

Surveys Overview

Quick Summary

Surveys are an excellent way to solicit feedback from participants regarding any aspect of a course. You can gather anonymous or non-anonymous opinions and information from users. Unlike quizzes, survey questions do not require right or wrong answers and can include Likert-style rating questions and branching.

Other key differences between Surveys and Quizzes are:

1. Unlike Quizzes, Surveys can be made anonymous so the instructor cannot see who submitted them.
2. Surveys cannot be connected to Grades, meaning that they are better suited to informal information gathering rather than class work or assignments.

If you're not sure if the Survey tool is right for what you are trying to achieve, check out Vanderbilt University's ["Understanding the Difference: Quiz, Survey, and Self-Assessment" guide](#) that outlines the differences between Quizzes, Surveys, and Self-assessments.

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• Survey Examples

Start off the course with an informal poll

An informal poll can ask about people's backgrounds, previous education, and interest in the course. You can choose to make the answers anonymous, or to share them so that learners can explore their classmates' responses. You can use a variety of question types for this fun poll, including:

- Short Answer
- Multi-Short Answer
- Multi-Select
- Multiple Choice

Collect informal course evaluations or mid-year reviews

You can use a combination of different question types typically found in evaluations or reviews, including:

- Likert
- Written Response
- Multi-Short Answer

Ask about people's learning and content delivery preferences

You can use a variety of different question types for learning style and delivery preference, including:

- Multiple Choice
- Multi-Select
- Written Response or Short Answer

Determine which learning resources were most helpful to achieve learning objectives

You can use the following question types to determine the most helpful type of learning resources:

- Multi-Select
- Multiple Choice
- Ordering
- Likert

Pose open-ended questions to determine areas of learner confusion

You can use Short and Written Response question types for this scenario.

Set up a "Choose-your-own adventure" game or quiz

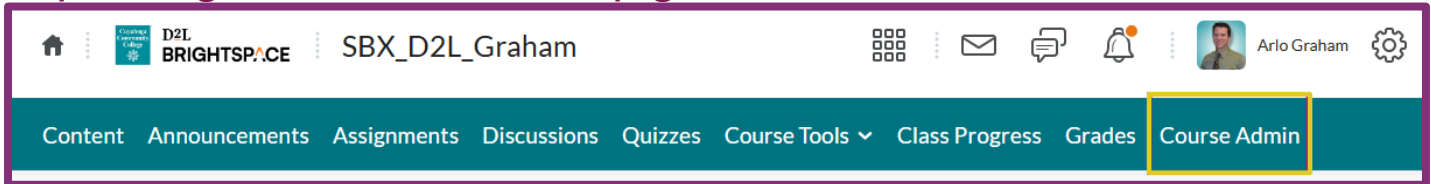
You can introduce the course in a fun way or reinforce course messaging through this type of survey activity. To achieve this, you can use survey branching with the following question types:

