements about this course and select the most appropriate response for each.” Use any of the Brightspace text editor tools to format or include multimedia, if needed.



- g) Select a **Scale**. For this exercise, select **Agreement Scale (Disagree – Agree)**



- h) In the text box of **Value 1**, enter the statement, “The instructor listens carefully to students’ comments and questions.”
- i) In the text box of **Value 2**, enter the statement, “The instructions for Assignment 2 are clear and I understand what I need to do.”
- j) In the **Question Feedback** text box, enter “*Thanks for sharing your opinions!*”



k) To verify your question, click **Preview**.

The screenshot shows a question editor interface. At the top, there is a '+ Add Option' button and a counter '1'. Below this is a table with two rows of questions:

#	Value	Remove
1	h. The instructor listens carefully to students' comments and questions.	
2	i. The instructions for Assignment 2 are clear and I understand what I need to do.	

Below the table is a 'Collapse question feedback' section. Underneath is a 'Question Feedback' section with a rich text editor containing the text 'Thanks for sharing your opinions!' and a letter 'j.'. At the bottom of the editor, the 'Preview' button is highlighted with a pink box.

l) Click **Done** to return to the question. Make any changes you want and click **Save**.

The screenshot shows a survey preview interface. At the top, there is a navigation bar with 'Course Home', 'Content', 'Announcements', 'Assignments', 'Discussions', 'Quizzes', 'Grades', and 'Course Tools'. Below this is a 'My Survey' section. The main content area contains the following text:

When taking the question, it would appear as:

Please reflect on the following statements about this course and select the most appropriate response for each.

#	Statement	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	The instructor listens carefully to students' comments and questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	The instructions for Assignment 2 are clear and I understand what I need to do.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Below the table is a 'Comment: (given as feedback)' section with a text input field containing 'Thanks for sharing your opinions!'. At the bottom, the 'Done' button is highlighted with a pink box.

m) You can continue to create questions by clicking **New**, or you can add questions to your survey from the Question Library by clicking **Import** and selecting **Browse Question Library**. Select the check boxes of the questions you want to import to your survey and click **Import**.

6. Click **Done Editing Questions**. This brings you back to the **Edit Survey** page.

The screenshot shows the 'Edit Survey' page. At the top, there is a navigation bar with 'Course Home', 'Content', 'Announcements', 'Assignments', 'Discussions', 'Quizzes', 'Grades', and 'Course Tools'. Below this is a 'My Survey' section. The main content area contains the following text:

My Survey

New **Import**

Done Editing Questions

Move **Delete** **Order** **Edit Values** **Publish to LOR**

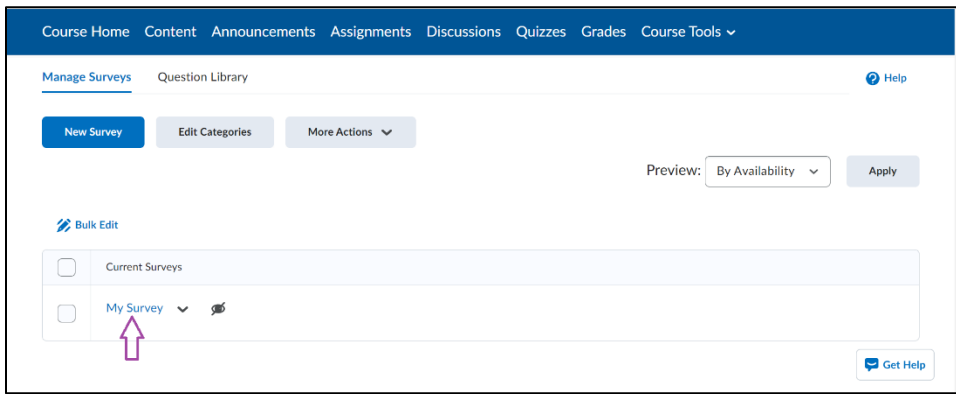
<input type="checkbox"/>	Name	Type	Mandatory	Last Modified
<input type="checkbox"/>	What aspects of this course/instruction enhance your learning?	WR		Jul 25, 2023 9:27 AM
<input type="checkbox"/>	Please reflect on the following statements about this course and select the most appropriate response for each.	LIK		Jul 25, 2023 9:26 AM

The 'Done Editing Questions' button is highlighted with a pink box and an arrow.

