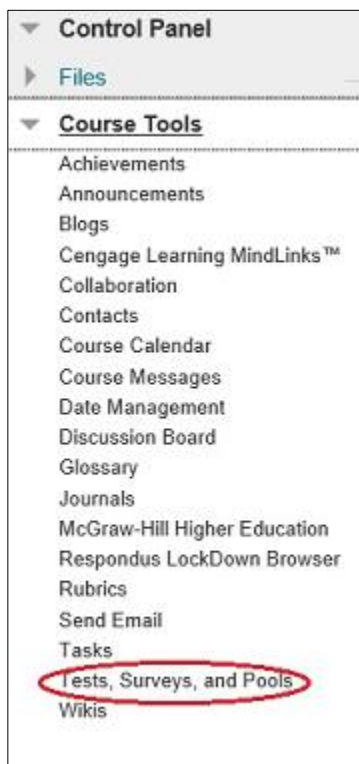


Surveys

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**

Tests, Surveys, and Pools

Tests
Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

Surveys
Surveys are not graded. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

Pools
Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.

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



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



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.*

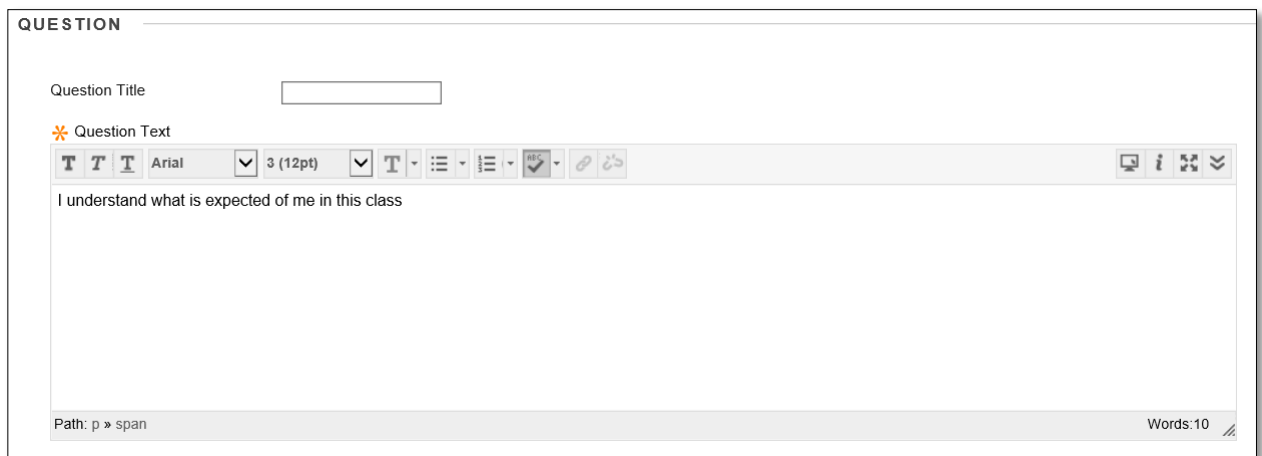


Create Question

1. Select a question type



2. Type a question (True False example shown)



3. Select Options (for example answer numbering and orientation for a multiple choice question; answer orientation for a true false question, etc.).

OPTIONS

If partial credit is allowed, each incorrect answer can specify what percentage of the total points should be given for that answer.

Answer Numbering

Answer Orientation

Show Answers in Random Order

4. Add **Categories and Key Words** if desired. Once you add a category it will be available to “choose from existing” for future questions.

CATEGORIES AND KEYWORDS

*Click **Add** to add a Category, Topic, Level of Difficulty, or Keyword to the question. Click the X icon to remove it. Click an existing entry to access a complete list of Categories, Topics, Levels of Difficulty, or Keywords.*

Categories None

Topics None

Levels of Difficulty None

Keywords None

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.

Assignments ▾

Build Content ▾ Assessments ▾ Tools ▾

- Test
- Survey**
- Assignment
- Self and Peer Assessment
- SafeAssignment
- McGraw-Hill Assignment
- Mobile Compatible Test

7. Select a survey from **Add an Existing Survey**.

Add Survey

Create a new Survey or select an existing Survey to deploy.

Create a New Survey

Add an Existing Survey

- Select Survey Below --
- sample survey
- Ongoing Evaluation
- End of Semester Evaluation
- End of Semester Evaluation
- Week 1 Survey(1)
- Midsemester Course Evaluation
- Mid Semester Evaluation**

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.

