

# ACADEMIC TECHNOLOGY SUPPORT



## Surveys

*Student Quick Start Guide*



e LEARNING

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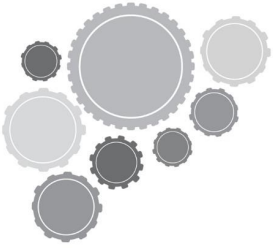
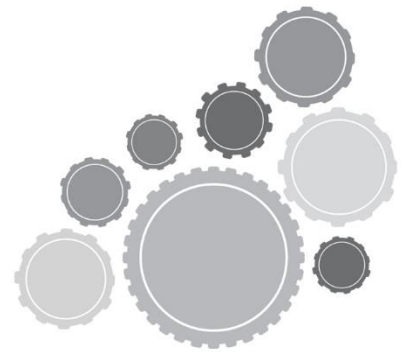


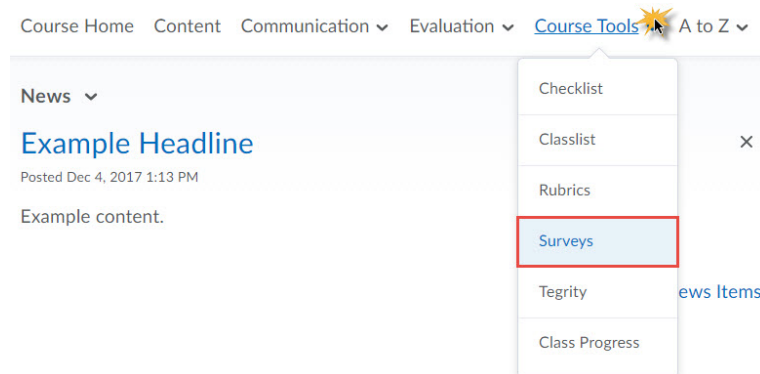
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# Accessing Surveys

To access **Surveys** in D2L, click on the *Course Tools* link group located in the top navigation bar and select **Surveys** from the drop-down menu.

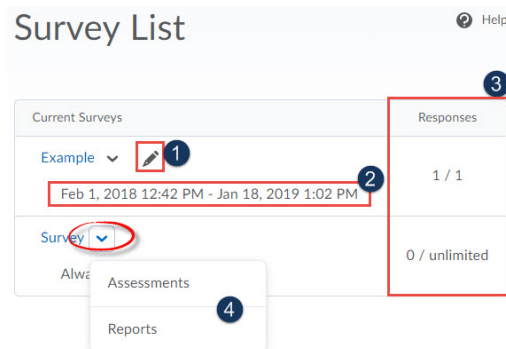


Use the **Survey tool** to access surveys that your instructor makes available to you. This tool also houses survey statistics that your instructor makes available to you.

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## Navigating the Survey List

Clicking on the Survey link from the Course Tools drop-down menu will direct you to the Survey List page. This page holds all surveys available to you. Use the image and related information to familiarize yourself with the Survey List page.



1. **Editable Survey** – The pencil icon denotes the ability to re-enter a completed survey to make changes to your survey submission. If the pencil icon is not present, you will not be able to edit your survey responses once it has been submitted.
2. **Survey Availability** – Below each survey are the dates and times each survey is available to you. Note that you will not be able to enter a survey before the start date and time or after the end date and time unless your instructor grants you special access.
3. **Attempts** – The attempts column will display the number of times your instructor will allow you to complete a particular survey as well as the number of attempts you have completed. Note that an asterisk (\*) next to your attempt signifies that your attempt has not been submitted.

4. **Context Menu** – The context menu is accessed by clicking the downward-facing arrow icon to the right of the survey name. This submenu contains links to submission information and survey reports.
  1. *Assessment* – The Assessment page lists only the assessment information made available.
  2. *Reports* – The reports page lists all survey reports for which your instructor has granted you access.

