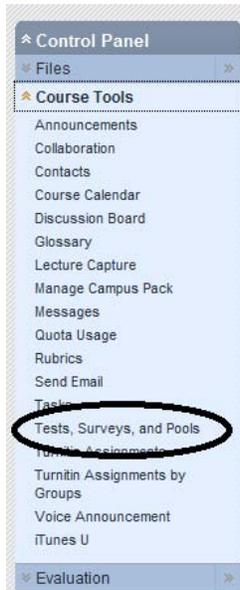
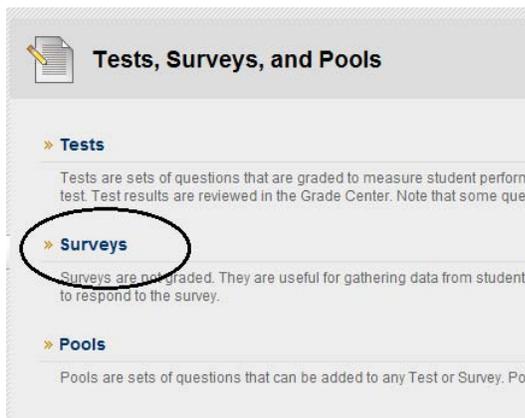


## How to Create, Deploy, and Review Survey Results in Blackboard 9.1

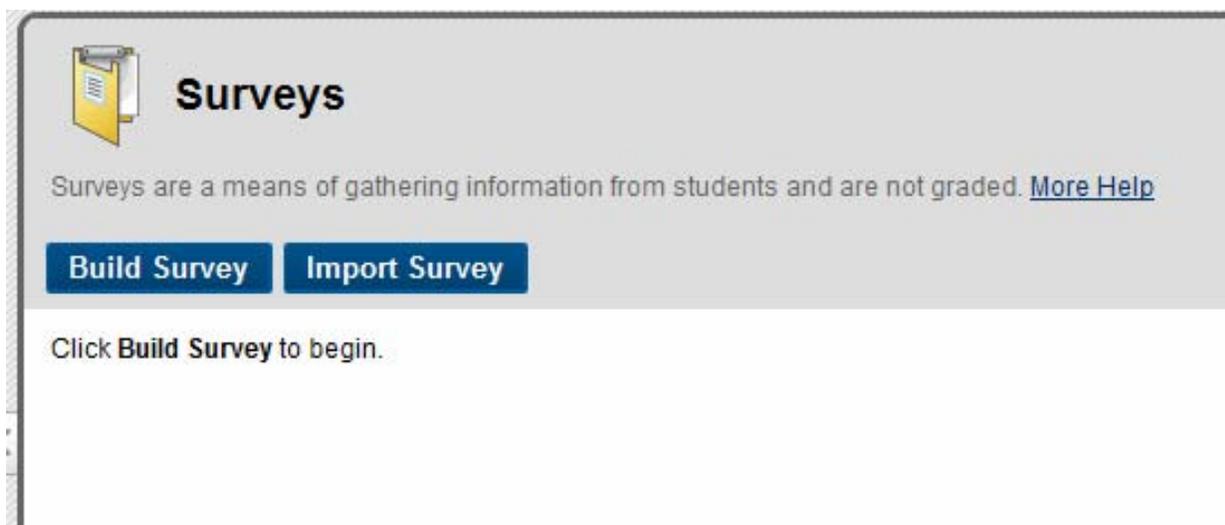
Step 1: From the Control Panel, select **Course Tools** and then select **Tests, Surveys and Pools**.



Step 2: Select **Surveys**.



Step 3: Click **Build Survey**.



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

The screenshot shows the 'Survey Information' form. At the top, there is a header with a book icon and the title 'Survey Information'. Below the header, a note states: 'Enter a Name for the Survey. This is a required field. The name is the title text that appears in the Content Area. Use a description to provide more information about the survey.' A red asterisk icon indicates a required field. The form is divided into sections: '1. Survey Information', 'Name' (with a text input field containing 'Group Feedback'), 'Description' (with a rich text editor toolbar and a large text area), and 'Instructions' (with another rich text editor toolbar). The path is shown as 'body'.

