

SURVEYS-GATHERING STUDENT FEEDBACK IN BRIGHTSPACE

NOW YOU CAN GATHER STUDENT FEEDBACK WITHIN YOUR MODULE USING SURVEYS TOOLS IN BRIGHTSPACE. YOU CAN USE IT FOR:

- ONGOING/FINAL FEEDBACK ON THE MODULE
- NEW APPROACH FEEDBACK ON ANY PILOTS
- STUDENT PRESENTATIONS FEEDBACK
- DURING/AFTER LECTURE FEEDBACK



SURVEYS ARE MODULE SPECIFIC AND BELOW YOU WILL FIND INSTRUCTIONS HOW TO SET THEM UP.

1 Start with accessing your module and going to Module Tools

The screenshot shows the Brightspace navigation bar with 'Module Tools' selected. A dropdown menu is open, listing various tools. The 'Surveys' option is highlighted in blue. A teal arrow points from the text 'Select Surveys and NEW SURVEY' to the 'Surveys' option in the menu.

2 Give a name to your survey and go through all settings

The screenshot shows the 'Manage Surveys' settings page. The 'Restrictions' tab is selected. Annotations include:

- An arrow points to the 'Restrictions' tab with the text: "You might consider restrictions for accessing this survey (START and END date)".
- An arrow points to the 'give instant feedback' checkbox with the text: "Consider INSTANT FEEDBACK and ANONYMOUS results for your survey".
- An arrow points to the 'Add/Edit Questions' button with the text: "Add questions to the survey once ready with settings".
- An arrow points to the 'Description / Submission Message' section with the text: "Submission message, might be crucial for feedback".

3 There are quiz-like questions available to you, with Likert Scale added to the list.

Test survey

New Import

Section

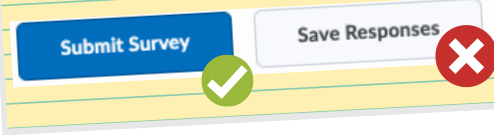
- True or False Question (T/F)
- Multiple Choice Question (MC)
- Multi-Select Question (M-S)
- Written Response Question (WR)
- Short Answer Question (SA)
- Multi-Short Answer Question (MSA)
- Fill in the Blanks Question (FIB)
- Matching Question (MAT)
- Ordering Question (ORD)
- Likert Question (LIK)

4 Select the type of questions you would like to ask your students. You can have more than one question per survey, but keep it relatively short

Likert Scale Questions which can be useful when surveying your students.

- One to Five (1 - 5)
- One to Eight (1 - 8)
- One to Ten (1 - 10)
- Agreement Scale (Disagree - Agree)
- Satisfaction Scale (Dissatisfied - Satisfied)
- Frequency Scale (Never - Always)
- Importance Scale (Unimportant - Important)
- Opposition Scale (Oppose - Support)

Use a **Section** at the beginning of the survey to provide information to students and let them know to click on **SUBMIT SURVEY**, **not** save responses to submit.



You have these options, and the system will automatically create the scale, you just need to identify the "areas" in your scale

5 Once you add questions, it would be advisable to Preview the survey. You can then also manage some additional settings regarding the questions.

Survey Questions

Questions per page: Apply

These settings might be useful for longer surveys

Paging: Prevent moving backwards through pages

Shuffle questions at the survey level
Also shuffles sections at the survey level. Does not cascade to sub-sections

Add/Edit Questions

Edit Values

Page Name

1 Q1. Select the group you are in

Type Mandatory MC

1 Q2. activities in this module

LIK

Branching Wizard

#	Question	Type	Answer	Next	Ends Sur
1	Select the group you are in	MC	A	<input type="checkbox"/>	<input type="checkbox"/>
			B	<input type="checkbox"/>	<input type="checkbox"/>
			C	<input type="checkbox"/>	<input type="checkbox"/>
			D	<input type="checkbox"/>	<input type="checkbox"/>
2	activities in this module	LIK			

You can build more **advanced Surveys** with **BRANCHING WIZARD** here

6 Before Saving the Survey, you might consider also sending invites to students, who will then get a customised message from you.

Invite Participants → Invite Participants to take the Survey - Test survey

Note: Survey invitations are always sent to a user's external email address.

Subject: Survey invitation

Body:

Hello {FirstName} {LastName},

You have been invited to take the survey {SurveyName}.

7 Then you can also link the survey to My Learning space adding it from a drop down in EXISTING ACTIVITIES

The screenshot shows the 'week 4.1' page in My Learning space. The 'Existing Activities' dropdown menu is open, and 'Surveys' is highlighted. An arrow points to the 'Add Activity' dialog box, which shows a search for 'Test survey' and lists it as an available activity. Another arrow points to the 'Add the Survey' text in the center of the page.

If used to the Module Builder, you can also add the Survey there by adding a link and selecting the relevant Survey

The screenshot shows the 'Build Outline' and 'Add Content' sections of the Module Builder. A 'Test survey' link is visible in the 'Add Content' section under the 'week 4.1' sub-unit. An arrow points from the 'Add Content' section to the 'Test survey' link.

To view inputs go to Surveys, select the one you need to view and select **Statistics** from a drop down menu. Always **preview** your survey!