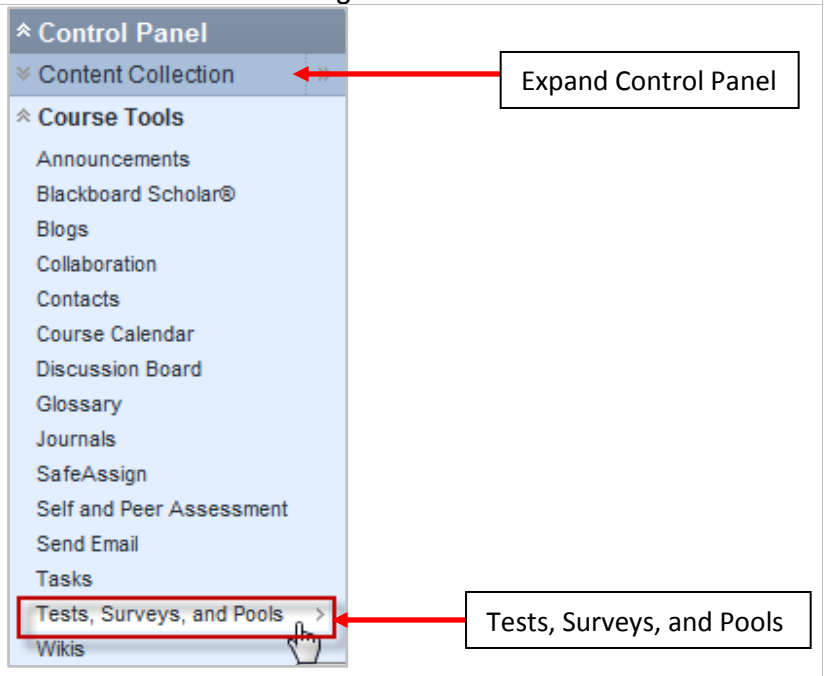
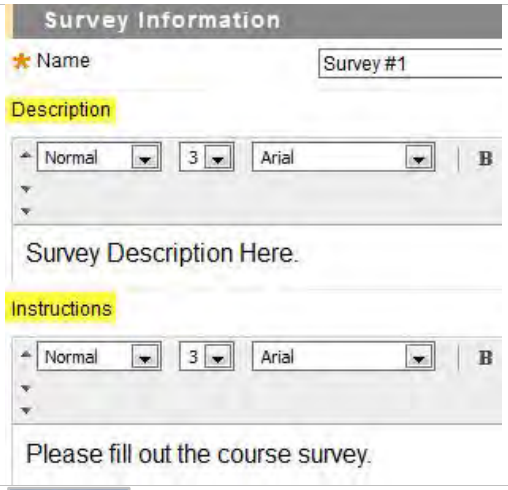
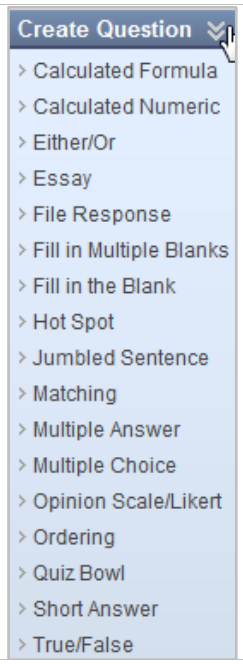
SURVEYS