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.

The screenshot shows the 'Survey Canvas: Group Feedback' form. The title is 'Survey Canvas: Group Feedback'. Below the title, a note states: 'The Survey Canvas allows instructors to add and edit questions. Questions are for user feedback and are not graded. [More Help](#)'. The form has three main buttons: 'Create Question' (with a dropdown arrow), 'Find Questions', and 'Upload Questions'. The 'Create Question' dropdown menu is open, showing a list of question types: 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, and True/False. The background shows the 'Name' field with 'Group Feedback' and the 'Description' field with a rich text editor.

Step 7: Enter the Question Text.

\* Indicates a required field.

Cancel Submit

**1. Question**

\* Question Text

Visual Editor: ON

Normal 3 Times New Roman B I U abc x<sub>2</sub> x<sup>2</sup>

I found today's group to be helpful.

Path: [body](#)

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

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

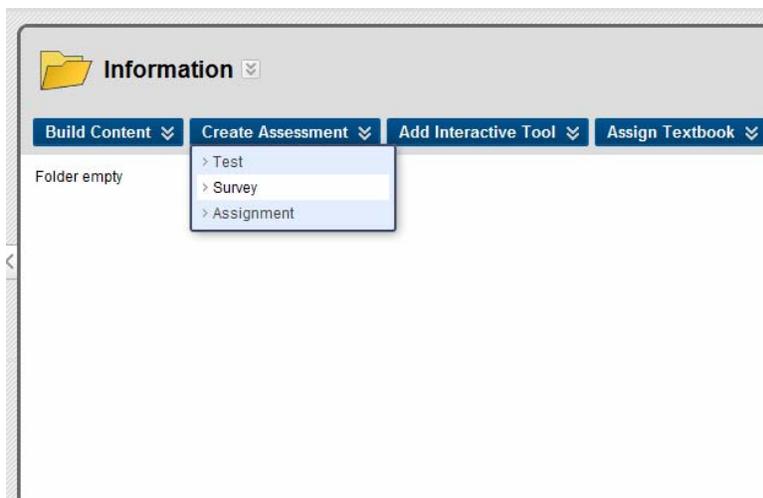
Step 10: Click **Submit**.

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

## How to Deploy a Survey in Blackboard 9.1

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 **Create Assessment** menu item and select **Survey**.



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

**1. Add Survey**

Create a new Survey or select an existing Survey. Any Survey that has already been added will not be displayed.

Create a New Survey

---

Add Survey

-- Select Survey Below --  
 Group Feedback  
 Pre-class Survey  
 Post-Class Survey

Step 4: Click **Submit**.

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

**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

*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 **double-down arrow** and then select **export**.

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**.

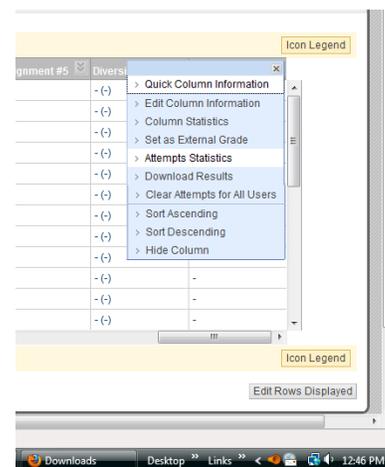
Step 5: The survey uploads and is added to your surveys.

## Reviewing Survey Results in Blackboard 9.1

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 Blue Course Management section, click **Grade Center** and then click the double drop down arrows that correspond to the survey column. Choose **Attempts Statistics**. You will see each question and the number of responses each question option received.



### View results in a Spreadsheet

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

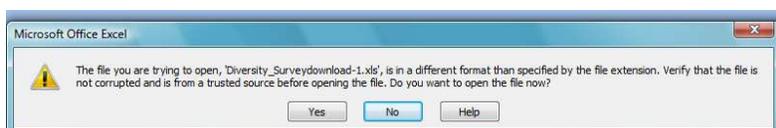
Step 2: Click the double drop down arrows  that correspond to the survey column.

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 survey's corresponding grade center column for the student.



is placed in the

*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.*