Surveys

Surveys are useful for getting feedback from students about an assignment, evaluating a course or instructor, conducting a poll or performing knowledge checks. Surveys function much like tests except no points are awarded. Survey responses are anonymous and the instructor may only view when more than one participant has taken the survey.

How to Create a Survey

1. On the Control Panel click **Tests, Surveys and Pools**

2. Select **Surveys**
3. Click **Build Survey** (for new survey) or **Import** (for survey created previously in another course that has been exported – see below)

![Build Survey Import Survey]

4. Name the survey and click **Submit**.

![Survey Information]

5. Add questions to the survey by clicking **Create Question** (new survey), **Find Questions** (individual questions to reuse from an existing survey) or **Upload Questions** (using survey questions created outside of Blackboard). **Refer to Blackboard Help for information on specific file and question formats that must be used for the Upload Questions function to work properly.**

![Create Question Find Questions Upload Questions]
Create Question

1. Select a question type

![Create Question](image)

- Calculated Formula
- Calculated Numeric
- Either/Or
- Essay
- Fill in Multiple Blanks
- Fill in the Blank
- Hot Spot
- Jumbled Sentence
- Matching
- Multiple Answer
- Multiple Choice
- Opinion Scale/Likert
- Ordering
- Quiz Bowl
- Short Answer
- True/False

2. Type a question (True False example shown)

![Question Text](image)

3. Select Options (for example answer numbering and orientation for a multiple choice question; answer orientation for a true false question, etc.).
4. **Add Categories and Key Words** if desired. Once you add a category it will be available to “choose from existing” for future questions.

5. **Click Submit and Create Another**. Continue in the same manner adding all survey questions. When the survey is finished click **Submit**.

6. **In the content area where the survey will be deployed click Assessments, Survey**. Note: You can also begin the survey creation process here by clicking the **Create** button in the next page instead of selecting an existing survey.

7. **Select a survey from Add an Existing Survey**.
8. By default, survey availability will be set to “No”. Set Survey Availability to “Yes” and make other selections regarding forced completion, due date, how results and feedback will be presented to students and how survey questions will be submitted.

9. Click Submit
10. The survey will be deployed in the content area and can be edited from the drop down menu next to the survey title.
Find Questions

1. To reuse questions from an existing survey follow the steps for creating a survey up to the add questions step.
2. Click the **Find Questions** button on the Survey Canvas page.
3. Under the Browse Criteria Menu select **Surveys**.

```
Browse Criteria

View  Reset to Default

- Pools
- Tests
- **Surveys**
- Question types
- Categories
- Topics
- Levels of Difficulty
- Keywords
```

4. Search for the question(s) you want to reuse by selecting the survey it appears in, searching by question type or by categories and key words if those were added when the original survey was created.
5. Survey questions matching the criteria will appear on the page. Select a mode – copy selected questions or link to original questions. **If “link to original questions” is selected, changes made to the original question will be made to those reused in other surveys.**
6. Select “copy original questions” to make alterations to the original question.
7. Select question(s) that will be added to the new survey.
8. Click **Submit**.
9. The question has been added to the new survey.

How to View Survey Results

1. In the Grade Center a green check mark appears if a student has completed the survey
2. To view results, click the arrow next to the survey title to reveal a drop down menu and click **Attempts Statistics**

![Image of survey options]

3. The percentages for various question responses are displayed.

![Question 1: Either/Or](image)

**How to Export and Import Surveys**

1. To reuse the same survey you have previously created you may make a copy (within a course) or export it (for use with a different course).
2. From the survey canvas page click the drop down menu next to the title of the survey then **Export** or **Copy**.

![Image of export options]
a. **Export** creates a zip file which can be saved and shared or imported into another course.
   i. Click **Save As**
   ii. Name the survey and determine where it will be saved
   iii. Click **Save**

![Image of file save dialogue box]

b. **Import** brings in a survey that has been exported from another course
   i. Click **Tests, Surveys and Pools**, **Surveys** then **Import Survey**
   ii. Click **Browse My Computer**
   iii. Select the survey from the location where it was saved and click **Submit**

![Image of file browser]
c. **Copy** creates a second copy of the survey on the survey canvas page which can then be edited and deployed.

**Additional Resources:** Blackboard Help [https://help.blackboard.com](https://help.blackboard.com)