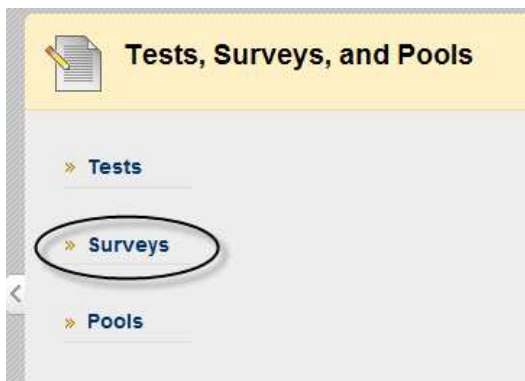


How to Create, Deploy, and Review Survey Results in Blackboard NG

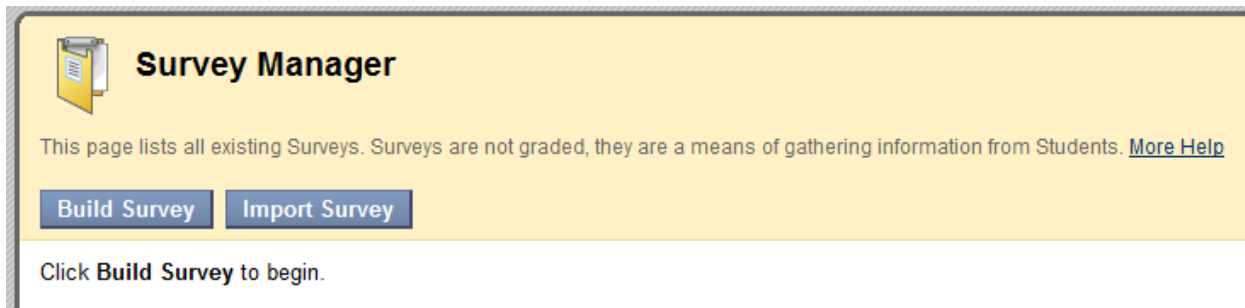
Step 1: From the Control Panel, select **Course Tools** and then select **Tests, Surveys and Pools**.



Step 2: Select **Surveys**.



Step 3: Click **Build Survey**.



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

Survey Information

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 descrip

* Indicates a required field.

1. Survey Information

* Name

Description Visual Editor: ON

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Path: body

Instructions Visual Editor: ON

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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.

Survey Canvas

Create, edit, and delete questions. Select a question type from the Add Question drop feedback and images, are available for question creation. [More Help](#)

Create Question Reuse Question 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

the Create Question drop-down list.

Step 7: Enter the Question Text.

* Indicates a required field.

Cancel Submit

1. Question

* Question Text

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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.

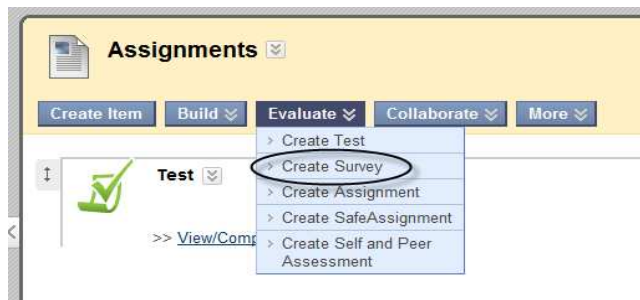
Step 10: Click **Submit**.

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

How to Deploy a Survey in Blackboard NG

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 **Evaluate** menu item and select **Create a 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.

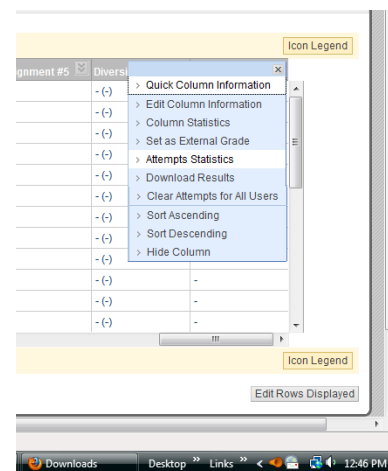
Reviewing Survey Results in Blackboard NG

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 **Evaluation** → **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 **Evaluation** → **Grade Center**.

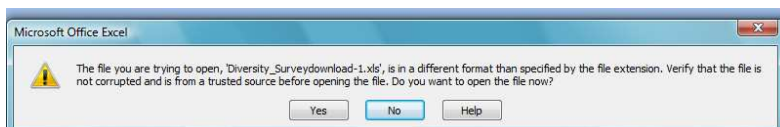
Step 2: Click the double drop down arrows  that correspond to the survey column.

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).”**

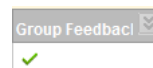
Step 6: Click Yes.



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  is placed in the 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.