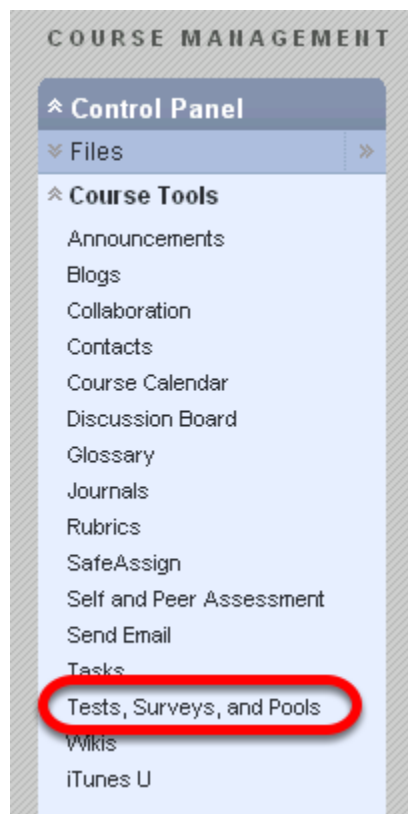



Creating a Survey

This lesson will show you how to create an ungraded, anonymous survey.

Go to the Control Panel, and click on Tests, Surveys, and Pools.



Select Surveys.



Tests, Surveys, and Pools

» **Tests**

Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.


» **Surveys**

Surveys are not graded. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

» **Pools**

Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing

Click on the Build Survey button to begin.



Surveys

Surveys are a means of gathering information from students and are not graded. [More Help](#)

Build Survey Import Survey

Click **Build Survey** to begin.

Enter a name for the survey, add a description and instructions, and then click Submit.

1. Survey Information

★ Name

Description

Visual Editor is: **ON**

Normal 3 Arial B I U abc x₂ x²

This is an anonymous survey that you can take to provide feedback on the course so far. This is an opportunity for you to reflect on what is working well in the course, and what is not so good, *from your perspective*.

I will let everyone know the results of the survey, and what action we might both take to continue to improve the quality of our time together.

Path: [body](#)

Instructions

Visual Editor is: **ON**

Normal 3 Arial B I U abc x₂ x²

Please be thoughtful and honest in your assessment of the course content and activities.
Thanks.

The **Description** is information about the survey that students will see *before* they start the survey, while **Instructions** is visible only once the survey has begun.

You'll be presented with a screen with the survey name, description, and instructions.



Survey Canvas: Mid-term Assessment

The Survey Canvas allows instructors to add and edit questions, reorder questions, and review the survey before deploying it to users. Surveys are intended to gather feedback from users and are not graded. [More Help](#)

Create Question

Find Questions

Upload Questions

Question Settings

Header

Name Mid-term Assessment

Description This is an anonymous survey that you can take to provide feedback on the course so far. This is an opportunity for you to reflect on what is working well in the course, and what is not so good, from your perspective.

I will let everyone know the results of the survey, and what action we might both take to continue to improve the quality of our time together.

Instructions Please be thoughtful and honest in your assessment of the course content and activities. Thanks.

Total Questions 0

Alignments

Select a question type from the Create Question drop-down list.

Select **Create Question** to enter your questions from scratch. The **Find Questions** button is useful if you have already created survey questions in Blackboard that you wanted to re-use. With **Upload Questions**, questions can be authored offline in a *specialty formatted text file* and then uploaded. Once uploaded, questions can be edited and used like questions that have been authored in the system.

Select the type of question you want to create.



Survey Canvas: Mid-term Assessment

The Survey Canvas allows instructors to add and edit questions for users. Surveys are intended to gather feedback from users :

Create Question ▾

Find Questions

Upload Questions

> 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

Assessment

anonymous survey that you c:
y for you to reflect on what is w
e.

everyone know the results of the
ur time together.

thoughtful and honest in your

Create Question drop-down

Enter a name for the question, the question itself, and how many blank rows you need displayed.