Survey Availability

Make the Link Available Yes No

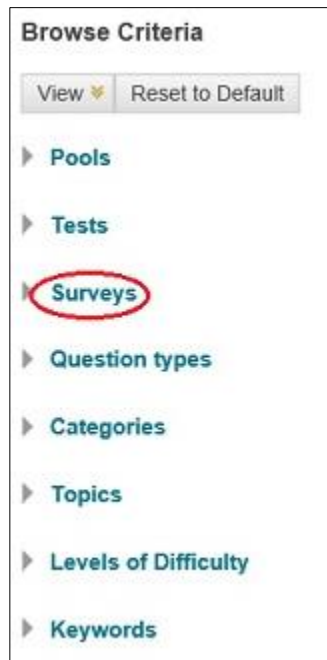
9. Click **Submit**
10. The survey will be deployed in the content area and can be edited from the drop down menu next to the survey title.

Mid Semester Evaluation ▼

- Edit the Survey
- Edit the Survey Options**
- Adaptive Release
- Adaptive Release: Advanced
- Set Review Status(Disabled)
- Metadata
- Statistics Tracking (On/Off)
- User Progress
- Move
- Delete


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**.



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.

Browse Criteria

View  Reset to Default

▶ Pools

▶ Tests

▼ Surveys

- All Surveys
- End of Semester Evaluation
- End of Semester Evaluation
- End of Semester Evaluation
- How This Class is Going
- Mid Semester Evaluation
- Midsemester Course Evaluation
- Ongoing Evaluation
- sample survey
- Week 1 Survey
- Week 1 Survey(1)

▶ Question types

▼ Categories

- Polling
- Preparedness for Class

▶ Topics

▶ Levels of Difficulty

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**.

Criteria Summary
 + Surveys Week 1 Survey

Displaying 1 to 2 of 2 items

Question Display Mode Copy selected questions **Link to original questions**

<input type="checkbox"/>	Question Text	Question Type	Mode	Points	Source Name	Source Type
<input checked="" type="checkbox"/>	I understand what is expected of me in this class	Either/Or	Link	-	Week 1 Survey	Survey
<input type="checkbox"/>	My preferred format for this course is	Multiple Choice	-	-	Week 1 Survey	Survey

Question Display

9. The question has been added to the new survey.

Survey Canvas: End of Semester Evaluation

The Survey Canvas allows instructors to add and edit questions, reorder questions, and review the survey before deploying it to users. Surveys are intended to gather feedback from users and are not graded. [More Help](#)

Create Question Find Questions Upload Questions Question Settings 11

Description
 Instructions
 Total Questions 1

Select: All None | Select by Type: - Question Type -

Delete Hide Question Details

1. **Either/Or: I understand what is expected of me i...**

Question **I understand what is expected of me in this class**

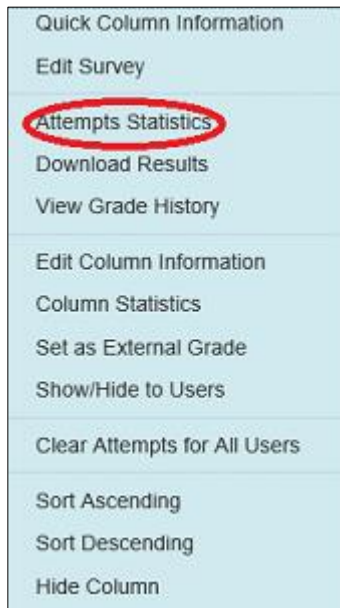
How to View Survey Results

1. In the Grade Center a green check mark appears if a student has completed the survey

Week 1 Survey

✓

- To view results, click the arrow next to the survey title to reveal a drop down menu and click **Attempts Statistics**



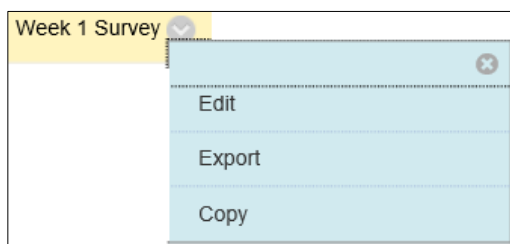
- The percentages for various question responses are displayed.

