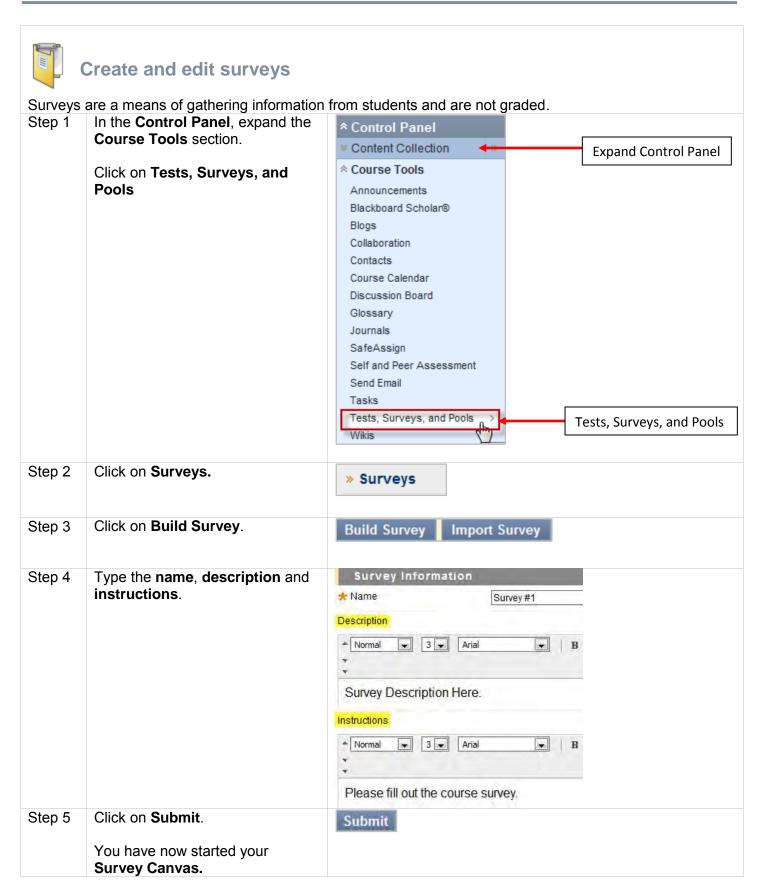
SURVEYS

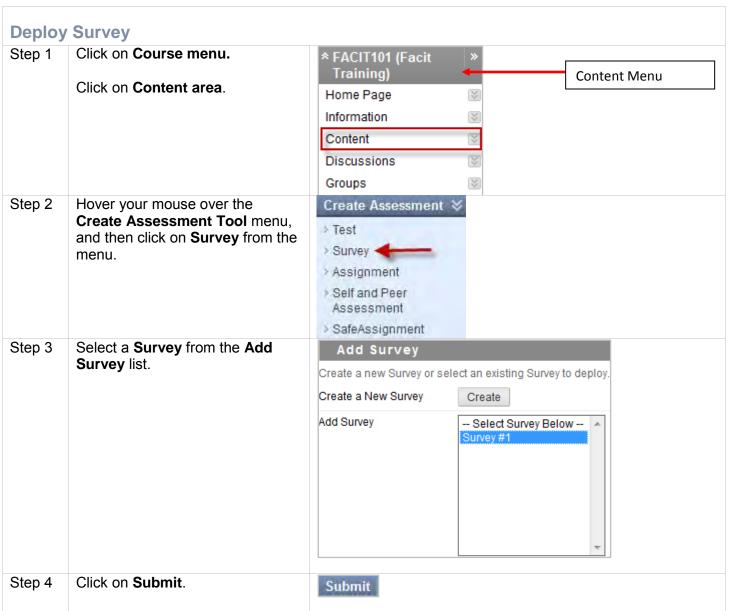






Step 6	*Specific question types and information are listed on the Blackboard website. Fill out the questions type page according to the question type.	Create Question Calculated Formula Calculated Numeric Either/Or Essay File Response Fill in Multiple Blanks Fill in the Blank Hot Spot Jumbled Sentence Matching Multiple Answer Multiple Choice Opinion Scale/Likert Ordering Quiz Bowl Short Answer True/False
Ctor 7	Clink OK	
Step 7	Click OK	
	rvey Canvas Settings	
Step 1	On the Survey Canvas page, on	Question Settings
	the right-hand side of the page, click on Question Settings .	
	click on Question octings.	
Step 2	Check or uncheck the setting	1. Images, Files, and External Links
	according to your preference.	Add images, files, and external links to questions.
	Images, Files, and External	Add images, files, and external links to answers.
	Links: Select the checkboxes if	
	the survey questions or an answer	2. Question Metadata
	has images, files or external	Add categories, topics, levels of difficulty, keywords and instructor
	hyperlinks.	
	Questions Metadata: This option	3. Display
	enables instructors to add	Specify random ordering of answers.
	keywords to questions. When searching for questions from a	Specify the horizontal or vertical display of answers.
	Question Pool or other surveys,	Specify numbering options for answers.
	instructors may search for	
	questions by category and keyword.	
	Reyword.	
	Display : Select options for displaying the survey.	
	Click OK .	







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.

Survey Availability
Make the Link Available 🂿 Yes 💮 No
Add a New Announcement for this Survey 🎳 Yes 🍵 No
Multiple Attempts Allow Unlimited Attempts Number of Attempts Force Completion Survey must be completed the first time it is launched.
Set Timer Set expected completion time. Selecting this option also records completion Hours 1 Minutes 00
Display After 03/02/2011 04:05 PM Enter dates as mm/dd/yyyy. Time may be entered in any increment.
Display Until 03/02/2011 04:06 PM Enter dates as mm/dd/yyyyy. Time may be entered in any increment.
Password Require a password to access this Survey. Password



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

Self-assessment Options Include this Test in Grade Center Score Calculations Grade Center items excluded from summary calculations are also exclu weight calculations will be skewed. Survey Feedback Select the Type of Feedback Displayed Upon Completion Status Submitted Answers Survey Presentation Presentation Mode All at Once Present the entire Survey on one screen. One at a Time Present one question at a time. Prohibit Backtracking Prevent changing the answer to a guestion that has Randomize Questions Randomize questions for each Survey attempt.



on Submit.	Submit
e Tests, Surveys, and Pools select Surveys.	Survey #1 Survey Descri
the Survey name.	> Edit the Survey > Edit the Survey Options
it, change options, ive release, etc., click the e down arrow for the quick	> Adaptive Release > Adaptive Release: Advanced > Set Review Status(Disabled)
on Edit .	> Metadata > Statistics Tracking (On/Off) > User Progress
	> Move > Delete
:	pecific question types and