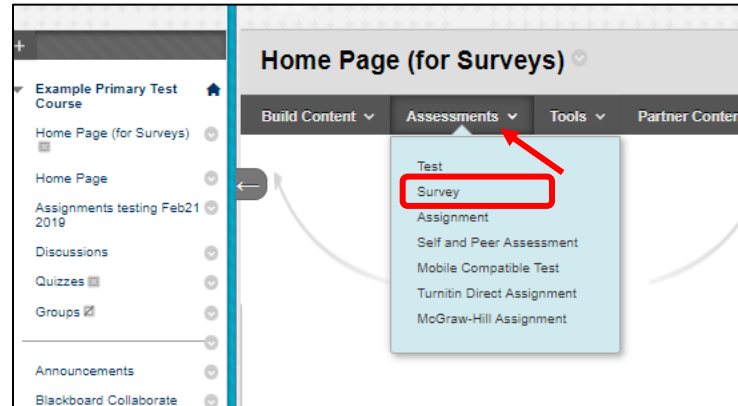


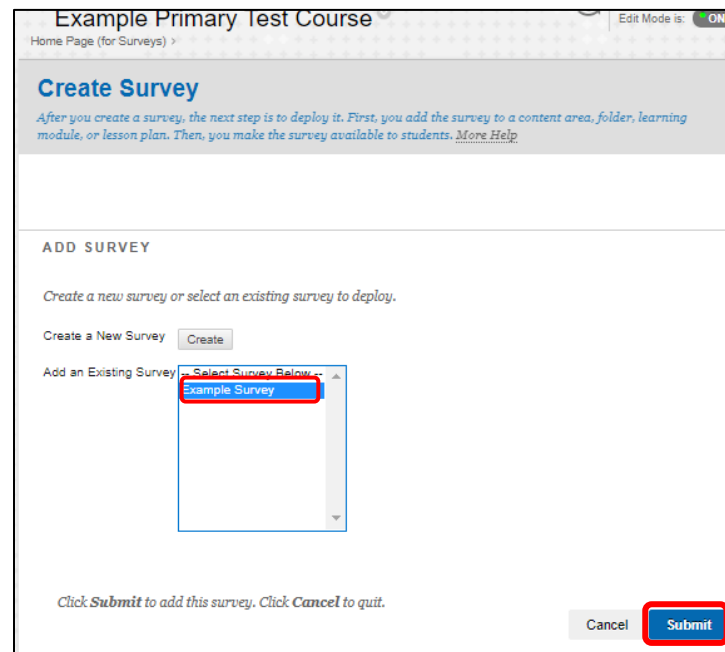
## On-Campus Blackboard

### Surveys: Deploy

Navigate to the content area where you would like students to find the survey (Home Page or a folder). Hover over Assessments in the action bar and select Survey. If you do not see the action bar, make sure Edit Mode is ON in the top right corner.



Select the title of the survey listed and select Submit. You can select Create to build a new survey, when finished you will then select it from the list to deploy it.



Give it a Name. Items with an asterisk, are required.

A screenshot of a form field for 'Name'. The field is labeled 'Name' with an asterisk indicating it is required. The text 'On-Campus Blackboard' is entered into the field. A red box highlights the entire field.

Opening surveys in a new window may cause a pop up blocker. The default is No.

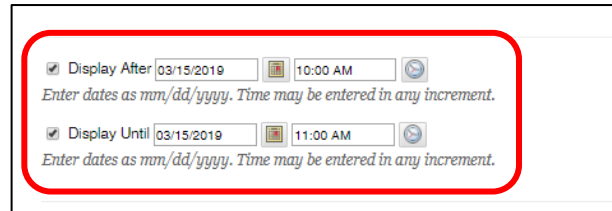


Open Survey in New Window  Yes  No

To set the survey to open on a specific date, "Make available to students" must be set to Yes.