Question 1: **Either/Or**
I understand what is expected of me in this class

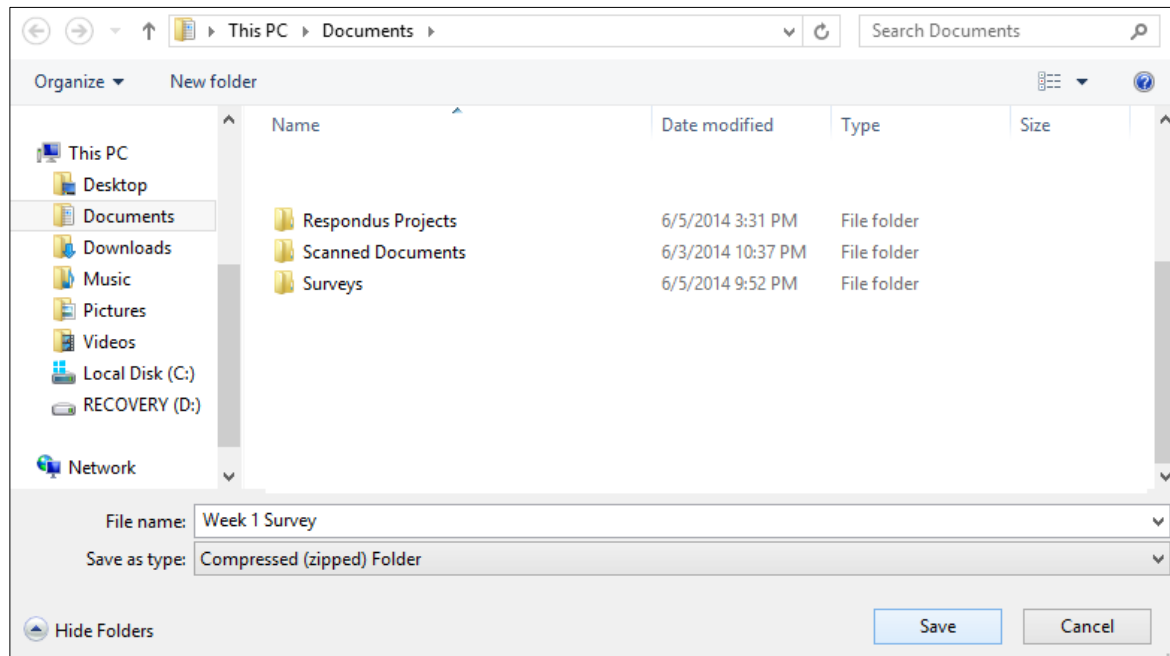
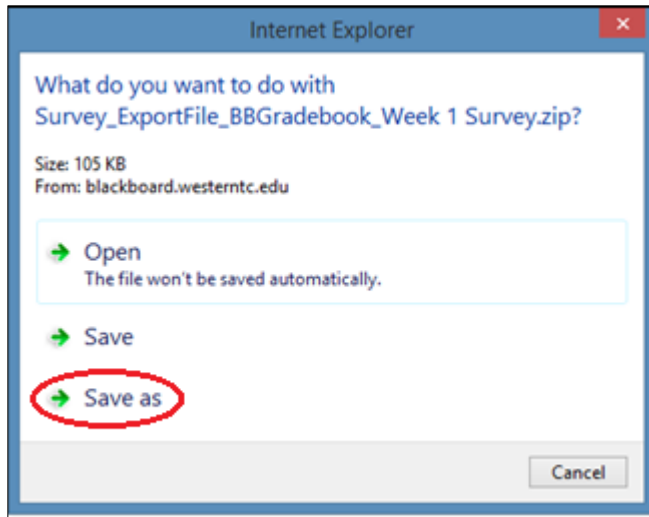
Answers	Percent Answered
Yes	100%
No	0%
Unanswered	0%

