

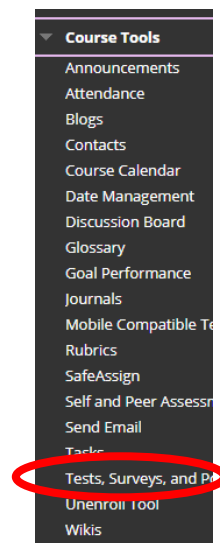
Blackboard "How To's"

Creating a Survey

A survey consists of the same type of questions as a test but has no point value. It is submitted anonymously, not graded, and does not allow for feedback. The gradebook will show which students have submitted the survey.

To create a survey:

Click on **Course Tools** under Course Management, and select **Tests, Surveys, and Pools**.



Click on **Surveys**.

Tests

Tests are sets of questions graded.

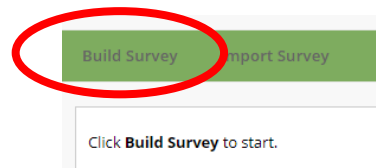
Surveys

Surveys are not graded.

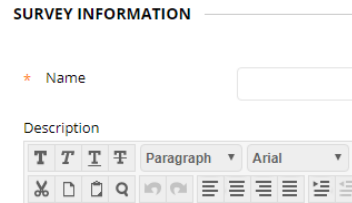
Pools

Pools are sets of questions.

Click on **Build Survey**.



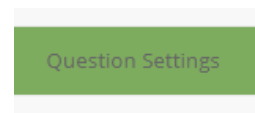
Type the name of your survey in the **Name** field. Optionally, type a description of the survey and instructions.



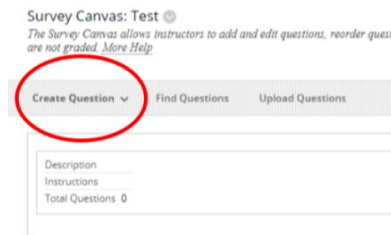
Click **Submit**.



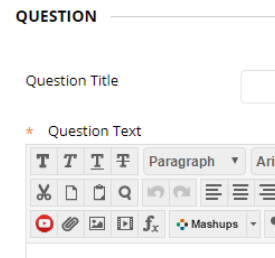
Click on **Question Settings** in the top right corner to select the options that you would like displayed for the answers and feedback well as how the answers are displayed. Press **Submit**. *Note: This is how you allow images to be displayed as answer choices.*



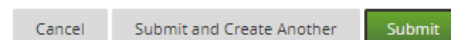
Hover over **Create Question** and select which type of question you wish to create.

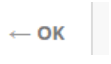
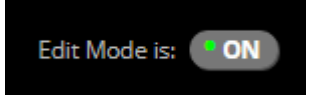
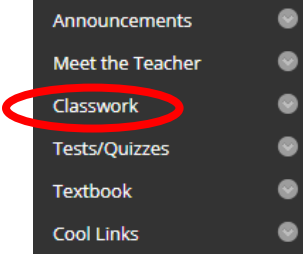
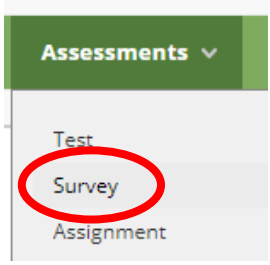
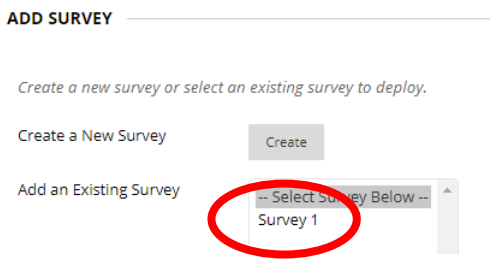
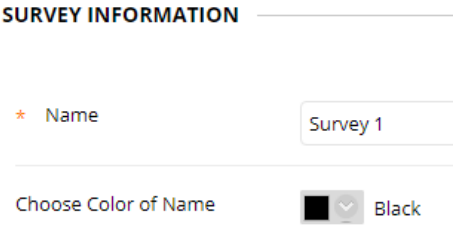


Enter the text for your question type. Complete steps for the question type using the directions provided. Be sure to complete fields marked with an *.



To add another question, click on **Submit and Create Another**, or click **Submit** and go back to the **Create Question** drop-down menu to choose a different format for your next question. Be sure to click **Submit** after adding each question.



<p>Once all questions have been entered, click OK.</p>	
<p>To Make the Survey Available:</p>	
<p>Log into Blackboard and go to your class or school Blackboard course. Make sure Edit Mode is turned on. Edit mode is on if you see a green dot.</p>	
<p>Click on the menu button in which you want the survey to appear.</p>	
<p>Hover over Assessments and select Survey.</p>	
<p>Click on the survey you created then click Submit.</p>	
<p>The Survey Information will appear, and you can verify the test name, the description, and make changes as needed.</p>	

Survey Availability

- If you choose **Yes** for **Make available to students**, the link will be available to students to start the survey immediately.
- If you keep it as **No** because you are not ready for the students to see the survey, you will have to come back later and edit this option when you are ready to make the survey available.
- By selecting **Force Completion**, students will have to finish the survey in the same session in which they began.
- By selecting **Set Timer**, you can time your survey.
- You can choose a **start** and **end date** and time for your survey to be available to students.
- You can assign a **password** to the survey so that the students can only access the test with the password.

SURVEY AVAILABILITY

Make available to students Yes No

Add a new announcement for this survey. Yes No

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts



Force Completion
Once started, this survey must be completed in one sitting.

Set Timer
Set expected completion time. Selecting this option also records completion time.



Minutes

Auto-Submit
 OFF ON

OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.

Display After  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.



Password

Require a password to access this survey.






Survey Availability Exceptions allows you to exempt a user or group from timer and force completion. *Note: The groups must be already created.*


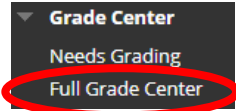
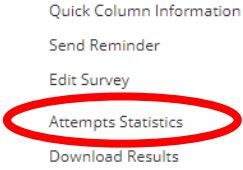
Add User or Group

You can choose to assign a **due date**. You can choose to not show the grade to the student.

Due Date  
 Do not allow students to start the Test if the due date has passed.

You can manipulate how and if you want the students to be able to view their answers and feedback.

WHEN 	SCORE PER QUESTION 	ANSWERS 	FEEDBACK 	SHOW INCORRECT QUESTIONS 
After Submission	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>
---Choose---	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Correct <input type="checkbox"/> Submitted	<input type="checkbox"/>	<input type="checkbox"/>

<p>You can choose whether you want the questions to appear All at Once or One at a Time. By selecting Randomize Questions, you can choose to have the questions appear in a different order for each user.</p>	<p>SURVEY PRESENTATION</p> <p><input checked="" type="radio"/> All at Once <i>Present the entire survey on one screen.</i></p> <p><input type="radio"/> One at a Time <i>Present one question at a time.</i></p> <p><input type="checkbox"/> Prohibit Backtracking <i>Prevent changing the answer to a q</i></p> <hr/> <p><input type="checkbox"/> Randomize Questions <i>Randomize questions for each survey attempt.</i></p>
<p>Click Submit.</p>	<p></p>
<p>To View Survey Results:</p>	
<p>Click on Grade Center under Course Management and select Full Grade Center to see all students' responses to all assessments.</p>	<p></p>
<p>Click on the drop-down arrows next to the Survey Title. Click on Attempt Statistics to view the results.</p>	<p></p>