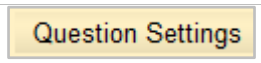
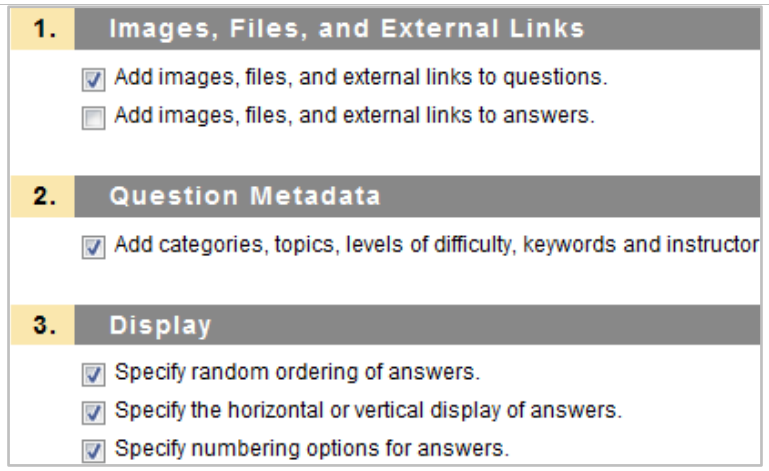
Create and edit surveys

Surveys are a means of gathering information from students and are not graded.

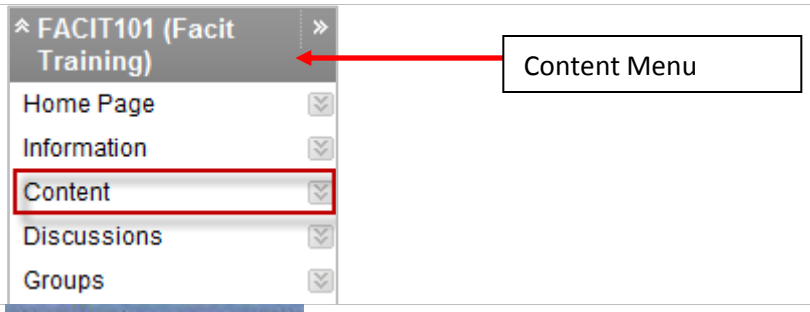
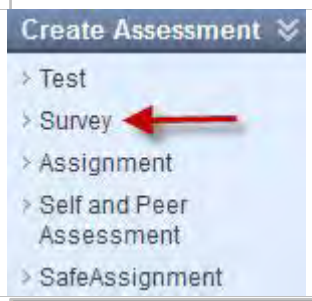
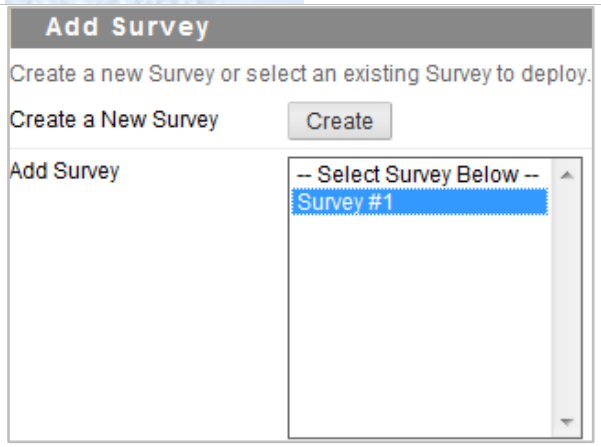
Step 1	In the **Control Panel**, expand the **Course Tools** section. Click on **Tests, Surveys, and Pools**	
Step 2	Click on **Surveys.**	
Step 3	Click on **Build Survey**.	
Step 4	Type the **name**, **description** and **instructions**.	
Step 5	Click on **Submit**. You have now started your **Survey Canvas.**	

Step 6	Select a **question type.** * *Specific question types and information are listed on the Blackboard website. Fill out the questions type page according to the question type.	
Step 7	Click **OK**	

Edit Survey Canvas Settings

Step 1	On the **Survey Canvas** page, on the right-hand side of the page, click on **Question Settings**.	
Step 2	Check or uncheck the setting according to your preference. **Images, Files, and External Links**: Select the checkboxes if the survey questions or an answer has images, files or external hyperlinks. **Questions Metadata**: This option enables instructors to add keywords to questions. When searching for questions from a Question Pool or other surveys, instructors may search for questions by category and keyword. **Display**: Select options for displaying the survey.	
	Click **OK**.	