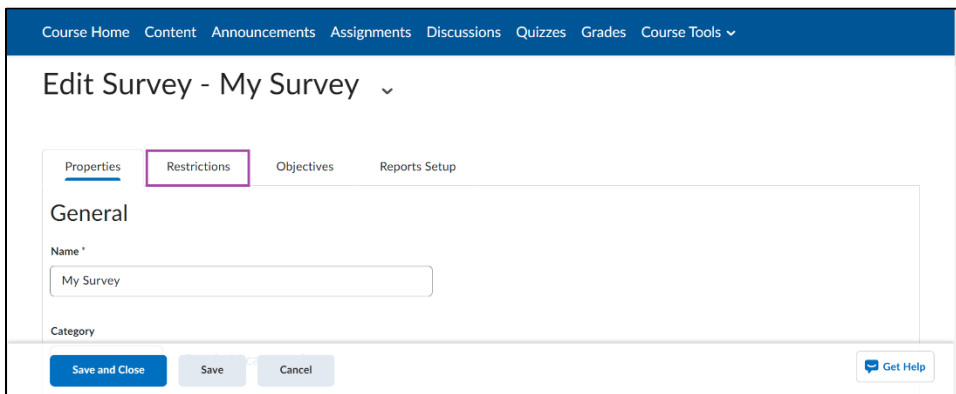
8. Click **Save and Close**.

Step B: Set a survey to active

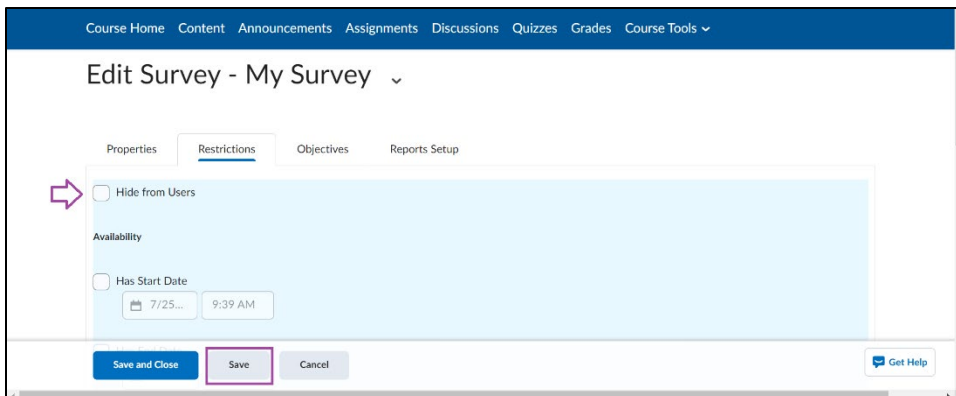
1. On the **Manage Surveys** page, click the survey's name.



2. Click the **Restrictions** tab.

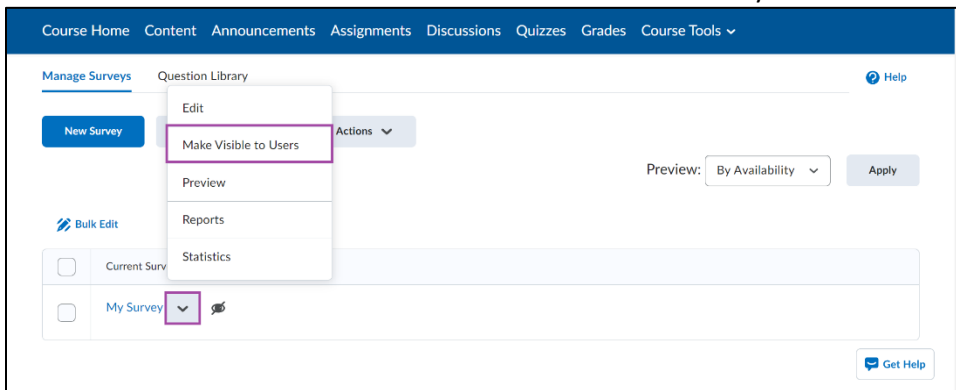


3. In the **Dates and Restrictions** area, select the **Hide from Users** checkbox to remove the checkmark and make it visible to students. Click **Save**.



