

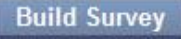


Blackboard

Create, Deploy, and Manage a Survey

Surveys can assess attitudinal, baseline, demographic, or evaluation data. They are useful for polling purposes and evaluations where you are not interested in knowing how individual students answer a question, but you want to see compiled results for student responses. Surveys are created in a similar manner to tests; but they are not graded. Survey statistics can be viewed through the Grade Center. If you want to assign participant points (for completing the survey), you can modify the Grade Center item and assign points manually. Surveys can be created directly through the Survey Manager or from within any Content Area.

Create a Survey


1. On the Control Panel, under Course Tools, click **Tests, Surveys, and Pools**.
2. On the Tests, Surveys, and Pools page, click **Surveys**.
3. Click .

NOTE: You can also create a survey from within a Content Area. In the Content Area where you want to place the test, use the Evaluate drop-down menu to select Create Survey.

4. Enter the following information:
 - Name for the survey (required field)
 - Description (optional) when entered it appears under the survey title in the Content Area where the survey is deployed
 - Instructions that will appear to the student at the top of the survey once it is started
5. Click **Submit**. The Survey Canvas will display.
6. To set default options for this survey, click **Creation Settings**.
7. Select the desired settings and click **Submit**.

NOTE: You can change Creation Settings as you are building survey questions to allow for different settings in different sections of the survey.
8. Use the Create Question drop-down menu to select the type of question you want to create. The most commonly used type of question for Surveys is Opinion Scale/Likert.

NOTE: See the "Assessment Question Types" guide for more information on question types.
9. Enter the survey question.
 - If made available in Creation Settings, add any additional attachments (images, URLs, files, etc.) to the question.
10. Click **Submit**.
11. Continue adding questions using the Create Question drop-down menu.

NOTE: Questions may be reordered using the drag and drop icon  to the left of each question.
12. When finished adding questions, click **OK** to return to the Survey Manager.


Select Questions from an existing Pool, Survey, or Test

While you are creating a survey, you can import questions from any other pool, test, or survey you have already created.

1. In the Survey Canvas page, in the Reuse Question drop-down menu, select Find from Pool or Test.
2. Select the pool, survey, or test from which you wish to select questions.
3. Select the Question Types you want.
4. If you entered Categories, Topics, Levels of Difficulty or Keywords when you created the survey questions, you may search for questions based on those criteria. Click the + to expand the Advanced Criteria area.
5. Click **Search**.
6. Click the checkboxes on the questions you want.
 - If you wish to select all questions, click the checkbox in the grey header at the top of the question list.
7. Click **Add Selected**.

Make a Survey Available (Deploy)

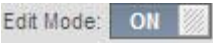
Once a survey is created, the instructor must deploy the survey, which means add the survey to a Content Area and make it available to students.

1. With , open the content area where you want to add the survey.
2. From the Evaluate drop-down menu, select Create Survey.
3. Select the survey you wish to deploy from the "Add Survey" list.
4. Click **Submit**.
5. Complete the Survey Options screen. Be sure you select Yes at "Make the link available."
6. Click **Submit**.

Removing a Survey after Deploying

Removing a survey before deployment is a relatively simple matter. But **EXTREME CAUTION** must be exercised in removing a survey after students have submitted answers. **A safer alternative would be to make the survey unavailable.** The survey would remain deployed to the Content Area, but the link to the survey would no longer be visible to students.

How to Make a Survey Unavailable (after all students have taken it)

1. With  in the Content Area where the survey is deployed, click the double chevron next to the survey name, then select Edit the Survey Options from the drop-down menu.
2. At Make the Link Available, select **No**.
3. Click **Submit**.

View Survey Results

1. On the Control Panel, under Evaluation, click **Grade Center**.
2. Click the double chevron next to the Grade Center column name (the survey name).
3. Select Attempts Statistics. The survey results will display.

NOTE: This same procedure can be used to view Assessment Attempt Details for a test. This may be helpful in evaluating the validity of test questions, as you will be able to see an analysis of how your students answered each test question.

Assign Points for Completing a Survey

If you want to assign participant points for completing a survey, you can modify the Grade Center column and assign points manually.

1. In the Grade Center, click the double-chevron next to the Survey column header and select Edit Column Information.
2. Enter the number of Points Possible.
3. At "Include this Column in Grade Center Calculations" select Yes.
4. Click **Submit**.
5. A Green Checkmark (✓) will display in the grade cell for each student who has completed the survey. Click the ✓ then enter the number of points and press Enter to save the score and move to the next student.

NOTE: If you wish to display the number of points rather than the green ✓, edit the grade column and set the Primary Display to Score.