

Creating and Administering Surveys

Blackboard's Survey tool allows faculty to conduct class surveys for a variety of purposes – housekeeping, course planning, and content-related. Both objective- and essay-type questions are possible.

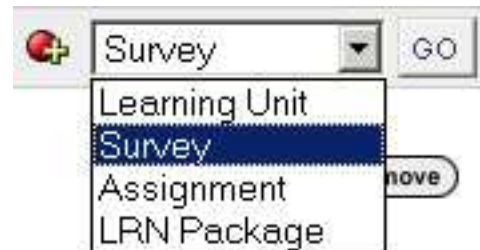
Faculty have used surveys for the following applications:

- 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.

Creating a Survey

Creating a Survey is very similar to creating a Test.

1. Start in the content area in which you want to make the Survey available.
2. Select **Survey** from the menu on the far right of the **Add** menu. Click **Go**.

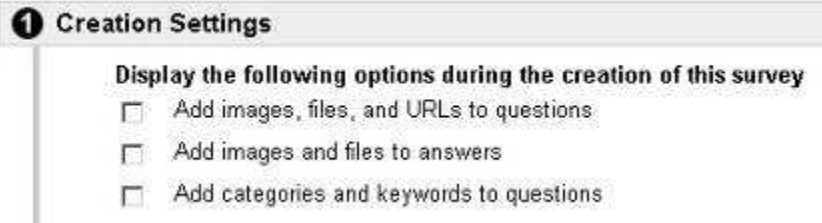


3. Click **Create**.



4. Give the Survey a name and description and enter instructions for taking it. Click **Submit**.

5. Click **Creation Settings** for options.



6. Add questions by selecting a question type from the pull-down menu (see *Creating Tests*).
7. Enter the first question. Click **Submit**.
8. Continue adding questions. Click **OK**, **Submit**, and **OK**.
9. Click **Modify the survey options** and *be sure to make the link visible*. Select other options and click **Submit**.
10. Students access the Survey from the content area where you have made it available.

Viewing the results of a survey

1. Go the **Control Panel** and click **Grade Center** in the Assessment menu.
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 at the top of the Grade Center column.
4. Click **Attempts Statistics** to see the results.