- Multiple Choice
- True or False

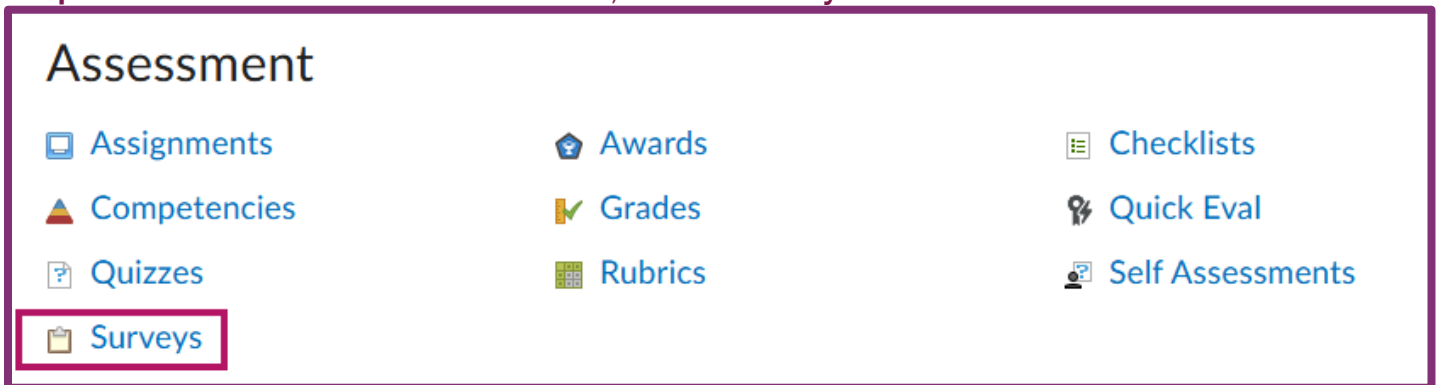
Create a Survey

Create surveys and use statistical tools to monitor current course trends, seek opinions, and assess user satisfaction.

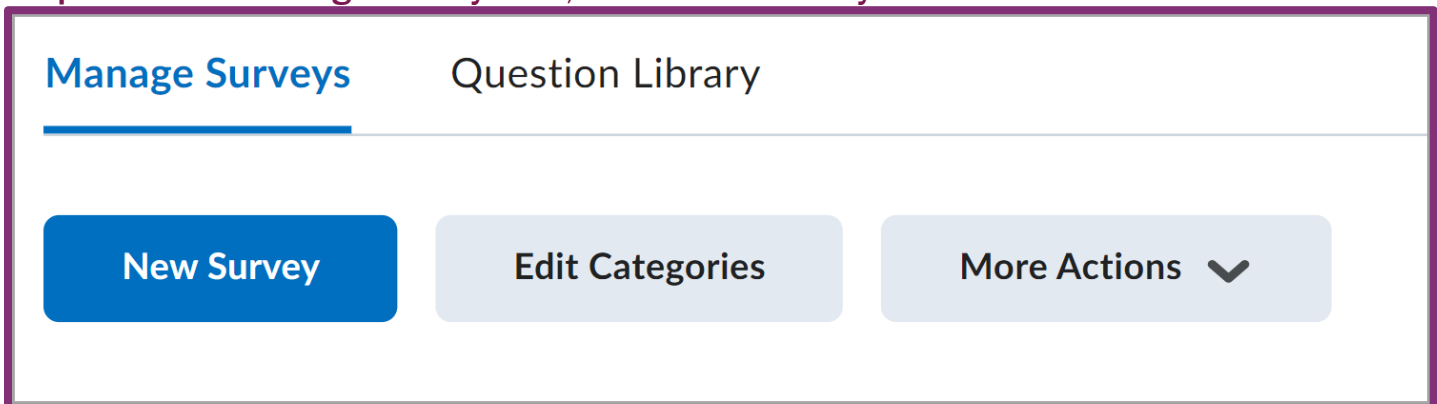
Step 1: Navigate to the Course Admin page.



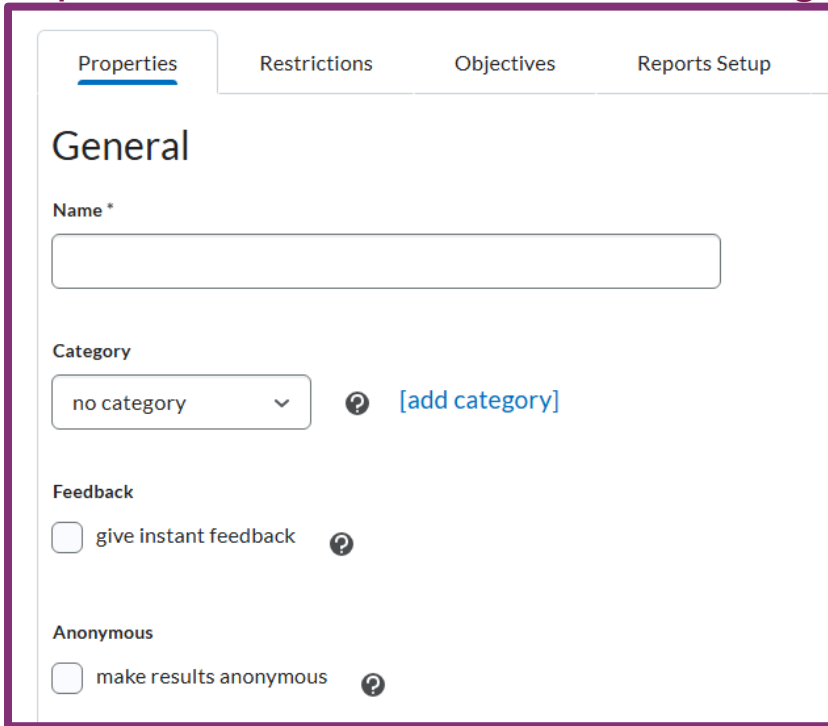
Step 2: Under the Assessment section, select Surveys.



