How to add a Survey of Instruction to your online course

1. If you have multiple online courses, you will receive an e-mail for each with a unique link for each course. The course information for the link will be included in the e-mail. You can verify by clicking on the link to see the barcode.

For example: JANZ113COMM110119
- The first four letters are the first four letters of the instructor’s last name. Ani Janzen is used for this example.
- The first set of three numbers indicates the semester. You do not need to understand how to read this, but your Dean’s Assistant can help if you want to know.
- The next four letters are the department in which the course is taught, the example is for Communication.
- The next four numbers are the course number that appears in the catalog.
- The last two numbers are the section number that you’ll find on your class lists, on D2L and in the course schedule.
2. Go to your course in D2L. Click on “Assessments” on your navigation bar and then “Quizzes.”

3. Manage Quizzes tab
   - Click New Quiz

4. Properties tab:
   - Step 1: Name your Quiz Survey of Instruction
   - Step 2:
     - Click Add Edit Questions
New Quiz

Properties

Restrictions  Assessment  Objectives  Submission Views  Reports Setup

General

Name

Category

[add category]

Quiz Questions

This quiz is empty.

Add/Edit Questions

Description / Introduction

Page Header / Footer

Optional Advanced Properties

Expand description / introduction

Expand page header / footer

Expand optional advanced properties

Save and Close  Save  Cancel
• Click **New** and then **Text Information (TXT)** from the dropdown
• Enter the text provided below using copy/paste (A quick copy/paste is to highlight the text, click **CTRL C** to copy and **CTRL V** to paste into the box—a right click and paste doesn’t work in D2L in some browsers)
• **See below for the Survey of Instruction Link added to this box**

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You may copy and paste the following into the Question Text Box, then follow below:
“Please click on the following link to take you to an external survey site. Providing feedback on your experiences in this course is important so that we can make improvements for future students. Instructors cannot access your responses to the survey until grades are submitted and your responses are anonymous. When you are done with the survey, return to D2L and click **Go to Submit** and **Submit your Quiz** to finish your Survey using the Quiz tool.”
• Click **Insert Quick Link**

<table>
<thead>
<tr>
<th><img src="image.png" alt="Image" /></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image.png" alt="Image" /></td>
</tr>
</tbody>
</table>

• Select **URL** from the drop down menu and click the arrow on the right

• Paste the URL into the URL* box—Hint: remove the http:// first with back space!

• Hint: Make sure you get all of the link from the email, including the = sign at the end!

• Add a **Title** to the Insert Quicklink only example- *Survey of Instruction*

• Select **Open in New Window** If you do not open in a new window, the survey will not display in D2L. If you are concerned that a student took your survey more than once by saving the survey URL, let your Dean know immediately.

• Select **Add**

• Create some spacing between the directions text and the survey link

• Create some spacing between the survey link and the bottom of the text box

• Click **Save**
5. Restrictions tab.

- Select Active for the status so the student will be able to see the quiz
- Set dates if you wish for the survey to only be displayed for a certain period of time or include the start date
- Display in Calendar allows students to get further notification of the survey
- Ignore the rest of the settings and scroll to the Timing
- Enter a Time Limit of 15 minutes and click Enforced Show Clock
- Auto Submit Attempt this prevents the students from entering the survey again
- Click Save
6. News item: Now you could insert a New News Item and Follow these directions:

- Click New News item
- Add a Headline, example Survey of Instruction
- Click Insert Quicklink
• Select Quizzes
• Select Survey of Instruction from your Quiz List
7. **Preview** your (Quiz) survey to check for any errors in the survey link. (reminder most common is = left out)
   - Click the small arrow to the right of the survey name
   - Click **Preview**

Questions? Contact Karen Wassermann, Karen.wassermann@normandale.edu