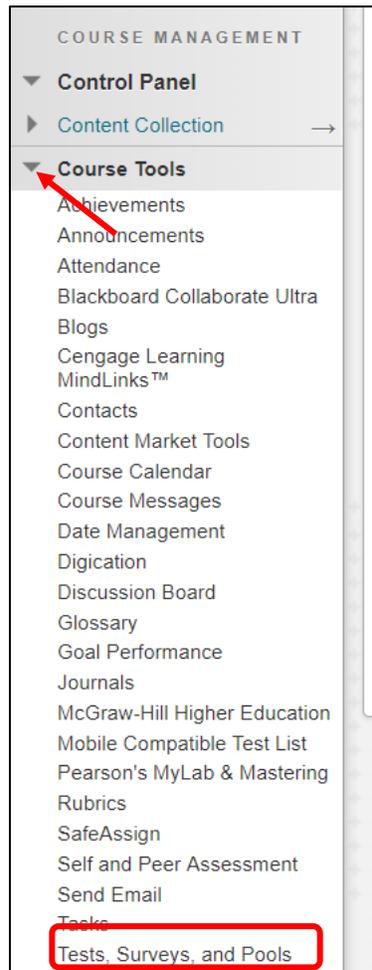


On-Campus Blackboard Surveys: Create Surveys

Blackboard surveys are a simple tool that are automatically anonymous. They can only be deployed within a Blackboard content area, and be accessed by the people enrolled in the Blackboard shell. There are three steps to create the survey Create, Deploy, Set Options.

To build a survey, open the expandable **Course Tools** menu in the Control Panel at the bottom left of the menu and scroll down to click on Tests, Surveys and Pools.



Click on Surveys, then Build Survey

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, and student responses are anonymous. 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 questions and reusing them in more than one Test or Survey.

Example Primary Test Course

Tests, Surveys, and Pools >

Surveys

You can use surveys to measure student knowledge and gauge progress. Surveys are not graded, and all student responses are anonymous. [More Help](#)

Build Survey Import Survey

Click **Build Survey** to start.

Fields with an asterisk, such as Name, are required. Description and instructions are optional.

Survey Information

Type a **Name** for the survey. This is a required field. The name is the title text that appears in the content area. Use a descriptive name to help users identify the survey. [More Help](#)

* Indicates a required field.

SURVEY INFORMATION

* Name

Description

Path: p Words:0

Instructions

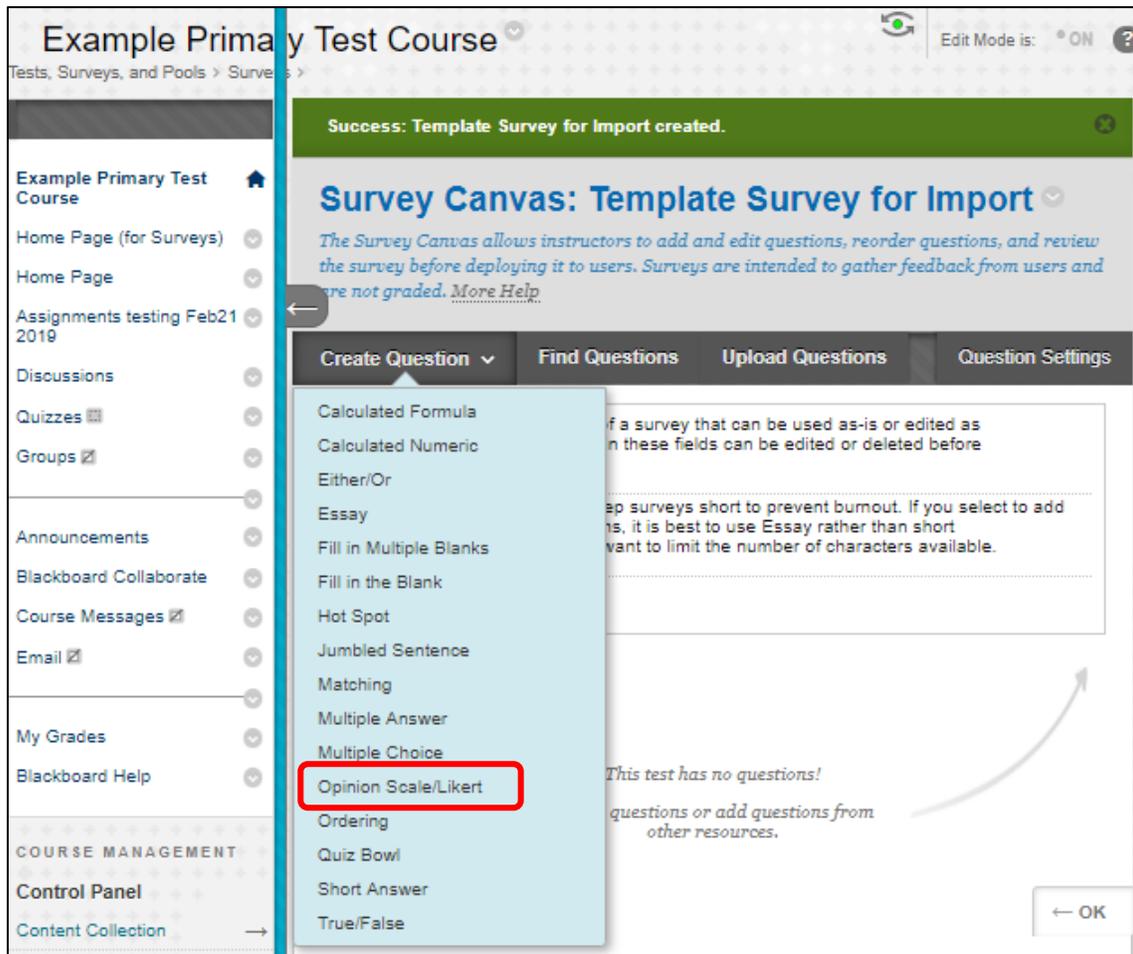
Click **Submit** to proceed.