## Completing a Survey

To begin a survey, click on the **survey name** on the **Survey List** page. Clicking the name of the survey will redirect you to the page which holds the survey questions.

## Answering Questions

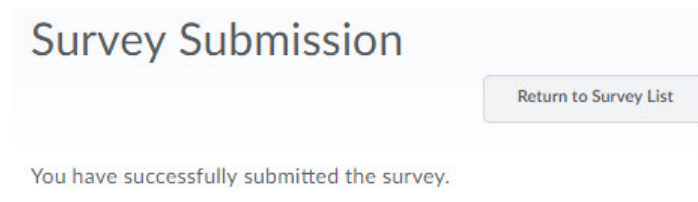
Answer the survey questions by selecting an answer from the list of options or by typing your answer in the appropriate text box.

After receiving this training, I:

#	Statement	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A
1	Feel more confident using both synchronous and asynchronous communication tools in my online course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Understand how the LOR can help me in the development of my online course development.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Am able to use the more complex components of the quizzing and survey tools.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Will be able to put an online course together more quickly than prior to the training.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Submitting a Survey

Once you have answered all of the questions you will need to press the **Submit** button located at the bottom of the page. Clicking this button will display any unanswered questions. This will be your final opportunity to revisit the questions you left unanswered before finally submitting the survey. Click the **Submit** button when you are ready to submit your survey responses. You will be asked if you are sure; click **OK** to continue.

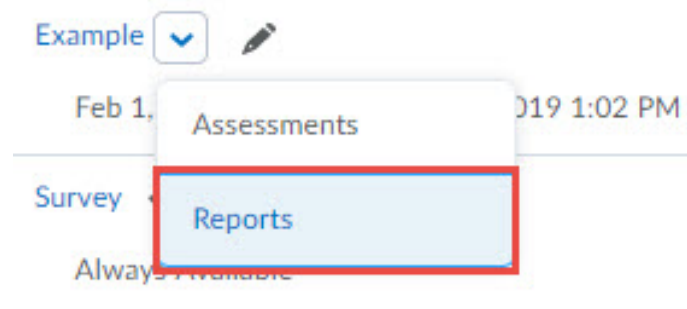


Click the **Return to Survey List** button on the confirmation page to return to the list of surveys available to you.

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## Viewing Survey Results

Your instructor may choose to make the survey results available to you and your classmates. If so, follow these steps to view the survey results:



1. From the quiz list, click the **context menu** of a survey
2. Select **Reports**

From the **Report List** Page, click on the **Report Name** hyperlink (blue text)

The **Generate Report** page will display. You can click the **Generate HTML Report** button to view all survey results. Alternately, you may enter a specific date range before clicking the **Generate HTML report**. This option will display the results for surveys submitted within the date range you specified.

## Generate Report

Generate HTML

### Student Survey Feedback

For attempts completed

From

1/25/2018

Now

To

2/1/2018

Now

Done

[Go Back to Generate Report](#)

[Print Report](#)

## View Report

### Student Survey Feedback

User 1

#### Question 1

Sample

Sample

Strongly Disagree	<input type="checkbox"/>	0 (-)
Disagree	<input type="checkbox"/>	0 (-)
Neutral	<input type="checkbox"/>	0 (-)
Agree	<input type="checkbox"/>	0 (-)
Strongly Agree	<input type="checkbox"/>	0 (-)

Sample

Strongly Disagree	<input type="checkbox"/>	0 (-)
Disagree	<input type="checkbox"/>	0 (-)
Disagree	<input type="checkbox"/>	0 (-)
Neutral	<input type="checkbox"/>	0 (-)
Agree	<input type="checkbox"/>	0 (-)
Strongly Agree	<input type="checkbox"/>	0 (-)

## Survey Errors

Rarely, you may encounter difficulties with the system during a survey. Any time you experience a computer or internet-related malfunction, simply reopen D2L and attempt to access the survey again. Oftentimes, reestablishing your internet connection and restarting your web browser resolves the majority of these issues.