

Course Feedback Survey

Using D2L

The Survey tool is used to obtain student feedback for formative and summative assessments.

Suggested questions for an end-of-term course feedback survey:

1. What aspects of this course contributed most to your learning?
2. How could this course be improved to better support student learning?
3. What additional feedback would you like to share about your experience in this course?



## Create a New Survey

1. Select Assessments (main navbar) to click **Surveys** under the drop-down list.
2. Select Manage Surveys tab, click **New Survey**.
3. Select Properties tab,
	1. Enter a title for the survey. (Category is optional.)
	2. Select **make results anonymous**. (Give instant feedback is optional.) Once the anonymous setting is selected, it cannot be reversed, and student identifiers will never be accessible.
	3. Enter questions using the **Add/Edit Questions**.
		1. Select either **New** or **Import** to create a new question or import questions from the question library. See the [Quizzes Guide](https://www.marquette.edu/center-for-teaching-and-learning/documents/d2l-quizzing-10242019.docx) for details on setting up each question type. When you are done adding questions, click **Done Editing Questions**.
	4. Scroll down the page to enter a description of the survey in the text box.
		1. Select the radio button next to **on**.
		2. The description will be positioned at the top of the survey.
		3. Enter a submission message in the text box if you do not want the default message to read: You have successfully submitted the survey. (Page footer is optional.)
		4. Click **Save**.
4. Select the Restrictions tab,
	1. Enter the availability start date (when survey becomes available) and end date (survey is no longer available).
	2. Select the attempt allowed from the drop-down list, which is either unlimited, single attempt that is editable, and limited (prompts you to enter number of attempts).
	3. If there are students who require a different start and end date, then add Special Access.
		1. Use the default setting which is to **Allow selected users special access to see this survey**. (The second option to allow only user(s) with special access to the survey serves to only include the user selected and hides it from the rest of the class.)
		2. Click **Add Users** to Special Access to complete the page with the new dates and click **Add Users to Special Access** [3].
		3. Click **Save**.
5. Select the Reports Setup tab,
	1. Click **Add Report**.
	2. Enter a title for the report.
	3. The default summary report will display aggregate data and show text responses.
		1. Aggregate data shows Multiple Choice, True/False, Likert, Multi-Select, Ordering and Matching type questions.
		2. The text responses will show responses for Written Response, Short Answer, Multi-Short Answer, and Fill-in-the-Blanks.
	4. Select either to release the report immediately (default setting) or select a future date).
		1. Select who will receive access to the generated survey report. Those individual(s) selected will then be able to click the link to generate a report once the surveys are completed and results are collected.
		2. Click **Save**.
	5. Return to the survey list, under the survey’s drop-down menu, to select Preview to ensure the survey meets your expectations.
		1. This student view will confirm if the anonymous setting is enabled.
		2. Students should receive a confirmation if their survey was successfully submitted.
	6. Return to the survey list, under the survey’s drop-down menu, to select **Make Visible to Users**.

## Generate Survey Report

1. Return to the survey list, under the survey’s drop-down menu, to select **Reports**.
2. Click the name of the survey (hyperlink).
3. Leave the dates open if you would like to capture all attempts completed or choose specific dates for when the attempts were completed.
4. Choose the type of preferred generated report – CSV, Excel or HTML.
5. Save the file in your preferred location.
6. Click **Done**.