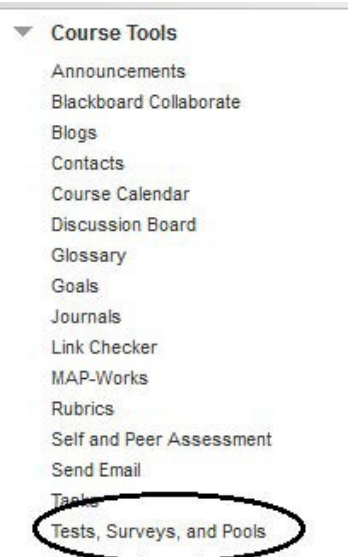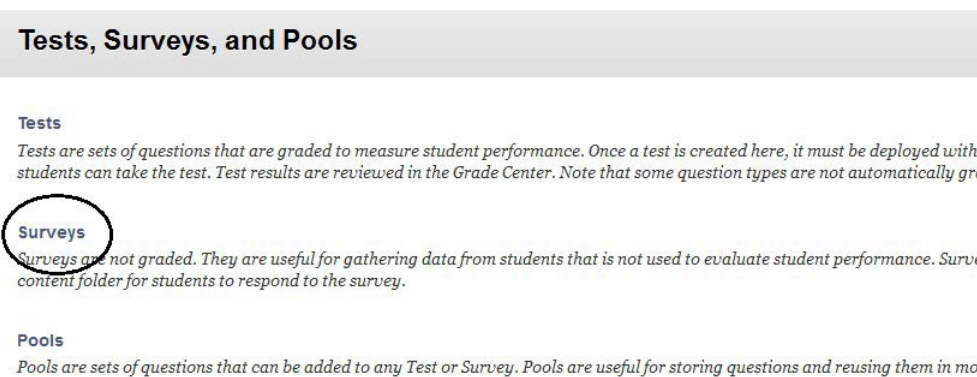# How to Create, Deploy, and Review Survey Results in Blackboard

How to Create a Survey

Step 1: From the **Control Panel**, select **Course Tools** and then select **Tests, Surveys and Pools.**

Step 2: Select **Surveys.**

Step 3: Click **Build Survey.**

Step 4: Provide a name for your survey. The description and instructions are optional.

Step 5: Click **Submit**.

Step 6: Add Questions to your survey. Click on the drop-down arrow next to **Create Question** to view the various question types.
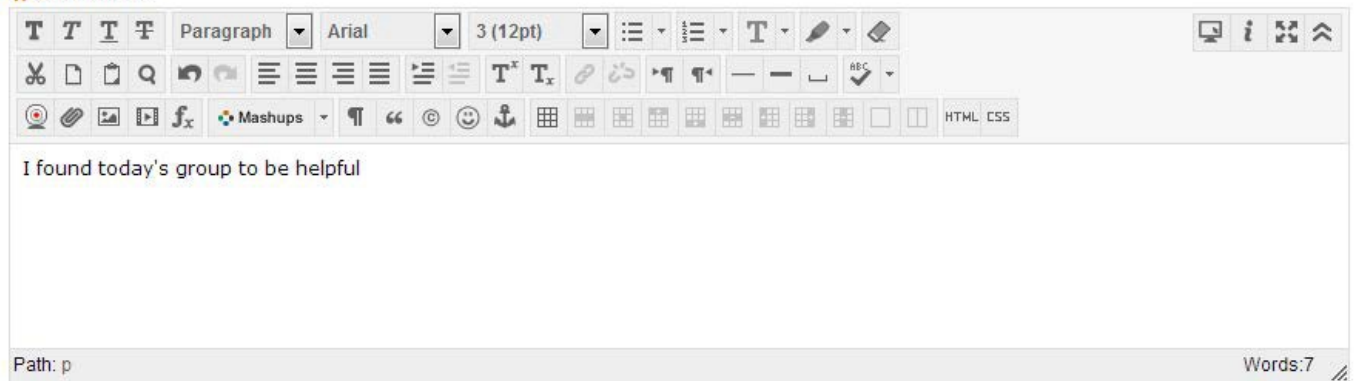
Step 7: Choose question type and then Enter the Question Text.

Question

Question Title [   ]

✳ Question Text

Step 8: Select the Number of Answers and enter the possible answer choices if applicable.

Step 9: Categories and Keywords are not necessary unless you want to use those features.

Step 10: Click **Submit.**

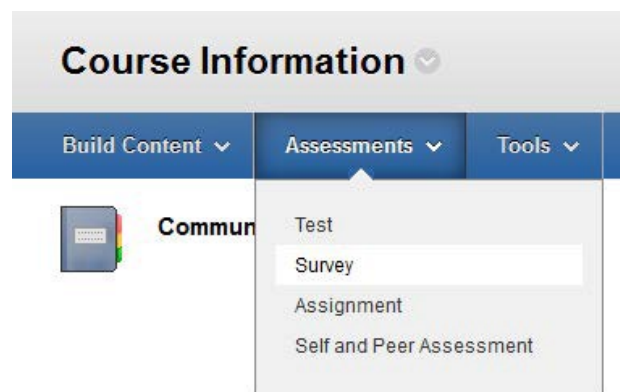Step 11: Repeat Steps 6-10 to add additional questions to your survey.

