**How to Create an Anonymous Survey in Brightspace**

It is important for instructors to identify knowledge gaps early in the semester. This gives students the opportunity to address their questions and concerns and it also gives instructors the opportunity to adjust their course outlines, if needed.

A great way to do this is to create an anonymous online survey that can be created right in Brightspace. The survey can then be added to a content area or to an announcement.

For this example, I’m going to create a two-question survey with one question that branches into one other question. Make sure to indicate in the survey title or description that it is anonymous.

1. The first step is to log into the course and from your navbar, go to Course Tools-->Surveys. You can also access the Survey tool from the Course Admin area.
2. Click on New Survey.
3. Enter a name for the survey.
4. It is not necessary to include a category.
5. If you will include feedback in the survey and you want students to be able to access this, select “give instant feedback.”
6. Select “make results anonymous.”
7. Click on Add/Edit questions to enter the question editor. You can select from a variety of questions from true/false, multiple choice, multiple answer, written response, and more. Add each question one by one. To add feedback, click on Options, before saving the question.
8. If your survey has branching questions, continue to add them. You will be able to link them to their initial questions in the next step.
9. To reorder questions, click on Order in the question editor. You can also mark questions mandatory by selecting the questions you want to make mandatory then selecting Edit Values.
10. When you’re finished, click on Done Editing Questions.
11. To add branching, click on the Branching Wizard. Type in the number of the question that a question should branch to. When done, click on Save.
12. If you want to include a custom submission message, enter it in the Submission Message field.
13. Click on Save and Close.
14. If you need to make any edits, click on the down-arrow next to the survey name and select Edit.

Now it’s time to link the survey in your course.

To link to the survey in a content area:

1. Go to a content area, click on a module, then click on the “Existing Activities” button.
2. Scroll down to Surveys. Select the survey from the list. This adds the survey to your module. You can reorder the survey by dragging it to a higher position.
3. Make sure to open the “eye” icon to make your survey visible to students.

To link to the survey in an announcement, create a new announcement, click on Insert Quicklink, select Surveys and select the survey from the list.

To review survey results, go back to the Surveys tool, click on the down-arrow next to the survey’s name, then select Statistics.

If you would like to export the report in a spreadsheet, do the following:

1. click on the **name** of the survey—do not click on the down-arrow—and then click on the Reports Setup tab.
2. From here, click on Add Report. Choose the report type, a date for release (if not immediately), and then scroll down to SUF-Instructor, then click Save and Close.
3. Now go back to the original Survey page, click on the down-arrow next to the survey, click on Reports, then select Generate Excel. This downloads the report to your computer in Excel format.