

# Create a Survey in Brightspace

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## Overview

Surveys allow you to solicit feedback from students. You can gather anonymous or non-anonymous responses. Likert-style rating is available for surveys. Surveys can also be designed with [branching](#) questions for more advanced surveys.

## Objectives

By following the guide, you will be able to:

- Part 1: Locate the Surveys Tool
- Part 2: Create New Questions in the Question Library
- Part 3: Import a (properly formatted) csv file into the Question Library
- Part 4: Edit Existing Questions in the Question Library
- Part 5: Create a Survey
- Part 6: Import Questions to the Survey from the Question Library
- Part 7: Create New Questions Directly in the Survey
- Part 8: Manage Survey Settings
- Part 9: Make the Survey Available to Students
- Part 10: View Statistics of the Survey Results
- Part 11: Create a Survey Report

## Part 1: Locate the Surveys Tool

1. Login to Brightspace.
2. Click on the course.
3. On the navbar, click **Course Admin**.
4. Select **Surveys**.

## Part 2: Create New Questions in the Question Library

Note: Refer to the following guide which includes a list of the different question types:

[Introduction to Brightspace Assessment Tools & Question Types](#)

1. Click the **Question Library** tab.
2. Create a Section to act as a folder to keep the questions organized.
  - 2.1 Click the **New** button.
  - 2.2 Select **Section** in the dropdown menu.
  - 2.3 In the **Section Title** field, enter a name. (Ex: Midterm Survey Questions)
  - 2.4 Click the checkbox to **Hide Section Title from learners**.
  - 2.5 Click **Save**.
3. Click the link to the section you created (Midterm Survey Questions)
4. Click the **New** button to expand the drop-down menu.
5. Select a question type from the drop-down menu.
6. Depending on the question type, enter the survey information.

Note: Different question types may have slightly different settings.

### For Example: Multiple Choice Questions (MC)

**Note:** When used in a survey, questions will not present as having a correct or incorrect answer. However, when instructors build questions directly in the survey, they are not required to indicate correct/incorrect options.

- 6.1 Enter the question in the **Question Text** area.
- 6.2 Enter response options in the **Answers** area.
  - Click **Add Answer** to enter additional response options.
  - Click the delete icon **X** to remove response options.
- 6.3 Click the **Options** link in the top-right
- 6.4 Select **Add Custom Weights** in the dropdown menu.
- 6.5 Enter **100** in each of the Answer weight fields.
- 6.6 Click the **Save** button.
7. Repeat steps 4-7 to add additional questions to your section.
8. When finished creating questions, click the **Done Editing Questions** button, located in the top-right, to return to the Manage Surveys tab.

### Part 3: Import a (properly formatted) csv file into the Question Library

Note: These instructions are to import a csv file that was properly formatted for Brightspace. One option is to use the [Quiz Question Converter located in the Brightspace Community](#). For a sample midterm survey which has already been generated and ready to import into Brightspace, see [Midterm Survey Question Bank \[CSV Import File\]](#).

1. On the navbar, click **Course Admin**.
2. Select **Surveys**.
3. Click the **Question Library** tab.
4. If you have not already, create a Section to act as a folder to keep the questions organized.
  - 4.1 Click the **New** button.
  - 4.2 Select **Section** in the dropdown menu.
  - 4.3 In the Section Title field, enter a name. (Ex: Midterm Survey Questions)
  - 4.4 Click the checkbox to **Hide Section Title from learners**.
  - 4.5 Click **Save**.
5. Click the link to the section (Ex: Midterm Survey Questions)
6. Click the **Import** button.
7. Select **Upload a File** in the dropdown menu.
8. Click **Browse Files** to locate the file on your computer.
9. Click the **Import All** button.
10. Click **Done Editing Questions** to return to the Manage Surveys tab.