Deploy Survey

Step 1	Click on **Course menu.** Click on **Content area**.	
Step 2	Hover your mouse over the **Create Assessment Tool** menu, and then click on **Survey** from the menu.	
Step 3	Select a **Survey** from the **Add Survey** list.	
Step 4	Click on **Submit**.	

Survey Options

Make link available - Select **Yes/No** to allow students access to the survey. The default setting is **No**.

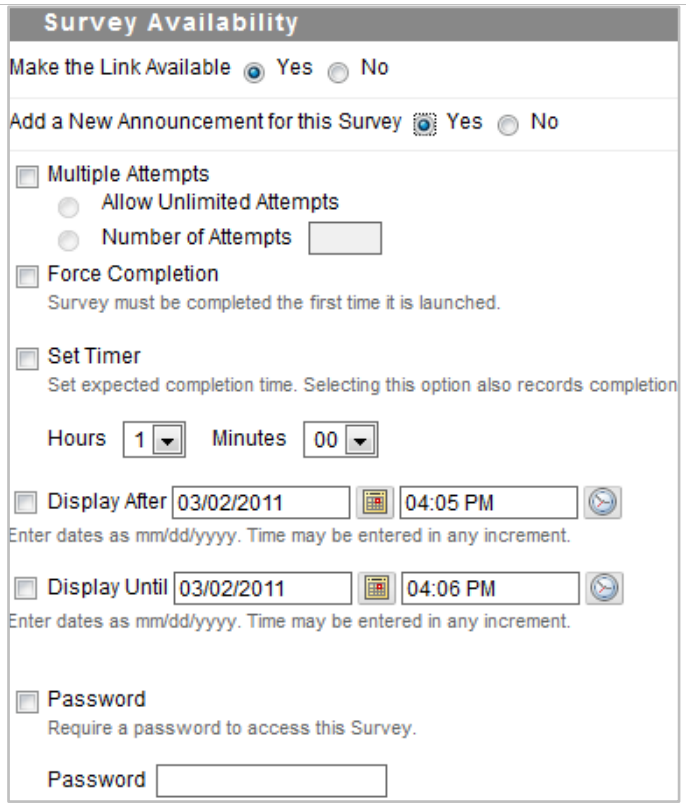
Add a new announcement for this Test: Select **Yes/No** to add a new **Announcement** for the survey. Announcements appear in the Course as well as the **My Course** module and the **My Announcements** module.

Multiple attempts: Allow Students to take the survey an unlimited number of times or a set number of times. Left unchecked, students are allowed one attempt to take the survey.

Force Completion: Students must complete the survey the first time it is launched. Students may not exit the survey and continue working on it at a later date. The **Save** button is available for Students to save survey answers as they work, but they may not exit and re-enter the Test. When enabled, Force Completion is explained to students at the top of the survey.

Set Timer - A timer displays to the students during the survey. If students go beyond the set completion time, they will not be forced out of the survey.

Password - Set the password required to access the Test. Passwords are limited to 15 characters and are case sensitive.



Self-assessment Options:

Include the survey in Grade Center score calculations: Survey results can be used in grade center calculations by selecting this option. Survey scores do not need to be revealed to students to be used in grade center calculation.

Self-Assessment surveys are generally not included in grade center calculations.

Survey Feedback: The Survey feedback options determine the type of results users receive after a Survey is submitted.

- **Status**: Students see whether the Survey is complete or incomplete.
- **Submitted Answers**: Students see the answers they submitted.

