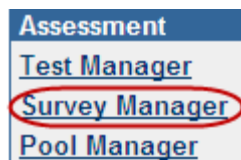


Surveys

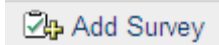
Instructors may want to gain feedback from their students on various topics and at various stages throughout the course. The Survey tool which completed anonymous feedback from students and is often used to deploy mid-course evaluations for a given course. Faculty can administer mid-course evaluations midway through the semester to gather feedback while there is still time to make changes to a course.

Survey Tool Mid-semester feedback from students enables you to get inside your students' heads and see the classroom and the learning from their point of view. Without an appreciation of how students are experiencing learning, any methods we use risk being ill-informed, inappropriate or harmful.

The process of creating a survey is very similar to that of creating a test.



Go to the control panel and click on Survey Manager in the Assessment section.

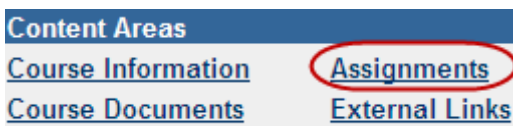


In the Survey Manager, click on the Add Survey link.

In the Survey Information window, enter a name, a description of the survey and any specific instructions you want to give to students. Click Submit to save your changes.

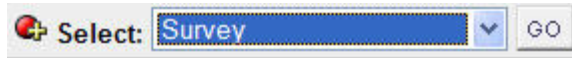
Now we must add our desired questions to our test canvas. A brief description of the different question types can be found on page 2 of this manual.

Giving the survey to students



At this stage the survey can only be viewed by the instructor or teaching assistant. To allow students to view the survey go to the Control Panel and click on the Content Area you want to add the survey to. In this example we will use Assignments.

Choose Survey from the drop-down list on the righthand side and click the Go button. Select the survey you want to add to the content area, and click Submit.



- ▶ **Modify the Survey**
Modify the Survey in the Survey Canvas.
- ▶ **Modify the Survey options**
Modify the Survey options, such as availability and feedback.

To make the survey available, click Modify the Survey Options which allows you to specify the details of how and when you would like students to be able to view the survey.

In Section 1, add any desired description to the test and pick a color for the test name.

In Section 2, you have the following options:

- **Make the link available:** if you are ready for students to see and complete the survey, click on Yes to this option.
- **Add a new announcement:** Blackboard will automatically create a new announcement for you.
- **Multiple attempts:** this will allow students to take the survey more than once. If this option is checked, a student may take a survey, submit it to see how they did, and then retake the survey.
- **Force Completion:** this will only allow the student to begin the survey once. If the student does not complete the survey in one sitting, Blackboard will not allow them to restart the survey again. Forced completion will not stop the survey even if used in conjunction with the timer. If this option is NOT checked, students can save responses they make to the survey as they go - this way, if they experience internet browser problems and become disconnected from Blackboard, they can return to the survey and pick up where they left off although the timer will keep running from the first time they accessed the survey.
- **Set Timer:** will keep a log of how long a student took to complete an survey, and will give them a one minute warning before their time is up, however, Blackboard will never kick someone out of an survey. Regardless of how the options above are set, the timer will start the first time the student accesses the e survey, and continues until they click the "Submit" (NOT "Save") button at the end of the test. This time will then be displayed in the Grade Center for the instructor to note.
- **Display After/Until:** this will set a date after which Blackboard will automatically make the survey either available or unavailable to students.
- **Password:** require and set a password to access this survey.

In Section 3, you can choose to hide the results from the Grade Center to avoid confusion.

In Section 4 you can choose the type of survey feedback you would like to provide to students.

Lastly, in Section 5 you can choose if you would like all survey questions on one page or one per page, and also if you would like to randomize the questions in the survey so that each student will see the questions in a different order.

Finally, remind your students to complete the survey. Instructors may view survey results by going to the Grade Center, clicking on the title of a particular survey, and clicking on Assessment Attempt Details. This page will show how students responded to questions on the survey. Please see the following section on the Grade Center in Blackboard for further information on downloading student survey responses.

To view survey submissions

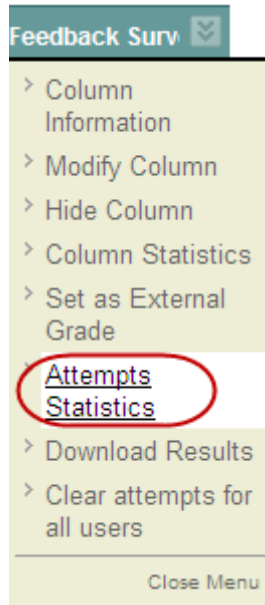
Assessment	
Test Manager	Grade Center
Survey Manager	Performance Dashboard
Pool Manager	Early Warning System
Course Statistics	

Click on the Grade Center link in the Assessment area of your Control Panel.

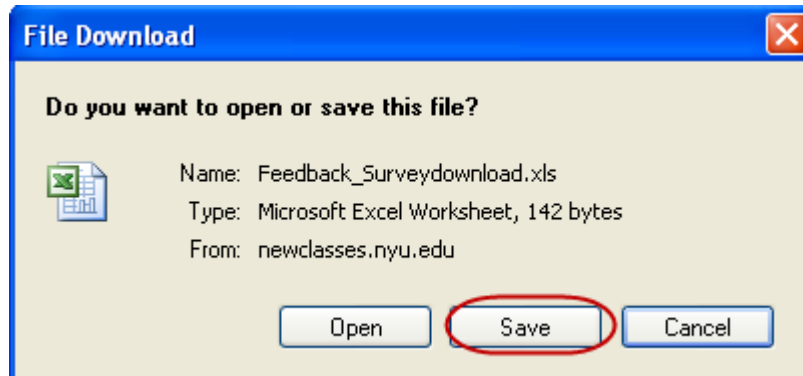
<input checked="" type="checkbox"/>	Last Name	First Name	Feedback Surv
<input type="checkbox"/>	Tester	Tilda	✓
<input type="checkbox"/>	Tester	Tuesday	-

In the Grade Center you will see a green check-mark for any student submissions.

As the survey tool is 100% anonymous, you can only view all submission to a survey at once. To do this, click on the icon on the column and choose the Attempt Statistics link.



You can choose to download these results, similarly to tests, by clicking on the Download Results link in the column drop-down menu (as seen in the image).



[Click to download results](#)

In the next page, choose your settings and click on the link, NOT the OK button to download and Save to save the file to your computer.