Step 3: On the Manage Surveys tab, select New Survey.

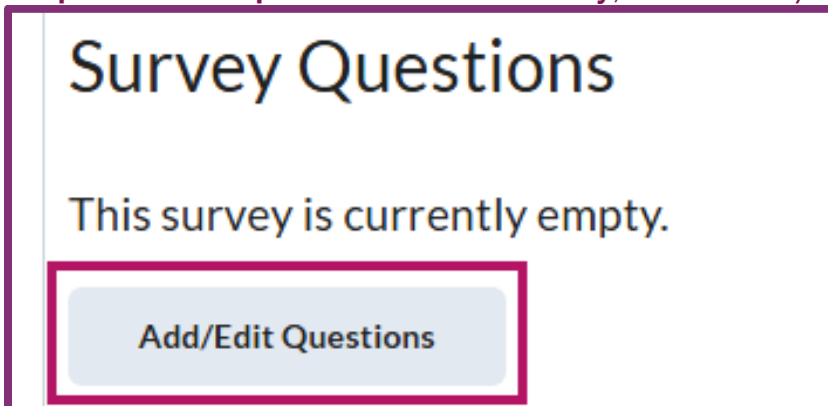


Step 4: Enter a Name and define additional settings for your survey.



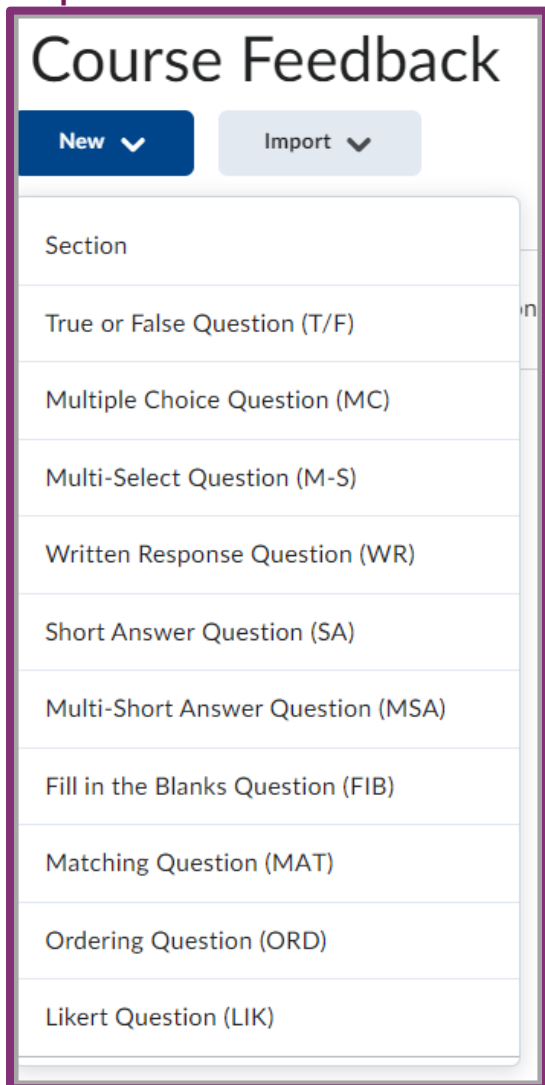
The screenshot shows the 'Properties' tab of a survey configuration interface. It has four sub-tabs: 'Properties' (selected), 'Restrictions', 'Objectives', and 'Reports Setup'. The 'General' section is active. It contains a 'Name *' text input field. Below it is a 'Category' dropdown menu currently set to 'no category', with a help icon and a '[add category]' link. The 'Feedback' section has a checkbox for 'give instant feedback' with a help icon. The 'Anonymous' section has a checkbox for 'make results anonymous' with a help icon.

