



Blackboard Quick Reference Guide 8.0

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

Step 1: Go to **Control Panel**>**Survey Manager**.

Step 2: Click  .

 You can also create a survey from within a Content Area. In a Content Area, from the drop-down menu on the right side of the toolbar, select Survey and click Go.

Step 3: Enter a **name** for the test (required field) and **instructions** for the student (description is only for your viewing).

Instructions


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Click here to display extra Text Editor toolbars. Spell Check button on the second toolbar.

Step 4: Click **Submit**. The Survey Canvas will display.

Step 5: To set default options for this survey, click **Creation Settings**.

Step 6: Select the desired settings and click **Submit**.


 You can change Creation Settings as you are building survey questions to allow for different settings in different sections of the survey.

Step 7: A summary of the options you chose will display. Click **OK**.

Display the following options during the creation of this Test

- 1 Feedback**
 - Provide feedback for individual answers.
- 2 Images, Files, and External Links**
 - Add images, files, and external links to questions.
 - Add images, files, and external links to answers.
- 3 Question Metadata**
 - Add categories, topics, levels of difficulty, and keywords to questions.
- 4 Scoring**
 - Specify default point value for questions.
Default point value
 - Specify partial credit options for answers.
 - Provide option to assign questions as extra credit.
- 5 Display**
 - Specify random ordering of answers.
 - Specify the horizontal or vertical display of answers.
 - Specify numbering options for answers.

Step 8: At Add, select the **type of question** you want from the drop-down menu and click **Go**. The most commonly used type of question for Surveys is Opinion Scale/Likert.


 See the “Assessment Question Types” guide for more information on the question types.

Step 9: Enter the survey question.

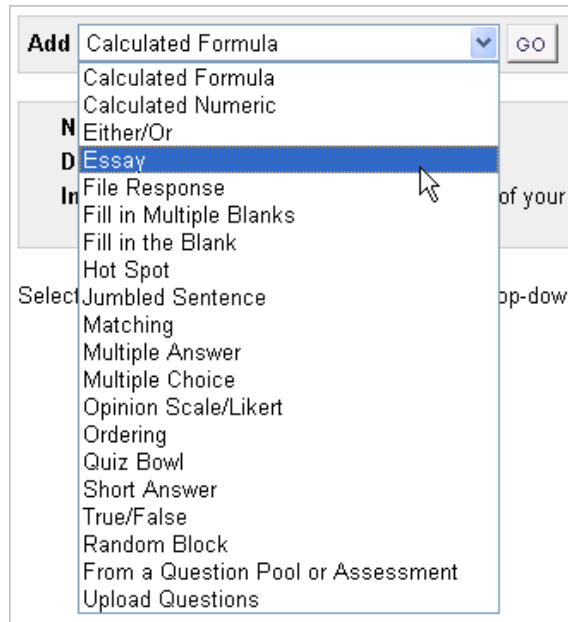
- If made available in Creation Settings, add any additional attachments (images, URLs, files, etc.) to the question.

Step 10: Click **Submit**.

Step 11: Continue adding questions using the *Add* question drop-down menu.

 Questions can be inserted anywhere within the survey by selecting the question type and clicking “Add Question Here” instead of clicking Go.

Step 12: When finished adding questions, click **OK** to return to the Survey Manager.



Select Questions from a Pool or other Test


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

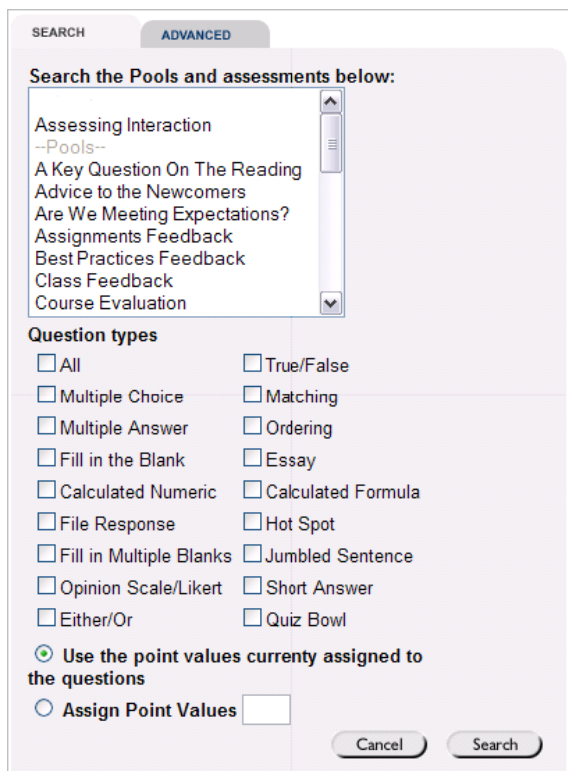
Step 1: In the *Survey Canvas* page, select **From a Question Pool or Assessment** from the *Add* drop-down menu and click **Go**.

Step 2: Select the pool or survey from which you wish to select questions.

Step 3: Select the Question Types and click **Search**.

Step 4: Click the checkboxes on the questions you want.

- If you wish to select all questions, click  at the top of the screen.
- If you entered categories, keywords, or levels of difficulty when you created the survey questions, you may search for questions based on those criteria. Click the Advanced tab to display those search options.



Make a Survey Available (Deploy)


Surveys are deployed from within a Content Area in the Control Panel in much the same way tests are deployed.

- Step 1:** Go to the **Control Panel** and click the link for the **Content Area** where you wish to deploy this survey.
- Step 2:** From the select drop-down menu on the right side of the toolbar, select **Survey** and click **Go**.
- Step 3:** **Select the survey** you wish to deploy and click **Submit**.
- Step 4:** At the “Survey added successfully” prompt, click **OK**.
- Step 5:** Click the **Modify the Survey options** link. The Survey Options window will display.
- Step 6:** Complete the Survey Options screen. **Be sure you select Yes at “Make the link available.”**
- Step 7:** Click **Submit**.
- Step 8:** When the Survey Options receipt screen displays, click **OK**.
- Step 9:** Click **OK** again at the Modify Survey screen. The student will be able to access a link to the survey from within the Content Area you selected.

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)

- Step 1:** In the Control Panel, go to the Content Area where the survey is deployed.
- Step 2:** Click the  button.
- Step 3:** Click **Modify the Survey options**.
- Step 4:** At **Make the link available**, click **No**.
- Step 5:** Click **Submit**.

View Survey Results

- Step 1:** Go to **Control Panel>Grade Center**.
- Step 2:** Click the double chevron next to the Grade Center column name (the survey name).
- Step 3:** Select **Attempts Statistics**. The survey results will display.



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.