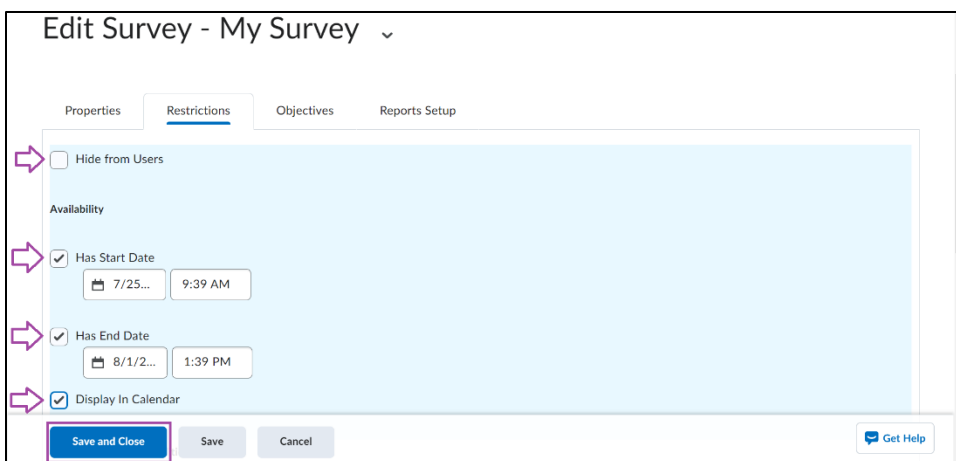
Alternate Method:

1. On the **Manage Surveys** page, open the context menu of the survey by clicking the chevron to the right of its name.
2. Click **Make Visible to Users** to allow students to view the survey.



Step C: Set a date range for a survey and display dates in Calendar

1. While still in the **Restrictions** tab, in the **Availability** area, select **Has Start Date** and/or **Has End Date**, and specify the dates and times when students can see the survey.
2. To display the survey in the Calendar tool, ensure the **Hide from Users** checkbox is not selected, and select **Display in Calendar**.
3. Click **Save and Close**.



Step D: Control user responses in a survey

You can set a response type to specify the number of survey attempts users are allowed.

1. While still in the **Restrictions** tab, under **Attempts Allowed**, click in the text box to see the options of the drop-down menu. Select **Single attempt that is editable**.



User Responses

Attempts Allowed

Unlimited

Unlimited

Single attempt that is editable

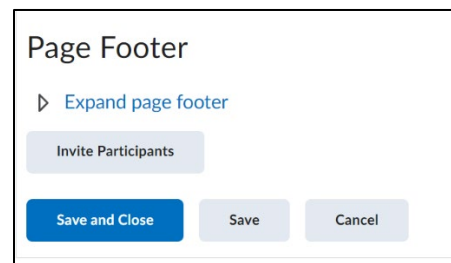
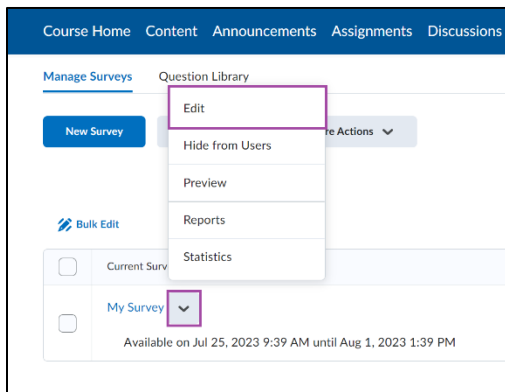
Limited

...s they want. Each attempt of the survey is recorded separately.