Step 5: To add questions to the survey, select Add/Edit Questions.



The screenshot shows the 'Survey Questions' section. It features a large heading 'Survey Questions' and a message 'This survey is currently empty.' Below the message is a button labeled 'Add/Edit Questions', which is highlighted with a red rectangular border.

Step 6: Select New and select the type of question you want to create.



The screenshot shows the 'Course Feedback' interface. At the top, there are two buttons: 'New' (highlighted with a purple border) and 'Import'. Below these buttons is a list of question types: Section, True or False Question (T/F), Multiple Choice Question (MC), Multi-Select Question (M-S), Written Response Question (WR), Short Answer Question (SA), Multi-Short Answer Question (MSA), Fill in the Blanks Question (FIB), Matching Question (MAT), Ordering Question (ORD), and Likert Question (LIK). The 'New' button is highlighted with a purple border.

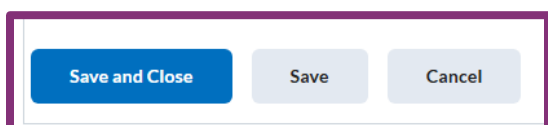
Step 7: After all questions have been created, select Done Editing Questions.



The screenshot shows the 'Pre Course Survey' interface. At the top, there are two buttons: 'New' and 'Import'. In the top right corner, there are links for 'Settings' and 'Help'. A red arrow points to a button labeled 'Done Editing Questions' in the bottom right corner, which is highlighted with a purple border.

Step 8: Select Save and Close to finish creating the Survey

At this point, you have created a Survey and can add it to a Module. Information for customizing additional options such as Release Dates, Special Access, or using the Question Library can be found below.



The screenshot shows the bottom of the survey creation interface. There are three buttons: 'Save and Close' (highlighted with a purple border), 'Save', and 'Cancel'.

Survey Tracking & Results

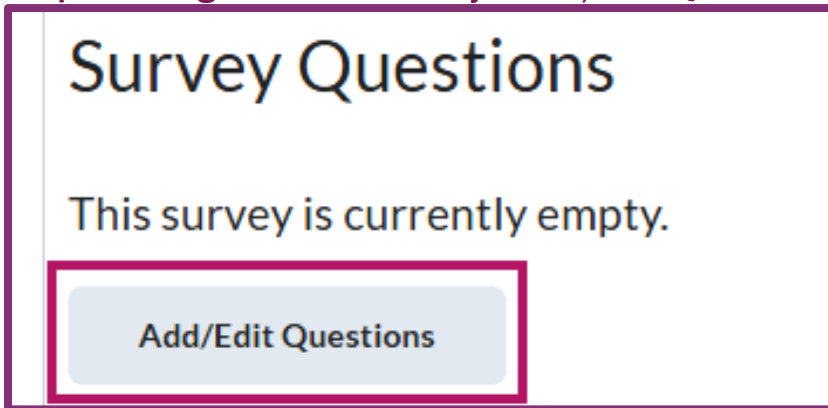
You can export survey statistics and reports to a file for data analysis. This file contains data from the survey so that you can query, sort, and evaluate the. Based on how you have set up the survey properties, you might find a list of all users or the overall survey results with anonymous responses.

You must [set up survey reports from the Survey's Reports Setup tab](#) before you can view, export, or download reports.

