



# Blackboard Quick Reference Guide

## Creating & Deploying a Survey

Surveys can assess student attitude or gather demographic information, for example. They are constructed in a similar manner to tests, however, there are no points awarded; information is gathered anonymously. Results can be seen through the Gradebook. If you want to assign participant points (for completing the survey), then you can modify the Gradebook item and assign points, if you wish. You can create a test directly through the Survey Manager or, as described below, through any Content Area.

**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   
Sample survey

**2 Submit**

Click **Submit** to add this Survey. Click **Cancel** to quit.

### Creating a Survey from a Content Area

- Step 1:** From the Control Panel, select the Content Area where you want the survey to appear.
- Step 2:** From the *Select* drop-down menu within the toolbar, choose Survey and click .

  - If you have not created any surveys yet, there will be no un-deployed surveys available to add. If you have created surveys, you can select one from the *Select Survey below* prompt.

- Step 3:** Click .
- Step 4:** Enter the survey name (required) and any description and instructions you desire.
  - You can change this information later, if you wish.
- Step 5:** Click .
- Step 6:** From the Survey Canvas page, click [Creation Settings](#).
- Step 7:** Select the desired settings.
- Step 8:** Click on , then click .

## Adding Questions to a Survey

**Step 1:** Select a question type from the *Add* question drop-down menu. The types are the same as for creating a test.



See the separate quick reference guide (“Using Assessment Question Types”) for information on the various types of questions.

**Step 2:** Click .

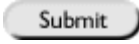
**Step 3:** Enter the *Question Text*.

**Step 4:** If applicable, enter the question answers.

- If made available, add any additional attachments to the possible answers.
- If made available, categorize the question so you can use it in future assessments.


**Step 5:** Click  when you are finished with a question to add it to the survey.

**Step 6:** Continue adding questions using the *Add* question drop-down menu. Click **OK** when finished.

**Step 6:** Click  to insert the survey in the Content Area, then **OK** twice to return to the Content Area.

The survey appears in the Content Area but it is not yet available to students. It is also added to the Gradebook.

## Making the Survey Available to Students (Deploy)

**Step 1:** From the Content Area the survey is located in, click .

**Step 2:** Click **Modify the survey options**.

**Step 3:** Under the Survey Availability section, set *Make the link available* to Yes.



- In this screen, you can also: a) Modify the Survey Information; b) Select Feedback options; and c) Select Presentation options.

**Step 4:** Click  and click  twice.

The survey is now available to the students in the desired Content Area.