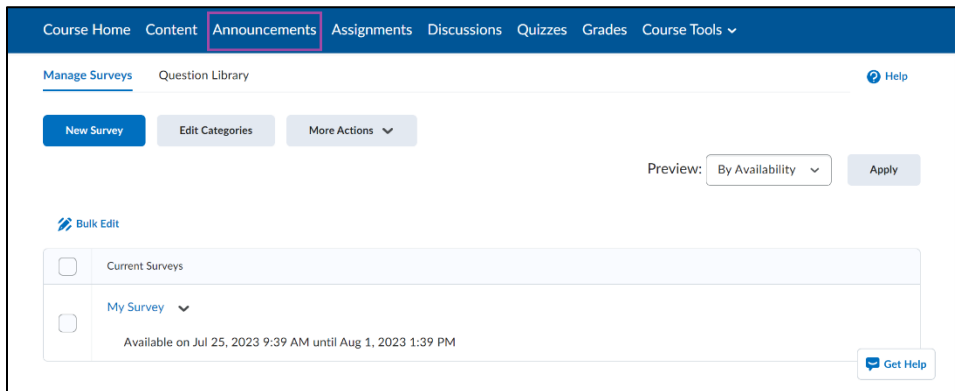
Exercise 2: Add the survey to the Content area

You can notify participants of an available survey in three ways:

- 1) On the **Edit Survey** page, click **Invite Participants** at the bottom of the page to send a survey notification directly to a student's email.

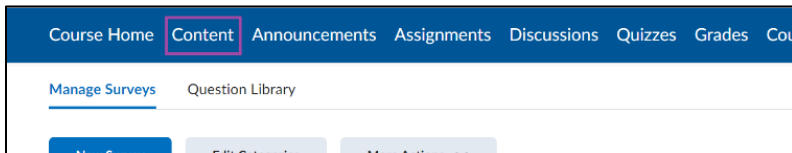


- 2) In the **Announcements** widget, create an **Announcements** item that announces the availability of the survey on the course home page, is emailed out, and links to the survey via a Quicklink.

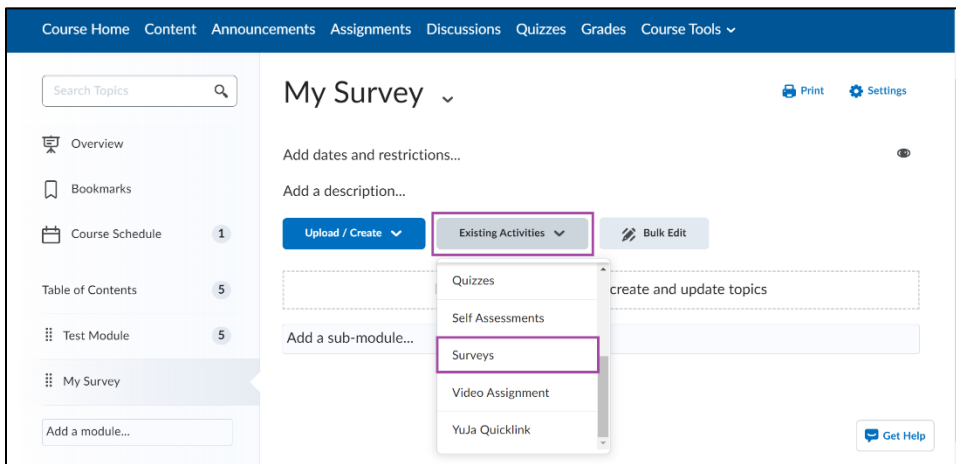


- 3) Place the link inside your Content area.

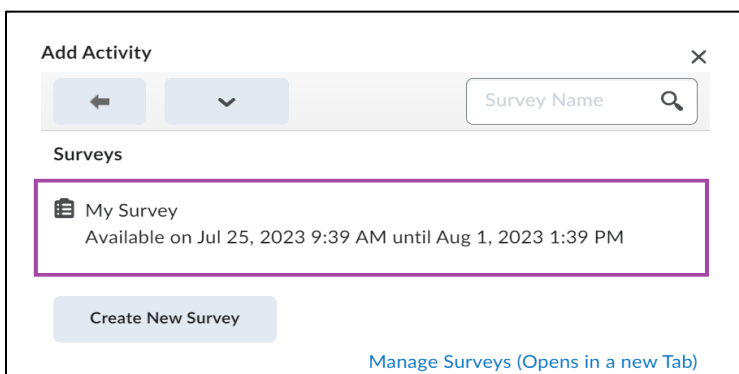
1. To add it to the Content area, click **Content** in nav bar.