Cancel **Submit**

Next add questions. Questions can be added from pools, other surveys or tests, or created directly in the survey. This document will show how to manually add a question by selecting Create Question. Shown here is the Opinion Scale/Likert question.

Create Question

Hover over Create Question to open the question type list. Select Opinion Scale/Likert. This will open a window where you can add your question text, select the number and order of answers, and add answer text.



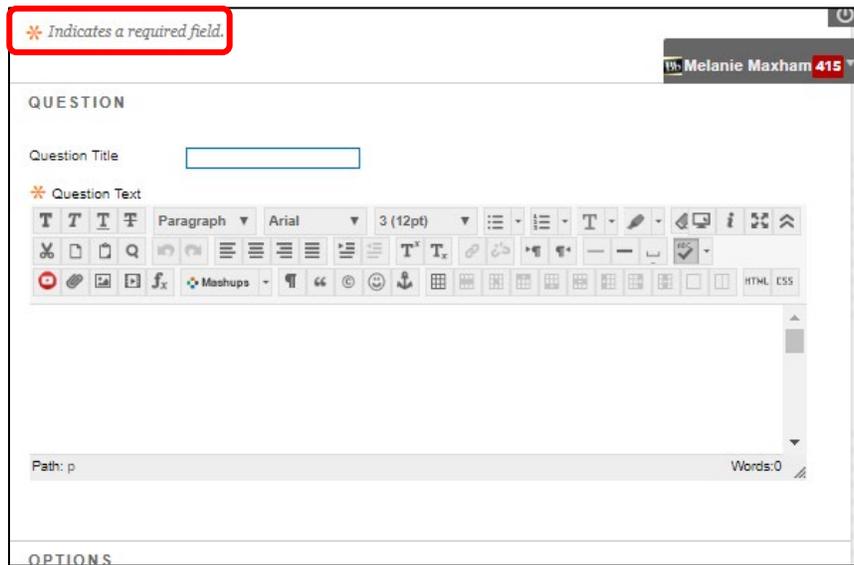
Another popular survey question type are open-ended questions. The best question type to select for open ended questions are:

- Short Answer, which can limit the answer to six rows
- Essay questions, which have no character limit

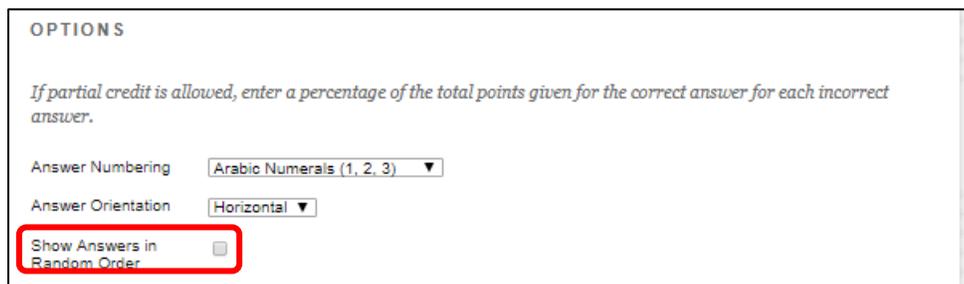
Note: If you navigate away from the survey canvas you can go back in to Edit* the survey: Go to Course Tools, then Tests, Surveys, and Pools, select Surveys. Hover over the title of the survey, select the arrow to the right and select Edit. Here you can edit the question text and answers.