How to Deploy a Survey in Blackboard

Step 1: Select the Content Area (Assignments, Course Documents, Course Information) where you want to add a survey.

Step 2: Click the drop-down arrow next to the **Assessments** menu item and select **Survey**.

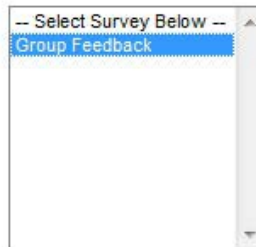Step 3: Select the appropriate survey from your list of existing surveys.

Add Survey

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

Create a New Survey   Create

Add Survey   -- Select Survey Below --
              Group Feedback

.

Step 4: Click **Submit.**

Step 5: Choose the options that you want applied to this survey.

SURVEY AVAILABILITY

Make the link available   ● Yes ○ No

Add a new announcement for   ○ Yes ● No
this survey.

☐ Multiple Attempts
    ○ Allow Unlimited Attempts
    ○ Number of Attempts [   ]

☐ Force Completion **(Not Recommended)**
Once started, this survey must be completed in one sitting. If a student's network connection is interrupt

☐ Set Timer
Set expected completion time. Selecting this option also records completion time for this survey. Students

[60]   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.*

Note: Make sure that you select **"Yes"** to **Make the Link Available** or your students will not have the ability to see the survey.

Step 6: Choose the self-assessment options, feedback and presentation options that you want applied to the survey and then click **Submit** when finished. Results of your survey will be found in the **Grade Center.**

How to Export and Import Surveys to/from other Courses

The Survey Manager lets you import and export surveys for content reuse and collaboration. Surveys can be reused by exporting the entire survey to your local computer and then importing the file into another course's Survey Manager. When the survey is imported, modifications may be made to customize it for the new course.

Export

Step 1: Go to the **Control Panel** select **Course Tools**, and then select **Tests, Surveys and Pools.**

Step 2: Select **Surveys.**

Step 3: Click the down arrow next to the survey and then select **Export to Local Computer**.
Step 4: Save the .zip file to your computer. Do not open/unzip it.

Import

Step 1: Go to the Control Panel of the new course, and then select Tests, Surveys and Pools.

Step 2: Select Surveys.

Step 3: Click Import Survey.

Step 4: Browse to the saved .zip file and click Submit.

Step 5: The survey uploads and is added to your surveys.

Reviewing Survey Results in Blackboard

Results of the survey may be viewed in two ways. You may view them in Blackboard or download the results to a spread sheet.

View results in Blackboard

From the Course Management section, click **Grade Center**

and then click the drop down arrow [ ] that corresponds to the survey column. Choose **Attempts Statistic**s. You will see each question and the number of responses each question option received.
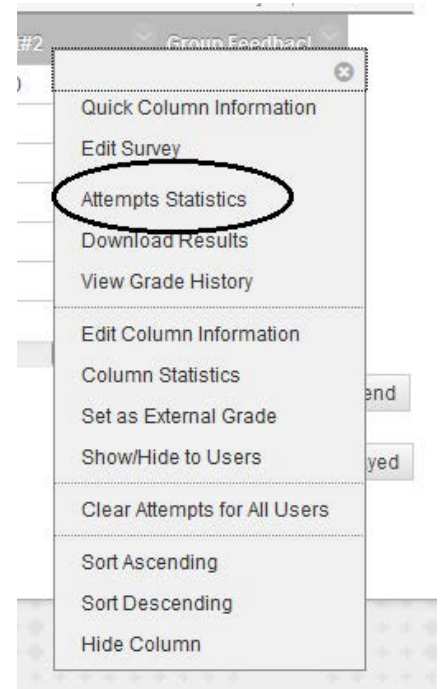
View results in a Spreadsheet

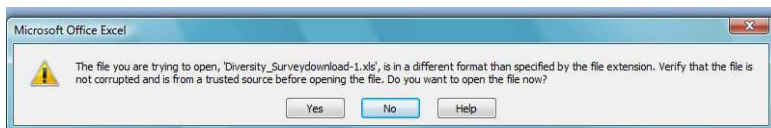Step 1: From the Course Management section, click **Grade Center.**

Step 2: Click the drop down arrow [ ] that corresponds to the survey column.
Step 3: Choose **Download Results**.
Step 4: On the Download Results screen, leave the defaults. Then click "Click to download results."
 Step 5: Choose **"Open with MS Excel (default)."**
Step 6: Click Yes.

Step 7: You may now rearrange the data in any format appropriate to your application.

Q: How do I view individual responses?

A: When a student takes a survey in Blackboard, a green check [ ] is placed in the survey's corresponding grade center column for the student.

Note: Instructors are unable to view student's individual question responses for a survey. To view individual responses, create a test instead of a survey.