2. If you already have a module you would like to include it in, click the name of the module. If you do not, click **Add Module**, give it a name, hit Enter on your keyboard and then click the name of the module.
3. Click the **Existing Activities** button and select **Surveys**.

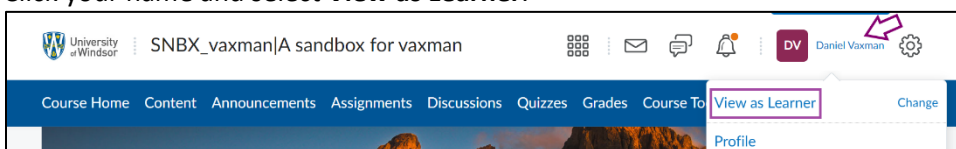


4. Select the survey you created. It will be added to the bottom of the list of items in that module. Make sure it is visible.

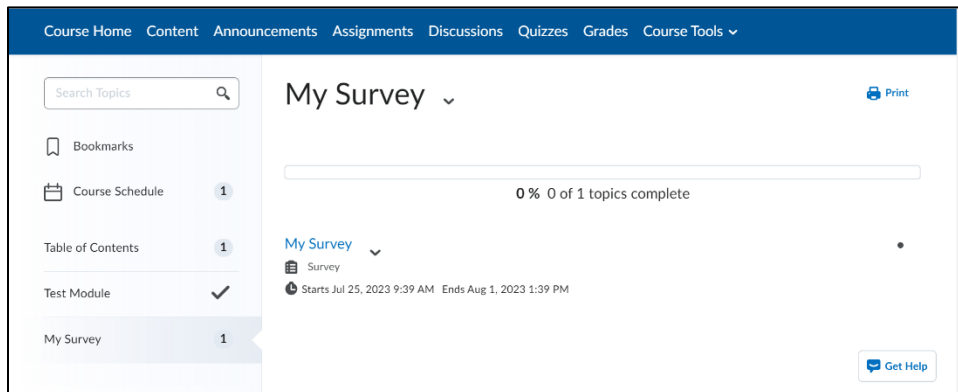


Exercise 3: Submit as Student

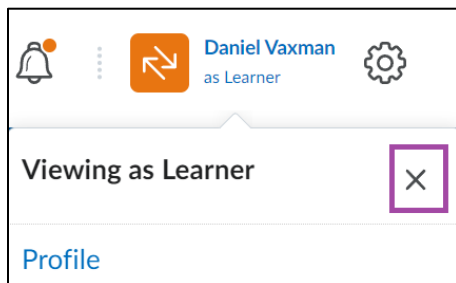
1. Click your name and select **View as Learner**.



- In your course, select **Content** and click on the name of the module you used and then click on the name of the survey. Notice how things look that you created.



- Complete the survey and submit it.
- Once you are done, click your profile name again and click the **X** beside **View as learner**.

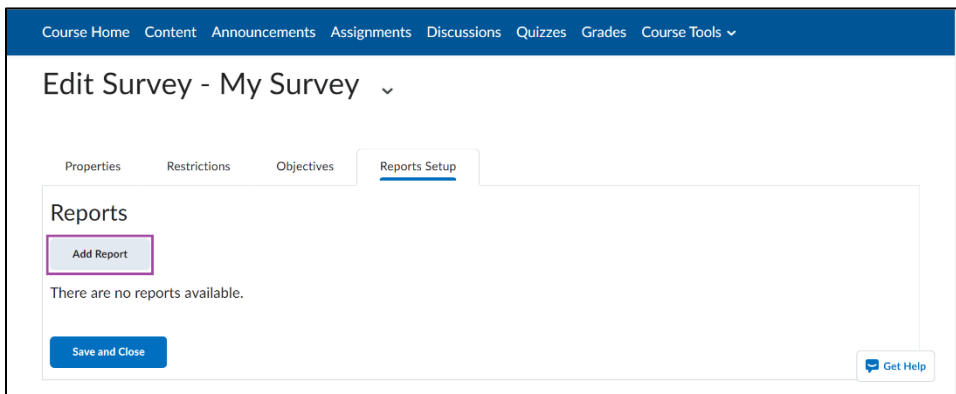


Track survey progress and results: <https://community.d2l.com/brightspace/kb/articles/3468-track-survey-progress-and-results>