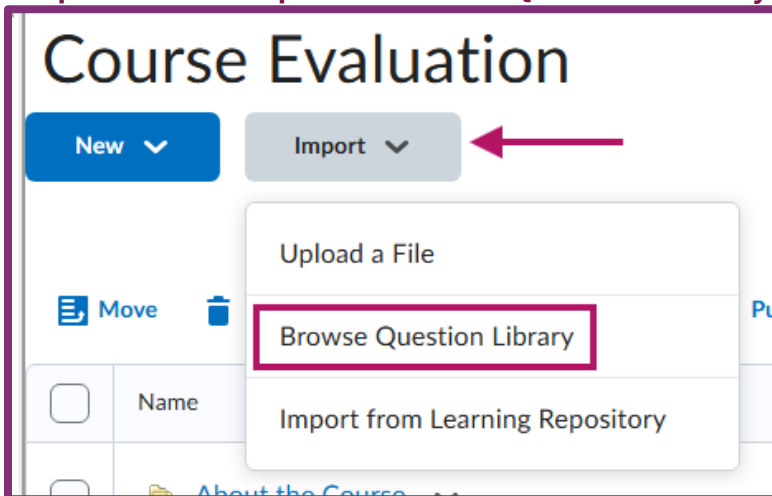
Using the Question Library

If you have created questions for your survey outside of the survey or would like to use questions from a Quiz or Self-Assessment, you can add Question Library questions to your survey.

Step 1: Navigate to the Survey's Add/Edit Questions page.








Step 2: Select Import > Browse Question Library





Step 3: Select questions or use the search and filter tools to find questions, then select Import

Browse Question Library

Search...  

Source: Question Library  Filter  Sort: None 

5 items selected

<input checked="" type="checkbox"/>	Our first training session focused on what area? Also in: Part 2 - Quiz	Multiple Choice	2 points	
<input type="checkbox"/>	Respondus LockDown Browser Storage - DO NOT DELETE	Section		
<input checked="" type="checkbox"/>	Test Bank 1	Section		
<input checked="" type="checkbox"/>	Our first training session focused on what area?	Multiple Choice	2 points	
<input type="checkbox"/>	Respondus LockDown Browser Storage - DO NOT DELETE	Section		

Import Cancel

Step 4: Select Done Editing Questions

Pre Course Survey

Settings Help

New Import 

Done Editing Questions

Step 5: Select Save and Close

Save and Close Save Cancel

Set Survey Restrictions


On the **Restrictions** tab of the Survey, you can:


- Hide the Survey from users
- Set Availability dates
- Set Release Conditions (only available for Surveys that are not anonymous)
- Control User Responses
- Grant Special Access


If you decide to make the survey available with certain release conditions, you can also use the Intelligent Agents tool to notify learners that the survey is available once they have fulfilled the applicable release conditions.


Step 1: From the Course Admin page, select Surveys.


Assessment


 Assignments


 Competencies


 Quizzes


 Surveys


 Awards

 Grades

 Rubrics

 Checklists

 Quick Eval

 Self Assessments

Step 2: On the Surveys page, Select the survey name.

Manage Surveys

Question Library

Help

New Survey

Edit Categories

More Actions

Preview:

By Availability

Apply

Bulk Edit

<input type="checkbox"/>	Current Surveys
<input type="checkbox"/>	Intro Survey
<input type="checkbox"/>	Course Evaluation

Step 3: Select the Restrictions tab.