### Part 4: Edit Existing Questions in the Question Library

1. From Surveys, click the **Question Library** tab.
2. If the questions are in a section folder, click directly on the section title (Ex: Midterm Survey Questions).
3. Locate the question to edit and click directly on the question title.
4. You may now edit the question.
5. Click the **Options** link in the top-right to add additional settings.
6. Click the **Save** button when finished.
7. If the question is already located in a survey, confirm where you would like to apply the change by checking those items, then click **Save**.

8. Click the **Done Editing Questions** button in the top-right.

## Part 5: Create a Survey

1. Navigate to the Surveys tool.
2. On the 'Manage Surveys' tab, click **New Survey**.
3. Click in the 'Name' field and type a name for the survey [Ex. Midterm Survey].
4. Set the following optional settings:
  - **Category:** Use this option, to organize a variety of surveys. Select an existing Category for your survey or create a new one by selecting [add category].
  - **Feedback:** Select whether to give learners instant feedback on survey questions.
  - **Anonymous:** Select whether survey results should be anonymous.  
**NOTE:** Once a survey is saved as **Anonymous** the setting cannot be changed.
  - **Description:** The description will appear in the module when linked in Content to tell the learner what the survey is about before they click into it. Select the "on" radio button to enable the Description field.
  - **Submission Message:** A Submission message will appear after the learner submits the survey. Leaving this area blank will result in the default message "You have successfully submitted the survey." (The Submission message is always "on".)
  - **Page Footer:** If turned on, the footer is shown at the bottom of the survey.
5. Click **Save and Close**

## Part 6: Import Questions to the Survey from the Question Library

1. From Surveys, click on the survey to edit.
2. From the 'Properties' tab, click the **Add/Edit Questions** button.
3. Click the **Import** button.
4. Click **Browse Question Library**.
5. Select the questions to pull into the survey:
  - To select the entire section (Ex: Midterm Survey Questions section made in Part 4), click the check box next to the section name.
  - To only select certain questions, click the arrow to expand the section.
6. Click the **Add** button at the bottom of the page.

7. Click the **Done Editing Questions** button, located in the top-right, to return to the Manage Surveys tab.
8. Scroll down to see a list of all the questions.
9. Click the **Save and Close** button.

## Part 7: Create New Questions Directly in the Survey

Note: Refer to the following guide which includes a list of the different question types: [Introduction to Brightspace Assessment Tools & Question Types](#)

1. Click the link to the survey to edit.
2. From the 'Properties' tab, scroll down and click the **Add/Edit Questions** button.
3. Click the **New** button to expand the drop-down menu.
4. Select a question type from the drop-down menu.
5. Depending on the question type, enter the survey information.

Note: Different question types may have slightly different settings.

### For Example: Likert Questions

- 5.1. Enter instructions in the **Introductory Text** area.
- 5.2. Select the type of Likert scale to use.
- 5.3. To 'include a N/A option', check the box.
- 5.4. Scroll down and enter each question in a separate text box.
  - To add more text boxes for additional questions, add the number of needed text boxes, then click the **+Add Option** link.
6. Click the **Preview** button located along the bottom of the page to view how the survey will look to respondents.
7. Click the **Done** button to exit the Preview.
8. When finished creating the question, click the **Save** button.
9. Repeat Steps 3-8 to build more questions.
10. When finished creating the question(s), click the **Done Editing Questions** button, located in the top-right, to return to the survey page.