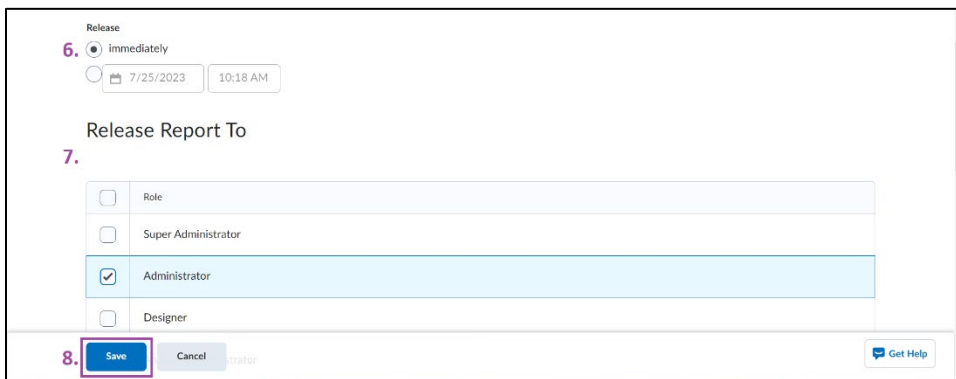
Exercise 4: Set up survey reports

Survey reports gather information on survey data. Survey reports are different from survey results; they collect and present more types of information than is available through results. Choose a report type to display question statistics, question details, user statistics, attempt details, or user attempts. You can also select a release date and choose which roles have permission to view each report.

- Navigate to your Surveys.
- On the **Manage Surveys** page, click the name of the survey.
- On the **Reports Setup** tab, click **Add Report**.



4. Enter a **Report Name**.
5. Choose a **Report Type**:
 - **Summary Report** - You can display aggregate data for multiple choice, true and false, Likert, multi-select, and matching question types. You can also display text responses for written response, short answer, and fill in the blanks question types.
 - **Individual Attempts** - This report displays each attempt individually. You can choose to hide the user's first and last name when the **Individual Attempts** report is viewed.
6. You can choose to immediately release a report after a survey submission or enter an alternate date and time.
7. In the **Release Report To** section, select the check box beside each role you want to release the report to.
8. Click **Save**.