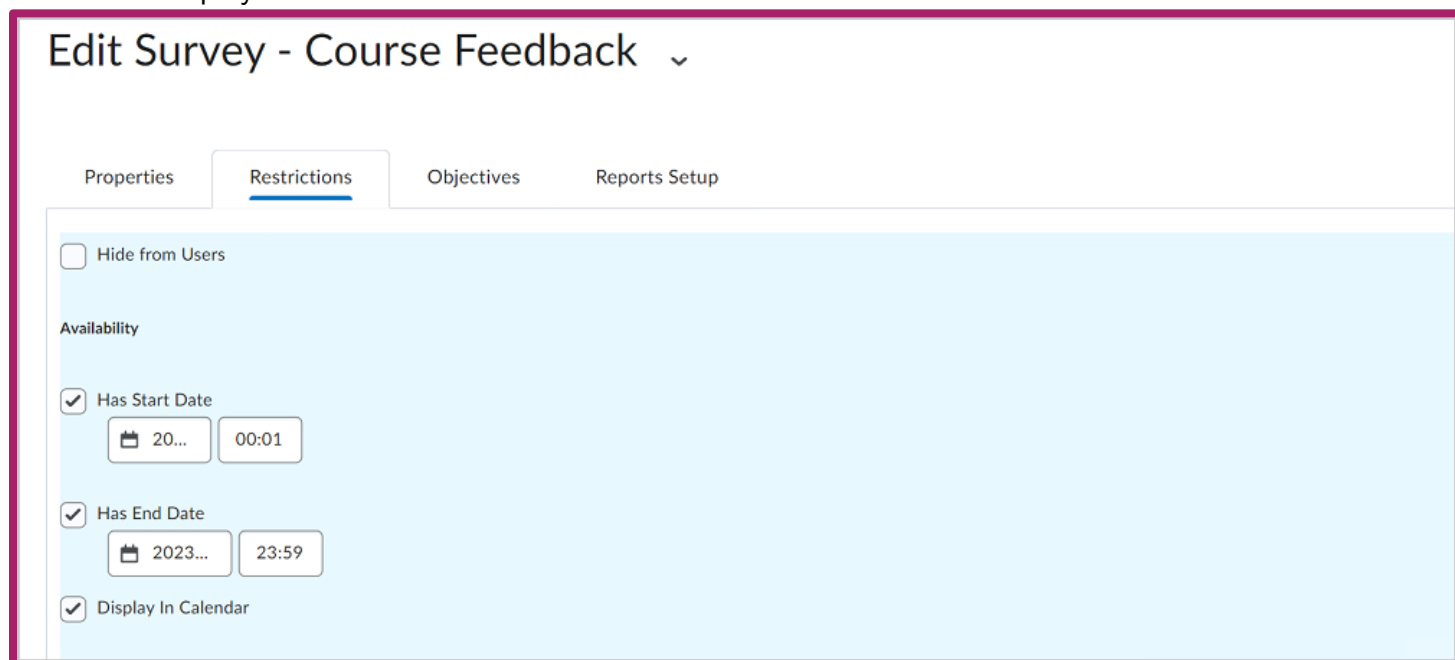


The screenshot shows the 'Edit Survey Restrictions - Course Evaluation' page. At the top, there's a title bar with a dropdown arrow. Below it, there are four tabs: 'Properties', 'Restrictions', 'Objectives', and 'Reports Setup'. The 'Restrictions' tab is currently selected and is highlighted with a red rectangular box.

Set a date range for a survey

You can specify a date range that your survey becomes available to users. You can also add surveys associated with a date to your course calendar.

You can select Has Start Date or Has End Date and specify the dates and times when users can access the survey. To display the survey in the Calendar tool, ensure the Hide from Users option is not selected, and select Display in Calendar.



The screenshot shows the 'Edit Survey - Course Feedback' page with the 'Restrictions' tab selected. The page has a light blue background. At the top, there are four tabs: 'Properties', 'Restrictions', 'Objectives', and 'Reports Setup'. The 'Restrictions' tab is active. Below the tabs, there are several settings:

- ☐ Hide from Users
- Availability**
- ☒ Has Start Date
 - Calendar icon 20... 00:01
- ☒ Has End Date
 - Calendar icon 2023... 23:59
- ☒ Display In Calendar

Control user responses in a survey

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

In the User Responses area, set the Attempts Allowed drop-down list to one of the following:

- **Unlimited** - Users can answer and submit a survey as many times as they want.
- **Single attempt that is editable** - Allows users a single survey attempt. They can re-access and edit responses as long as the survey is still available.
- **Limited** - Sets a number of permissible survey attempts.

User Responses

Attempts Allowed

Single attempt that is editable ▼

The user has a single survey attempt that they can re-access to edit their responses as long as the survey is still available to them.

