Brightspace Survey Tool

The Survey Tool in Brightspace is an excellent choice for course introductions, student feedback on assessments, and overall course evaluation. This tool integrates with the Quiz Tool & Question Library and will use the same question styles, without marking an answer right or wrong.

Accessing the Survey Tool

The Survey Tool can be found under the Course Admin tab in Brightspace, within the "Assessment" category. Once opened, the survey interface is very comparable to the quiz interface, as seen below.

To get started, click "New Survey" to bring up the Survey set up page. There are 4 tabs across the top, beginning on the **Properties** tab. Give the survey a name and decide if instant feedback and/or anonymous submissions should be enabled. Add a description or submission message if needed. After this is complete, use the Add/Edit Questions button to create the survey questions.

Multiple Choice and True or False question types work very well for surveys as students can rate an item on a scale or answer yes/no questions respectively.

The **Restrictions** tab is where a start/end date can be set up and amount of user responses can be limited. By default, surveys have unlimited attempts per student, meaning students could answer multiple time. The recommended use is "Single attempt that is editable" to ensure accurate reporting.

The **Objectives** tab is where learning objectives can be added, if necessary.

The **Reports Setup** tab is where reports for the analysis of survey data can be created. Choose Add report, and then fill out the information on which data needs to be reported. There is a section to choose who sees this report. Set this to Instructor.

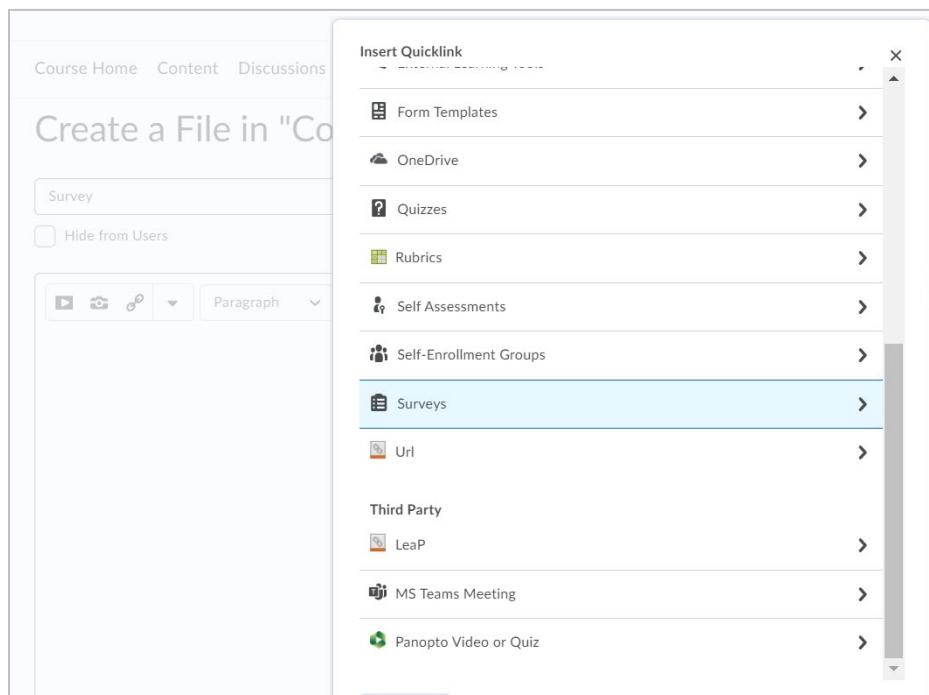Once all information has been added to the Survey, hit Save and Close.

Linking the Survey in the Course

The survey can be linked to any module in course content via Existing Activity>Surveys.
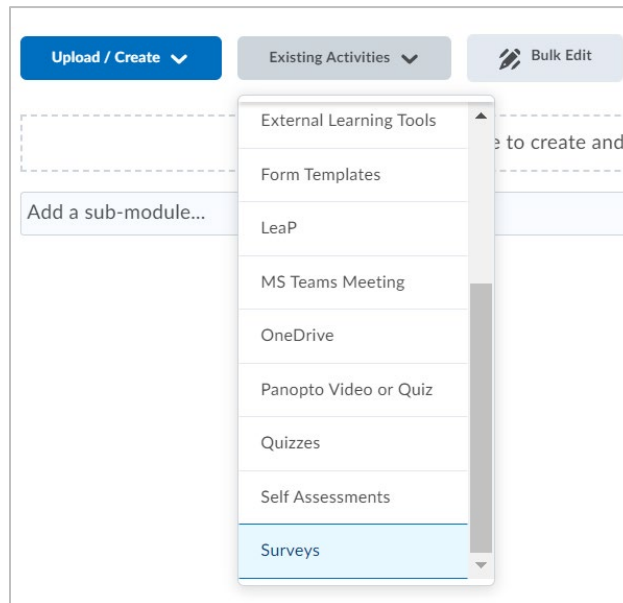
The survey can also be linked to an announcement, or any page that utilizes the HTML editor by using the "Insert Quicklink" option and choosing Surveys from the dropdown list.

Viewing Survey Data and Results

Once completed by students, navigate back to the Survey Tool, click the drop down next to the survey and choose reports. Here the reports previously set up in the Survey editor will be visible, click them. A new screen will appear that allows a date range to be selected. Leave this blank if all results are desired, then select either a CSV, Excel, or HTML report. For this example, an HTML report will be used. A report will be generated with the survey results, as shown below.