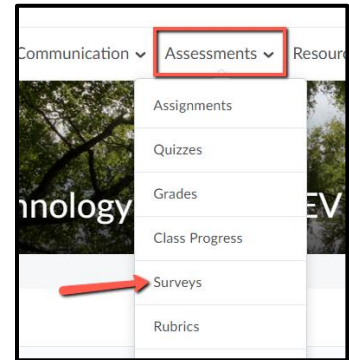




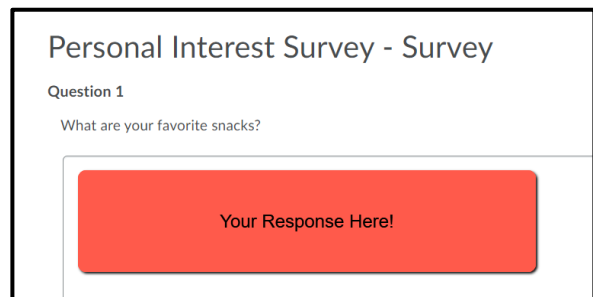
Taking Surveys in D2L Brightspace

Surveys are *ungraded* ways for your instructors to gain your feedback on any aspect in the course. You can find additional important information about surveys below.

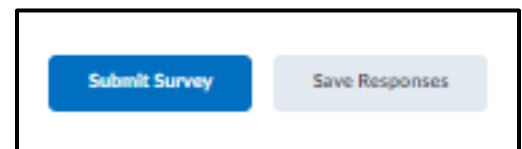
- 1) From the course navbar, click **Assessment** and then click **Surveys**. Then, select the survey you want to complete.
 - a) Much like quizzes and assignments, surveys can also have specific start, end, and due dates. Be aware of these, when you are looking begin a new survey!



- 2) Answer the survey questions.
 - a) Survey questions can come in many forms - selected response questions (multiple choice, true and false, matching, and ordering), text input questions (short answer, fill-in-the-blank, arithmetic, significant figure, and plain-text written response questions), and HTML-enabled written response questions.



- 3) Once you have finished, click **Submit Survey**. There will then be a confirmation message that pops up, asking you if you are sure you want to submit. If you are, click **yes**.



- 4) A page will show up stating you have successfully submitted the survey. You may then click **Return to Survey List**, or elsewhere using the course navbar.


Troubleshooting D2L Course Issues:

- *How many attempts do I have for a survey?*
 - You can view how many attempts you have for a survey from the Responses column on Survey List page. There are three attempt types for surveys:
 - **Unlimited attempts:** you can retake the survey as many times as you like before the survey closes.
 - **Single, editable attempt:** you can take the survey once and are able to edit your responses before the survey closes; if you return to the attempt, remember to



submit it again even if you do not make any changes otherwise it will be in-progress

- **Limited attempts:** you can take the survey a set number of times before the survey closes.

Current Surveys		Responses
Personal Interest Survey ▾	Unlimited Attempts	1 / unlimited
Video Feedback Survey ▾ 	Single, Editable Attempt	0 / 1
Final Class Experience Survey ▾	Limited Attempt	0 / 2

➤ *Can I review a submitted survey attempt?*

- Unlike quiz submissions, you cannot review a submitted survey attempt if the survey has Limited or Unlimited attempts.
- You can only review a survey attempt if the survey is a **single, editable** attempt and the survey is still open. To review your responses, follow these steps:
 - Click on the **survey** that is editable (i.e. an edit pencil icon)
 - Within the survey attempt, scroll through the page(s) to review and/or change your responses.
 - When finished, click **Submit Survey** and click **Yes** in the confirmation window.
 - Click **Return to Survey List**.
- ****After viewing your responses, remember to submit the attempt again, otherwise it will be marked as in-progress****