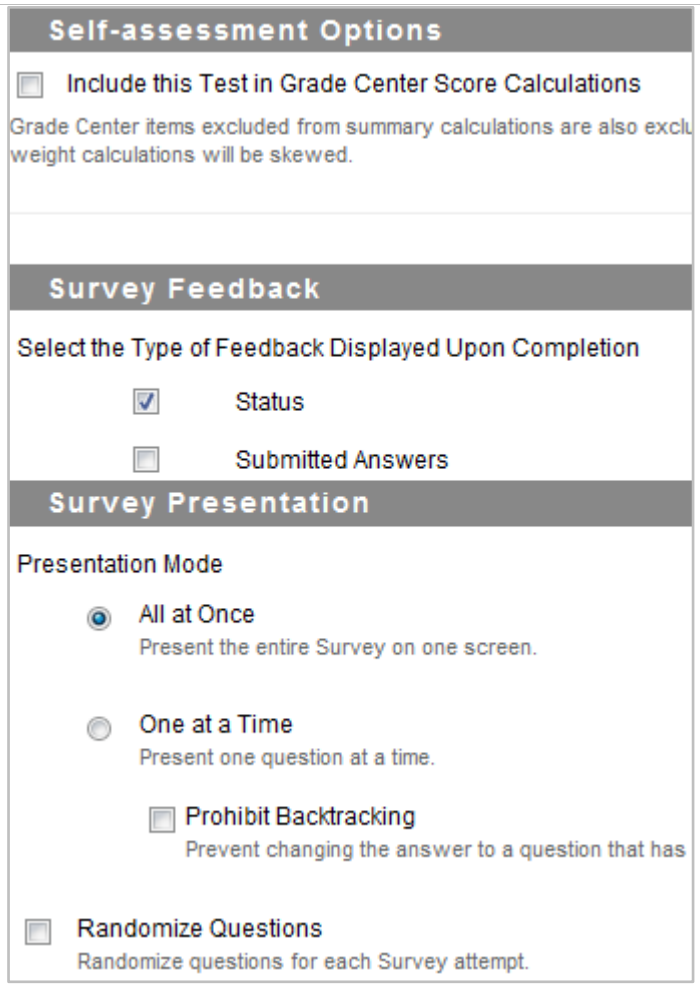
Survey Presentation: Control the way the survey questions are presented to students using these settings:

All at once: The entire test is displayed on one screen. Students may have to scroll down to answer questions. Note: Cannot use this feature with prohibit backtracking.

One at a time: Each question is displayed alone on the screen. Students control going to the next question. Note: Can use with prohibit backtracking and randomizing questions.

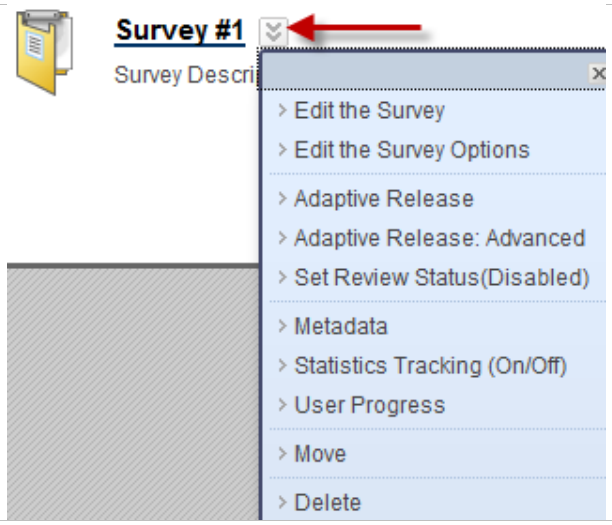
Prohibit Backtracking: This setting allows questions to be displayed one at a time. Students are **not** allowed to go back and change the answer to a question that has already been answered.

Randomize Questions: Click the checkbox for tests will display



	questions in a random order to students each time the test is taken.	
	Click on Submit.	

Edit Survey

	On the Tests, Surveys, and Pools page, select **Surveys.** Select the **Survey** name. To **edit**, **change options**, **adaptive release**, etc., click the double down arrow for the quick menu. Click on **Edit**.	
	Notes: ○ *Specific question types and information are listed on the Blackboard website.	