

Quick Start Guide to: Building a Survey

Step 1: Access the Surveys tool by clicking **Edit Course** in your D2L course navigation, then click **Surveys**.

Step 2: Build your Survey questions in the **Question Library**. For help with building questions in the Question Library visit our Question Library Help page at: <http://help.d2l.arizona.edu/QL>.

Step 3: Click the **New Survey** button to create a new Survey. From within the **Properties** tab name your Survey and complete any additional desired settings. For more information about the options available in the **Properties** tab visit our help pages at: <http://help.d2l.arizona.edu/SVYProp>

Step 4: From within the **Properties** tab click the **Add/Edit Questions** button, and then import your questions from the **Question Library**. For help with importing questions to your Survey visit our help pages at: <http://help.d2l.arizona.edu/SVYAEQuest>

Step 5: Click the **Restrictions** tab and set all desired date and time restrictions. Within this page you may also set the number of attempts allowed and provide special access to the Survey. For more information about the options available on the **Restrictions** tab visit our help pages at: <http://help.d2l.arizona.edu/SVYRestrict> .

Step 6: Provide your students a link to the Survey. This can be done by adding the Survey tool to your course navigation, or by adding a link to the Survey in Content. Directions for adding the Survey tool to your course navigation can be found on our help pages at: <http://help.d2l.arizona.edu/NAVMod>. For help adding a link to your Survey in Content, visit our help page at: <http://help.d2l.arizona.edu/CONAEActiv> .