

Track Survey Submissions to Give Credit to Students

Overview

To promote completion rates for course surveys, instructors may decide to track submissions and award extra credit to students who complete the survey. Unfortunately, Surveys cannot be directly linked to the gradebook. However, there are some tracking options to determine who has completed the survey. This guide provides recommendations for surveys that are NOT set as anonymous, and a workaround for tracking anonymous surveys. Remember, once a survey is marked anonymous, the user submissions cannot be directly tracked.

Objectives

By following the guide, you will be able to:

Part 1: Track Submissions for Non-Anonymous Surveys

Part 2: Track Submissions for Anonymous Surveys

Track Submissions for Non-Anonymous Surveys

These recommendations are only for surveys that are NOT set as anonymous.

- Use the **Surveys** tool to view the **Statistics** for the survey. To do this:
 - On the navigation bar, select **Course Admin**.
 - Under the assessment heading, select **Surveys**.
 - Select the downward arrow next to the survey name and from the menu, select **Statistics**.
 - From Statistics view, click the **'Attempts'** tab to see a condensed list of students who submitted a survey attempt.
- Use the **Surveys** tool to create a Report for Individual Attempts that can be exported.

To do this:

- Navigate in content to the survey.
- Select the **Survey Setup** button.
- Select **Reports Setup** tab.
- Name the report.

- Adjust report type and release timing according to preferences.
 - Select the roles the report can be released to.
 - Select **save**.
- Use the **Intelligent Agents** tool to receive an email for each survey submission. To do this:
 - Select **Course Admin** from the navigation bar.
 - Select the **Intelligent Agents** link.
 - Select **New Agent** button.
 - Name the agent.
 - Check the “Agent is enabled” box to make the agent active.
 - From the scheduling menu, select how often you want to be notified.
 - For this, select ‘All users visible in classlist’ radio button.
 - Select **Create** button under Release Conditions.
 - Scroll to the bottom of the condition type dropdown menu to locate the option **Completed Survey Attempt**.
 - Select the survey you want to track from the survey dropdown menu.
 - Select **Create**.
- Use the **Class Progress** tool to change your dashboard to include a summary of which students have completed surveys. This view does not show you the individual attempts.
 1. Click **Class Progress** in the navigation bar.
 2. Click the link to **Settings** located in the top-right.
 3. Click the dropdown arrow next to one of the indicators to replace.
 4. Select **Replace**.
 5. Scroll down and click on **Survey Completion Summary**.
 6. Click **Save and Close**.

Track Submissions for Anonymous Surveys

Although, anonymous submissions cannot be directly tracked, there are some workarounds to help identify which users may have (vs not) submitted a survey.

- Use class incentives to increase submission numbers. Consider offering extra credit for the entire class (all or nothing) IF there is a 90% completion rate for the survey. Check Statistics in the Survey tool for the number of attempts. (Note: This approach may work better for face-to-face classes.)
- Use the **Content** tool to view each student's interaction with the survey.
 1. Click **Content** in the navbar.
 2. Click the **Table of Contents** link in the navigation panel on the left side of the page.
 3. Click the Related Tools button along the top.
 4. Select **View Reports** in the dropdown menu.
 5. Scroll down to the module where the survey link is located.
 6. Under the 'Users Visited' column, click the blue number link.
 7. This view will display a list of the student names along with the number of visits and time spent on the survey topic.