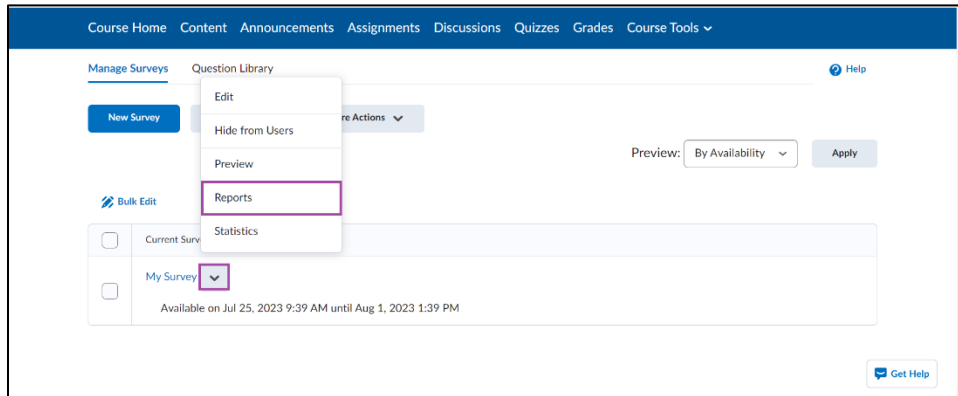


Exercise 5: View a survey report

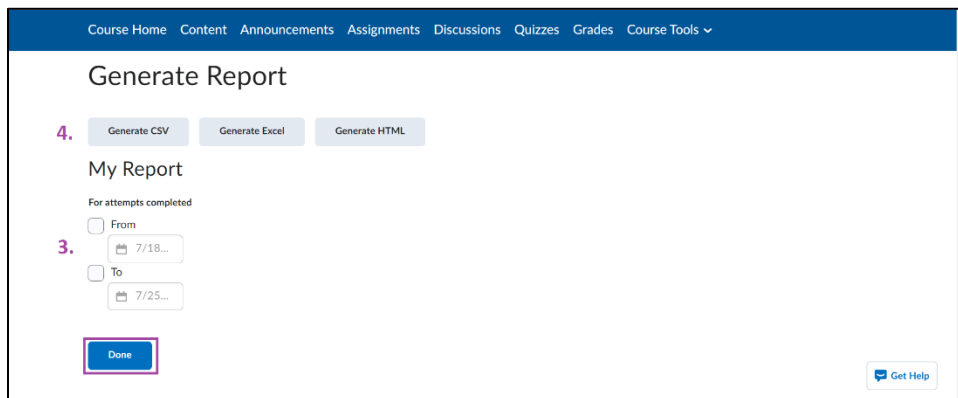
You can export survey statistics and reports to a file for data analysis. The file contains all pertinent information from the survey so that you can query, sort, and evaluate the data without being connected to the learning management system. You must set up survey reports from the **Reports Setup** tab for the appropriate survey before you can view or export reports.



1. On the **Manage Surveys** page, from the context menu of the survey you want to view, click **Reports**.



2. Click on the report name.
3. If you want to restrict your report within a specific time frame, select the **From** and **To** check boxes and enter the date restrictions.
4. Click **Generate HTML** to view the report in your browser, or click **Generate CSV** or **Generate Excel**, to save the report on your computer.



Bonus Survey Exercise: Survey branching

When branching is used, survey questions present one at a time, each on a separate page (in other words, page breaks are inserted between every question). Survey branching presents multiple questions, allowing the instructor to choose which question comes up next based on the user's response.

1. Navigate to your Surveys
2. On the **Manage Surveys** page, click on the survey you want to add branching to.



3. In the **Survey Questions** area, click **Branching Wizard**. The wizard displays a list of the questions in your survey and their corresponding types. Answers are shown for Multiple Choice and True or False questions. You have the option to skip questions or terminate the survey based on the answer to a Multiple Choice or True or False question.

Survey Questions

Questions per page: Apply ?

Paging: Prevent moving backwards through pages ?

Shuffle questions at the survey level
Also shuffles sections at the survey level. Does not cascade to sub-sections.

Add/Edit Questions Edit Values

Page Name	Type	Mandatory
1 Q1. What aspects of this course/instruction enhance your...		WR
1 Q2. Please reflect on the following statements about thi...	LIK	

Branching Wizard

4. Choose the answers that you want to create a branch from and fill in appropriate branching information.
5. Click **Save**.

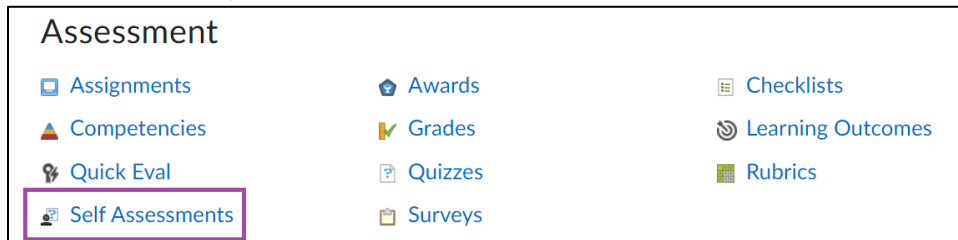
Important! Make sure you have all the questions created before selecting the **Branching Wizard**. You **cannot** add or edit questions once you have selected branching.

Exercise 6: Create a Self-Assessment

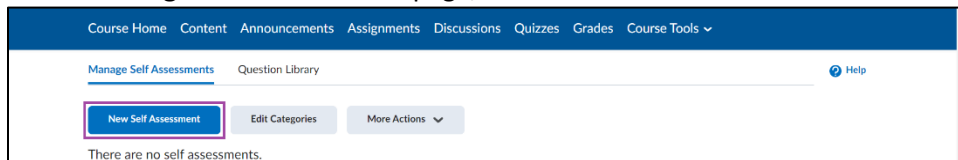
1. On the nav bar, click **Course Tools** and select **Course Admin**.



