

How to Create a Survey

To add a survey in your course, you first **create it** then **deploy it**.

Create the Survey

1. Login to your Blackboard course and select **Control Panel** from left-hand side menu
2. Select the **Survey Manager** in the **Assessment** options area
3. Click **Add Survey** on the **Survey Manager** page
4. Fill in the information for **Name**, **Description**, and **Instructions** for the survey in the respective text boxes, click **Submit**
5. Clicking submit will take you to the **Survey Canvas** page
6. Before selecting the type of questions, click the **Creation Settings** icon to the right of **Add** to modify the settings for your test/quiz, e.g., feedback; add images; scoring; or display (see **Figure 1**). Click **Submit** when finished, review the changes, click **OK**
7. Now select the types of questions by clicking the down arrow to the right of **Add**; click the **GO** button (this example uses *True/False*.)
8. **Add/Modify Question**: enter the **Question** text
9. When complete, click **Submit** and **OK**

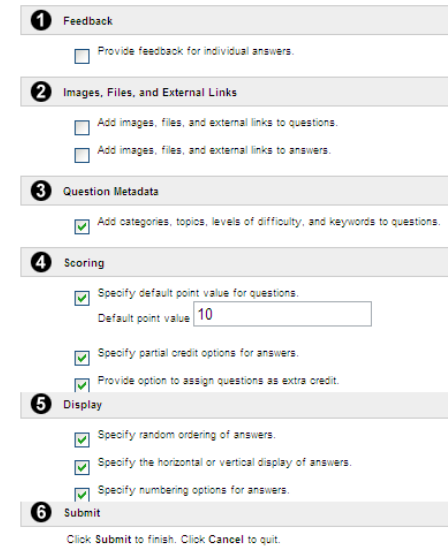


Figure 1 - Survey Creation Settings

Deploy the Survey

1. Select the content Area where the test will be deployed from the **Control Panel** (this example uses **Documents**)
2. Click the down arrow next to the **Select** box (top right-hand corner)
3. Select **Survey** then click **Go**
4. Select the survey from the menu list; click **Submit**, click **OK**
5. Select **Modify the Survey** options
 - *Make available Yes/No*
 - *Add announcement Yes/No* (do not select *Multiple Attempts*; *Force Completion* or *Set Timer*, *Grade Center* options)
 - *Presentation Mode – All at Once* or *One at a Time*
6. Click **Submit**, click **OK**

Viewing Results

1. Select the **Grade Center** from the **Control Panel**.
2. When the Grade Center loads, click the **Action Link** (double-down arrow) next to the survey column name, select **Attempt Statistics**.
3. On the **Assessment Statistics** page you will find percentages for each answer submitted.