

Creating and Administering Surveys

Blackboard's Survey tool allows faculty to conduct class surveys for a variety of purposes – housekeeping, course planning, and content issues. Both objective- and essay-type questions are possible. Survey results in Blackboard are recorded anonymously. You will get a confirmation of which students have completed a survey but will not be able to link responses with names.

Faculty have used surveys for the following applications:

- Surveying students about what they know about a topic before addressing the topic in class.
- Solicit students' opinions about exam dates and assignment options.
- Conducting content-related surveys and polls to explore opinions and attitudes (for example, exploring myths related to ageing.)
- Conducting formative evaluations of the course, instructional materials, or a particular teaching and/or learning strategy.

Getting Started

- Select **Tests, Surveys and Pools** from the **Course Tools** menu in the **Control Panel**.
- Click **Surveys**. This area is the equivalent of the Blackboard 8 **Survey Manager**. Here you will see a list of all of your surveys, date last edited, and whether or not the survey is deployed. Be sure to click the Edit Paging button (bottom right) to show additional screens if your course contains a lot of surveys.
- To create a new survey, start by clicking **Build Survey**. Enter a name, description, and instructions. (To modify an existing survey, select **Edit** from the drop-down menu to the right of the survey's name.) Click **Submit**.
- Check the **Question Settings** for options. **Question Settings** is where you can set default options that will show up when you're creating individual questions; for example, the ability to include images, external links, etc. (Most other options are "on" by default.)

Adding questions to your survey in the Survey Canvas

You can add questions in different ways:

- Add **new questions** by selecting the question type from the **Create Question** menu.
- To add questions from your **question pools and other assessments**, click **Find Questions** and browse to select the questions you wish to add.

Entering the questions

1. Follow the screen prompts to enter questions. Click **Submit** after entering all information for the question.
2. To re-order questions, click and drag the up-and-down arrow on the left of the question and release it in the new question position.
3. Continue until you have added all of your questions. Finally, click **OK** and the test will be saved in the **Surveys** area.

Deploying a Survey (making it available to students)

1. Click on the course menu link for the content area to which you want to add the survey.
2. Make sure **Edit Mode** is clicked **ON**. Select **Survey** from the **Create Assessment** menu.
3. Select the survey from the **Add Survey** menu (only surveys that you have not yet deployed will be listed). Click **Submit**. This opens the **Survey Options** menu.

Setting survey availability and survey options

1. Make the survey available in the **Survey Availability** area. Clicking **Yes** for **Make the Link Available** creates an active link to the survey in this content area. (Clicking **No** removes the link and makes the survey unavailable.) You can also create an announcement to alert students to the availability of the survey.
2. Follow screen prompts for other options:
 - Multiple attempts
 - By *forcing completion*, you are turning off the option to complete a survey in multiple “sittings.” Students will not be able to save their work and continue at a later time. *However, forcing completion prohibits students from accessing the survey again should they experience technical glitches such as a lost internet connection and increases the chances that you will have to clear their attempt.*
 - You may or may not want to set a *time limit*.
 - Set the **Display After** and **Display Until** dates and times using the calendar and clock icons. (Be sure that you also click **Yes** for **Make the Link Available**, as above.)
 - Setting a Password is an additional way to limit access to a survey.

- Finally, set **Self-Assessment, Feedback, and Presentation** options. Presenting the survey **All at Once** is recommended over presenting questions **One at a Time**. **Randomize Questions** presents the same questions in random order for each student.
3. Click **Submit**. The survey appears in the content area where you posted it. The student will go to this area and click on the link to complete the survey. *Remind students to click **Save and Submit** to send their completed survey to you, not **Save all Answers**.*

Editing the content of a survey

1. In the course menu, click on the content area where the survey is located and find the survey in the list of items in this area.
2. Select **Edit the Survey** from the drop-down menu to the right of the survey's name.

Editing survey options (how the survey is deployed)

1. In the course menu, click on the content area where the survey is located and find the survey in the list of items in this area.
2. Select **Edit the Survey Options** from the drop-down menu to the right of the survey's name.

Viewing the results of a survey

1. Select **Grade Center / Full Grade Center** from the **Evaluation** menu in the **Control Panel**. Find the column for the survey.
2. You will see a check mark next to a student's name in the **Grade Center** if he/she has completed the survey.
3. To view responses, click on the double "down" arrows to the right of the name of the survey in the column header.
4. Click **Attempts Statistics** to see the results.

Clearing a student's attempt

Online surveys are subject to technical glitches. Common problems include Internet connections timing out or otherwise disconnecting and surveys not submitting properly when students click

the **Save and Submit** button. You may have to “clear” students’ attempts, allowing them to re-take and re-submit the survey.

- An icon appears when a student is locked out of a survey. Pull down the menu next to the icon and select **View Grade Details**. *Do not clear attempts unless you hear from the student that he/she had difficulty submitting.*
- Click the **Clear Attempt** button.

Copying surveys from one site to another

You can copy all of your surveys from one Blackboard site to another by using the **Course Copy** option in the **Control Panel**. Refer to instructions for Transferring Course Material from Previous to New Blackboard Sites and follow the instructions for the appropriate version(s) of Blackboard. When selecting the content to copy, check only **Tests, Surveys, and Pools**. *You will have to deploy the surveys by adding them to content areas.*

Exporting and importing surveys

You can export individual surveys from one course site and import them into another course site.

Exporting a survey

- Select **Tests, Surveys and Pools** from the **Course Tools** menu in the **Control Panel**.
- Click **Surveys**.
- Select **Export** from the drop-down menu to the right of the survey that you want to export.
- When prompted, **Save** the .zip file to your local disk. The file name will be in this format:

Survey_ExportFile_45489_P_111_survey1.zip

- Do not unzip or otherwise modify this file or it will not import correctly.

Importing a survey

- Select **Tests, Surveys and Pools** from the **Course Tools** menu in the **Control Panel**.
- Click **Surveys**.
- Click **Import Survey** and then **Browse for Local File** and select the survey export file (.zip file).
- Click **Submit**.
- The import is confirmed with the message “The package has been processed...” Click **OK**. The imported survey appears as the last item in the **Surveys** list.