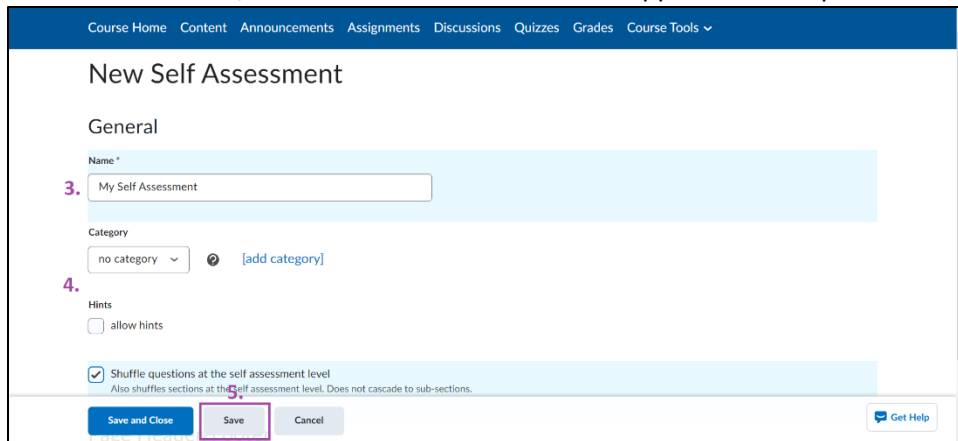
2. Under **Assessment**, click **Self Assessments**.



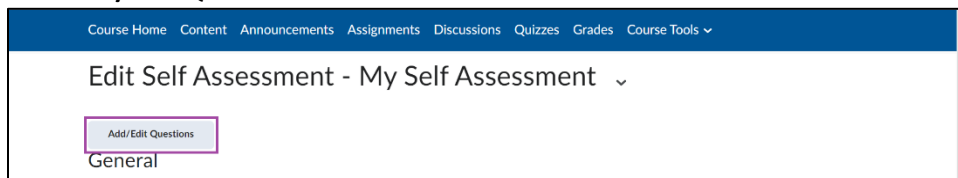
2. On the **Manage Self Assessments** page, click **New Self-Assessment**.



3. In the **General** area, enter a name (Mid-term Review).
4. Add any other details you wish to include.
5. Click **Save**. The **Add/Edit Questions** button will now appear at the top.



6. Click **Add/Edit Questions**.



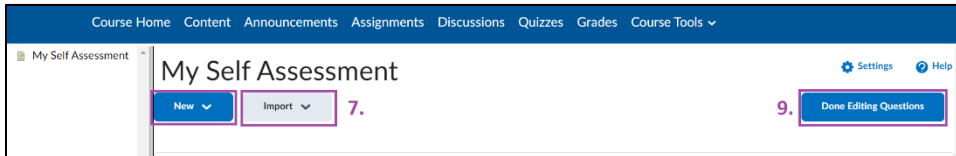
7. Do either:



- Click **New** and select the type of question you want to create. Enter the question details and click **Save**.
- Click **Import** to add questions from another collection, a text file, or a learning repository. Enter your importing details and click **Save**.

NOTE: Best practice is to create questions in the **Question Library** then **Import** them into yourself assessment rather than creating questions directly in the self-assessment.

8. Repeat the previous step until you have added all yourself assessment questions.
9. Click **Done Editing Questions**.



10. Click **Save and Close**.

Creating Question Library questions

Find information about creating various question types at https://documentation.brightspace.com/EN/le/question_library/instructor/creating_questions.htm?highlight=add%20feedback%20to%20question

Tip: Design question hints that give learners suggestions on how to approach the question.

Note: All points values are removed when importing questions from Question Library to Self-Assessments

Tip: When creating questions for self-assessments, include links to additional resources in the Feedback section to aid in content comprehension.

Tip: In Content, create quicklinks to self-assessments to track which learners are accessing the material.