## Part 8: Manage Survey Settings

### Properties Tab

1. From Surveys, click on the survey to edit.
2. From the **Properties** tab, below the survey name, review the additional optional settings that were not available in Part 5 (Create a Survey):
  - **Questions per page:** Specify the number and click the **Apply** button.  
(Note: If left blank, the entire survey will display on the same page.)
  - **Paging:** Use this option to **Prevent moving backwards through pages**.
  - **Shuffle questions at the survey level:** Use this option to shuffle questions in the survey AND shuffle each of the sections if the survey has multiple sections.
    - **IMPORTANT:** If you want to keep multiple sections in a specific order, do NOT check this box. Alternatively, shuffle the questions at the section level:
      - From the survey, click the **Add/Edit Questions** button.
      - Next to the section, click the dropdown arrow and select **Edit**.
      - Check the box to **Shuffle questions in this section**.
  - **Invite Participants:** Use this option to email a survey link directly to learners.
    - 2.1 Click the **Invite Participants** button located at the very bottom of the page.
    - 2.2 In the **Subject** box, use the default subject or enter your own.
    - 2.3 In the **Body** area, Brightspace has provided a default message with replacement strings that will automatically fill in your survey information and learner names. Add more information or instructions if desired.
    - 2.4 Check the box next to **Learner** to select all learners who will receive the email. Deselect any learners who should not receive the email.
    - 2.5 Click **Submit**.

### Restrictions Tab

3. Click the **Restrictions** tab to modify the survey's availability and review the settings.
  - **Visibility:** When ready to release the survey, deselect the **Hide from users** check box.

- **Availability:** Enable Start and End Dates to specify the timeframe in which learners can access the survey. (Note: The survey will always be visible in the Table of Contents, but only be accessible during the availability dates.)
  - **Additional Release Conditions:** Use this setting to create and attach selective release conditions.
  - **User Responses:** Click the **Attempts Allowed** drop-down menu to change the number of times a learner may complete the survey.
  - **Special Access:** Use this setting to add special access to certain learners.
4. When you are satisfied with your survey, click **Save and Close**.  
(Now, your survey will display on the **Manage Surveys** page.)
  5. To Preview the survey: Click the drop-down arrow next to the survey link and select **Preview** in the dropdown menu.

## Part 9: Make the Survey Available to Students

A survey can be made available to students three ways: A link in Content, an email invitation, and/or a Quicklink in Announcements.

1. Confirm that the survey is visible to students. (See Part 8, Step 3 “Visibility”)
2. Place a link to the survey in Content.
  - 2.1 Click **Content** in the black navigation bar.
  - 2.2 From Content, identify the module in which you want to link the survey.
  - 2.3 On the left panel, click the module
  - 2.4 Click the **Existing Activities** button.
  - 2.5 Select **Surveys** in the dropdown menu.
  - 2.6 In the Surveys list, select the survey to link by clicking directly on the name.  
(Note: The Activity will display at the end of the module. Use the drag handles to relocate the link if needed.)
3. Send an Invitation with a link to the survey. (See Part 8, Step 2 “Invite Participants”)
4. Create an Announcement with a Quicklink to the survey (See the [Create an Announcement in Brightspace guide, Part 1](#)).

## Part 10: View Statistics of the Survey Results

Use this view to see quick statistics on each survey question. Survey 'Statistics' data is the same data displayed in the 'Summary' Report in Part 11. Survey results are not viewable by students.

1. On the **Manage Surveys** page, click the down-arrow next to the survey name.
2. Select **Statistics** in the dropdown menu.
3. Use the back arrow to return to Manage Surveys.

## Part 11: Create a Survey Report

Survey Reports allow you generate and export reports as a CSV, Excel, or HTML file. To view reports, you must first set up the report and what roles have permission to view it, such as only Instructors or including Teaching Assistants. If applicable, share reports to students by sharing the file or URL link to the report.

1. From Surveys, click the name of the survey.
2. Click the **Reports Setup** tab.
3. Click **Add Report**.
4. Enter a **Report Name**.
5. Choose a **Report Type**:
  - **Summary Report** - You can display aggregate data for multiple choice, true and false, Likert, multi-select, and matching question types. You can also display text responses for written response, short answer, and fill in the blanks question types.
  - **Individual Attempts** - This report displays each attempt individually. You can choose to hide the user's first and last name when the Individual Attempts report is viewed.
6. You can choose to immediately release a report after a survey submission or enter an alternate date and time.
7. In the **Release Report To** section, select the check box beside each role you want to release the report to.
8. Click **Save**.