How to Export and Import Surveys

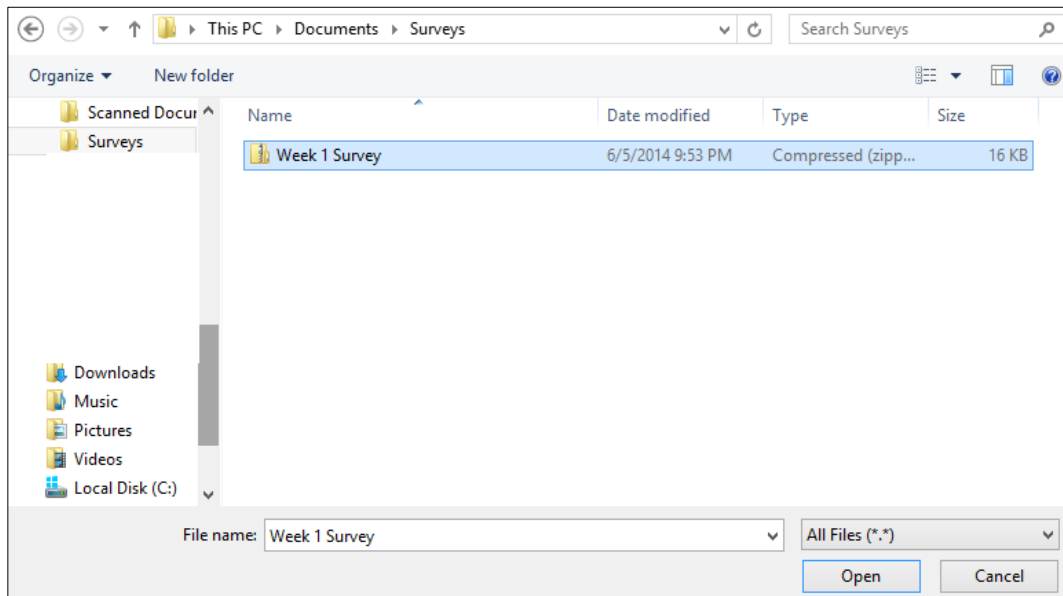
- To reuse the same survey you have previously created you may make a copy (within a course) or export it (for use with a different course).
- From the survey canvas page click the drop down menu next to the title of the survey then **Export** or **Copy**.



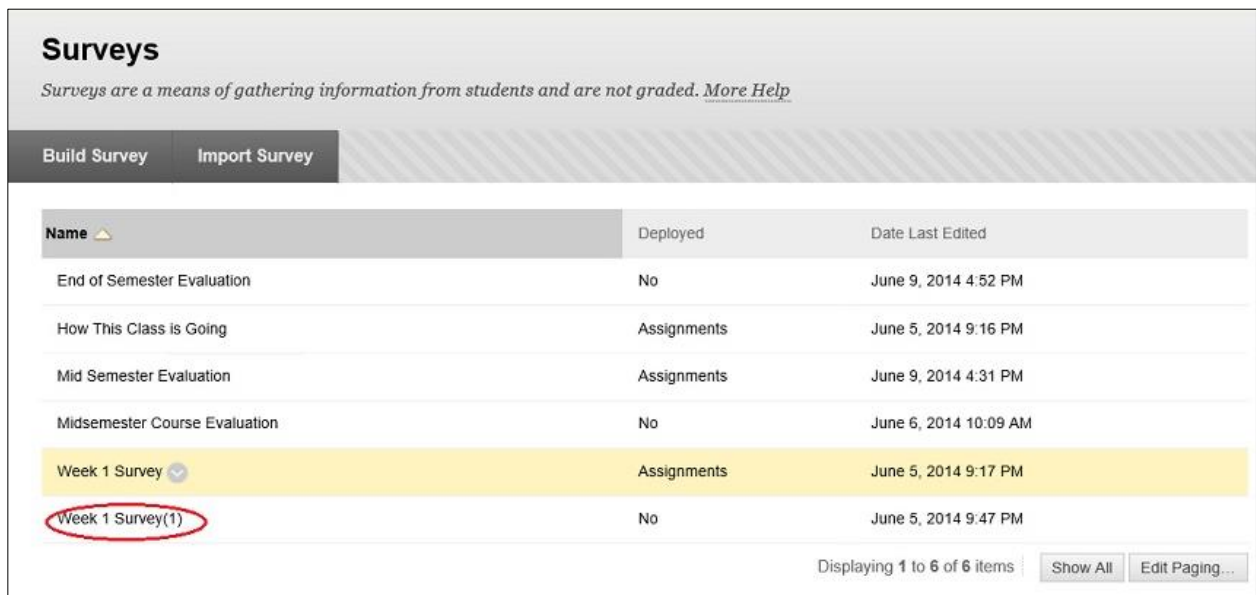
- a. **Export** creates a zip file which can be saved and shared or imported into another course.
 - i. Click **Save As**
 - ii. Name the survey and determine where it will be saved
 - iii. Click **Save**



- 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**



- 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>