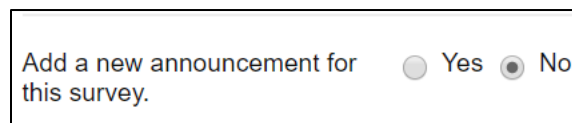


Make available to students  Yes  No



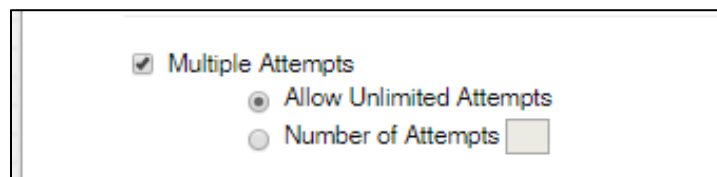
Display After 03/15/2019 10:00 AM  
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*  
 Display Until 03/15/2019 11:00 AM  
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

An announcement can be set to appear in Blackboard when the survey opens, but this is not necessary.



Add a new announcement for this survey.  Yes  No

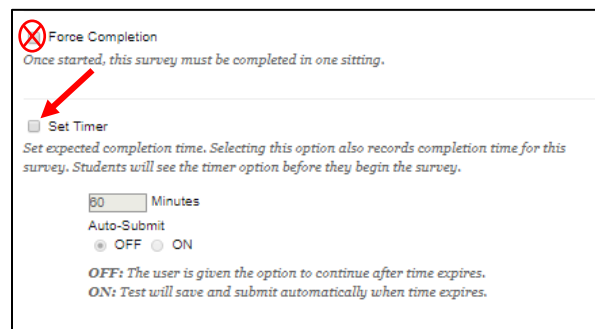
Check the multiple attempts box to allow multiple or unlimited attempts.



Multiple Attempts  
 Allow Unlimited Attempts  
 Number of Attempts

If Force Completion is enabled students will not be able to complete an attempt if they lose their connection for any reason. Because of this, it is recommended that faculty do NOT use force completion.

Time constraints may be set using the Timer. If a student loses connection, the timer continues but they will be able to get back into the survey to pick up where they left off. Auto Submit should be ON, in order for the attempt to be automatically saved and then submitted when the timer expires.



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 for this survey. Students will see the timer option before they begin the survey.*

30 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.*



You can use the Display After, to show the survey, and/or Display Until, to hide the survey. The Make available to students section above must be “Yes” or it will not display at all.

Select the box to the left of the Display After and/or Until row(s) and select the calendar to choose a date, then select the clock to set a time. Settings will not go into effect until you click Submit for the entire page. Scroll down to review additional settings.

*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.*

Passwords are optional, and generally only used for tests and proctored exams. Surveys and Tests have all the same options to be set, except surveys are anonymous and not gradable.

Password







*Require a password to access this survey.*

### Availability Exceptions & Accessibility

You can make the survey available to different users at different times to provide accommodations or meet the needs of different sections in a merged course. Survey Availability Exceptions can be made for specific users or groups.

**SURVEY AVAILABILITY EXCEPTIONS**

*Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous survey availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the survey.*

Name	Attempts	Availability
 Donna Mellen	Multiple Attempts <input type="text" value="2"/>	 After: 03/31/2019 11:59 PM Until: 04/06/2019 11:59 PM <input type="checkbox"/>
 Mac Wishart_PreviewUser	Single Attempt	 After: 03/28/2019 11:59 PM Until: 03/29/2019 11:59 PM <input type="checkbox"/>
 Test2 Student2	Unlimited Attempts	 After: 03/26/2019 11:59 PM <input type="checkbox"/>

## Due Dates

“Do not allow students to start the Survey if the due date has passed” will prevent availability exceptions after the due date. Due dates are not recommended with surveys. Availability is a better way to control when surveys can be taken. Alternative: Set “Display Until” to hide the survey from student view in the content area after the due date.

**DUE DATE**

*Set the date the survey is due. Optionally, do not allow students to take a survey once the due date has passed.*

---

*Submissions are accepted after this date, but are marked **Late**.*

---

Due Date

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

Do not allow students to start the Survey if the due date has passed.  
*Students will be unable to start the Survey if this option is selected.*

You can present questions all at once or one at a time.

**SURVEY PRESENTATION**

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.*

*Click **Submit** to edit options for this survey. Click **Cancel** to quit.*

For more information about surveys contact [bbhelp@uml.edu](mailto:bbhelp@uml.edu) or use the [Technology Consultations](#) page to schedule a consult.