*You can edit the survey, and the question text, but you cannot edit a question type. To change a question type you must create a new question.

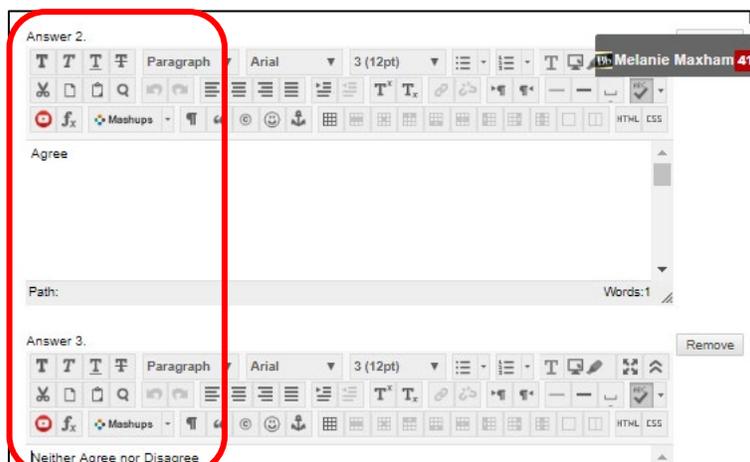
Only fields with an asterisk, such as Question Text, are required. In the rich text editor there are three rows of tools, images, video and attachments can be added.



The default options for answer numbering and orientation are Arabic numerals and horizontal. Use the drop down arrow to see alternative options. Show Answers in Random Order can cause some confusion if there are questions that use the “All of the Above” answers. Make sure you review your questions. Likert Scale answers should never be randomized.



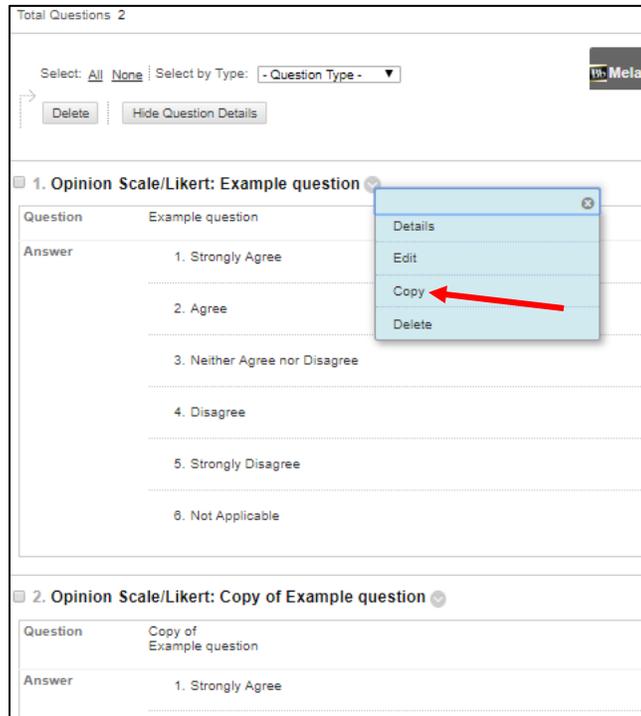
There are six default Likert Scale answers from 1. Strongly Agree, 2. Agree, 3. Neither Agree nor Disagree, 4. Disagree, 5. Strongly Disagree and 6. Not Applicable. They can be edited or removed.



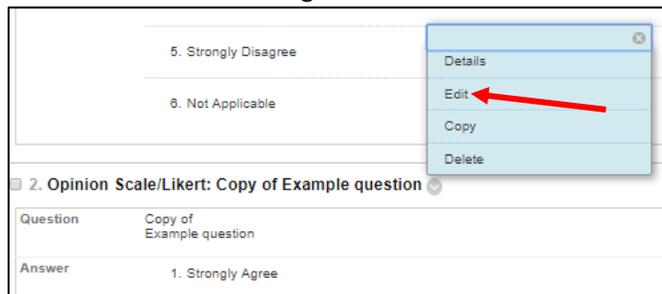
When you have finished adding a question with text in the answers, to quickly create a similar question, choose “Submit and Create Another”, or select Submit to find another question type.



To copy a question, hover over the question title and select the arrow to the right to open a menu, and select Copy.



You can edit the question text and/or answers as necessary. To change a question or answer text, hover over the question title, click on the arrow to the right and select Edit.



Once you have added all of your questions, the survey is ready to deploy in a content area within your course and set the survey options, such as when to become available to users, and show all questions at once or one at a time. You can export and import surveys to other courses.

To learn more about questions or question pools, creating, editing, copying, and their settings please contact bbhelp@uml.edu or schedule a [technology consultation](#).