Create special access to a survey

You can assign specific users a different set of survey availability dates, increase the time limit, allow different start and end dates for individual users.

Step 1: Set the Type of Access and select Add Users to Special Access

- Select **Allow selected users special access to this survey**.
- To restrict the survey only to users with special access, select **Allow only users with special access to see this survey**.

Special Access

Type of Access

- ☐ Allow selected users special access to this survey
- ☒ Allow only users with special access to see this survey

Add Users to Special Access

Step 2: Search for and select the users you want to assign special access to.

Users

View By: User Apply

Show Search Options

<input type="checkbox"/>	First Name ▲, Last Name, Org Defined ID
<input checked="" type="checkbox"/>	Brenden Anton (Id: Brenden Anton)
<input checked="" type="checkbox"/>	Fay Nunzio (Id: Fay Nunzio)
<input type="checkbox"/>	Paulina Emery
<input type="checkbox"/>	Shelly Sunil (Id: Shelly Sunil)
<input checked="" type="checkbox"/>	Tovi Khan (Id: Tovi Khan)
<input type="checkbox"/>	Xeno Manu (Id: Xeno Manu)

20 per page ▼

Add Special Access Cancel

Step 3: Click Add Special Access.

Add Special Access Cancel

Survey branching

When branching is used, survey questions are presented one at a time, each on a separate page. Page breaks are inserted between every question. Survey branching allows you to choose which question comes up next based on the user's response.

Step 1: Navigate to the survey's Edit Survey Properties page

Edit Survey Properties - Intro Survey

Properties Restrictions Objectives Reports Setup

General

Name*
Intro Survey

Category
no category ? [add category]

Feedback
☐ give instant feedback ?

Save and Close Save Cancel

Step 2: In the Survey Questions area, click Branching Wizard.

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. This is my first course using Brightspace.	Mandatory	T/F

Branching Wizard

Step 3: Choose the answers that you want to create a branch from and fill in appropriate branching information.

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.

Step 4: Select Save

Branching Wizard

#	Question	Type	Answer	Next	Ends Survey?
1	? This is my first course using Br...	T/F	True	2	<input type="checkbox"/>
			False		<input checked="" type="checkbox"/>
2	? Our first training session focus...	MC	Learner simulation	3	<input type="checkbox"/>
			Content	3	<input type="checkbox"/>
			Grades	3	<input type="checkbox"/>
			Assignments	4	<input type="checkbox"/>

Save Close

Invite Participants to take a survey

Step 1: Navigate to the survey's Properties page.

Edit Survey Properties - Intro Survey ▾

Properties Restrictions Objectives Reports Setup

General

Name *
Intro Survey

Category
no category ▾ ? [\[add category\]](#)

Feedback
☐ give instant feedback ?

Save and Close Save Cancel

Step 2: Select Invite Participants.

Invite Participants

Save and Close Save Cancel

Step 3: Complete the subject line and body of the email.

Invite Participants to take the Survey - Intro Survey ▾

Inviting participants using this workflow sends out per-user unique pre-authorized links so that users can take the survey without needing to log in.

Note: Survey invitations are always sent to a user's external email address.

Subject *

Survey invitation

Body *

Paragraph ▾ **B** *I* U Lato (Recomm... ▾ 19px (... ▾

Hello {FirstName} {LastName},

You have been invited to take the survey {SurveyName}.

Click {SurveyLinkStart} here {SurveyLinkEnd} to access it.

Step 4: Check the boxes next to the participants you want to invite.

<input type="checkbox"/>	Username	Org Defined ID	Name
<input type="checkbox"/>	Student		
<input type="checkbox"/>	Ebrown	Emmett_Brown	Emmett Brown
<input type="checkbox"/>	Jparker	Jennifer_Parker	Jennifer Parker

Step 5: Select Submit.

Submit

Cancel

Need Help?

If you need help creating a Survey in your Brightspace course, please contact the [Help Desk](#). For other Brightspace questions, please review the [Faculty Support Flow Chart](#) to ensure you contact the correct person or department.