1. Question

Question Title

★ Question Text

Visual

Normal 3 Arial B I U abc x₂ x²

What is working for you in the course? What part of the course do you like best?

Path: [body](#)

2. Answer

Enter an answer to provide an example of a correct response.

Set the number of rows that will display in the answer field.

Add Categories, Key Words, and Instructor Notes if desired, and then select **Submit**.

Create as many questions as you want, and then select OK.

↓ ☐ **Short Answer: What's Working: What is working for you in the course...** ↓

Question What is working for you in the course? What part of the course do you like best?

↓ ☐ **Multiple Choice: Grade so Far: What grade do you think you have earn...** ↓

Question What grade do you think you have earned so far in this course?

Answer

Select: [All](#) [None](#) Select by Type:

Delete

OK

Your survey is now created, but not deployed, or available to the students.

More Help'. There are two buttons: 'Build Survey' and 'Import Survey'. Below these is a table with columns: 'Name', 'Deployed', and 'Date Last Edited'. The first row shows 'Mid-term Assessment' in the Name column, 'No' in the Deployed column, and 'October 25, 2010' in the Date Last Edited column. The 'Deployed' cell is circled in red. At the bottom right, it says 'Displaying 1 to 1 of 1 items' and a 'Sort' button."/>

Surveys

Surveys are a means of gathering information from students and are not graded. [More Help](#)

Build Survey **Import Survey**

Name	Deployed	Date Last Edited
Mid-term Assessment	No	October 25, 2010

Displaying 1 to 1 of 1 items | [Sort](#)

Go to the area of the course where you want to make the survey available.

Course Materials

Build Content **Create Assessment** **Add Interactive Tool** **Assign Textbook**

- > Test
- Survey**
- > Assignment
- > Self and Peer Assessment
- > SafeAssignment

Select **Survey**.

Select the survey just created, and click Submit.

Cancel **Submit**

1. Add Survey

Create a new Survey or select an existing Survey to deploy.

Create a New Survey **Create**

Add Survey

-- Select Survey Below --

Mid-term Assessment

There are a number of survey options to consider.

2. 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 time for this Survey.

Hours Minutes

☐ 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.

Password

It is recommended to **NOT** Force completion. The 'Force Completion' option requires that students complete and submit the survey the first time they access it. If a student navigates away from the survey (accidentally or intentionally) before it has been submitted, or potentially if a student loses their internet connection, the student may be locked out of the survey and will not be able to resolve this problem without assistance from the instructor (or someone else with instructor level access). The instructor will need to enter the Grade Center and select 'Clear Attempt' to allow the student to retake the survey.

More options to consider.

3. Self-assessment Options

☐ Include this Test in Grade Center Score Calculations

Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

4. Survey Feedback

Select the Type of Feedback Displayed Upon Completion

- ☒ Status
- ☒ Submitted Answers

5. 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 question that has already been submitted.
- ☐ Randomize Questions
Randomize questions for each Survey attempt.

Avoid Long Essay Questions

Typing into a text box on Blackboard does not register as browser activity; thus, typing for an extended period of time puts the individual at risk for session time-out. In order to get around this issue, long essay questions could be broken down into several short answer questions, or a 'File Response' question type may be used to allow students to upload a pre-written file (like a Microsoft Word .doc or an Adobe .pdf). If this question type is used for a file that has not been pre-written, meaning that students are asked to write their response outside of Blackboard while the Blackboard test is open and running, students MUST return to the Blackboard test to click save periodically (at least every 15 minutes) to keep the survey active. Again, not doing so could lead to session time-out.

Once you click Submit to deploy the survey, it will be available in the course area you selected.

**Mid-term Assessment**

This is an anonymous survey that you can take to provide feedback on the course so far. This is an opportunity for you to reflect on what is working well in the course, and what is not so good, from your perspective.

I will let everyone know the results of the survey, and what action we might both take to continue to improve the quality of our time together.