



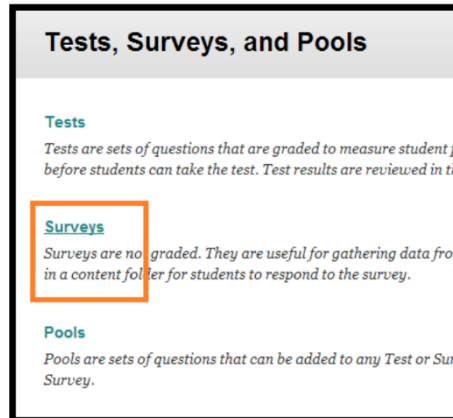
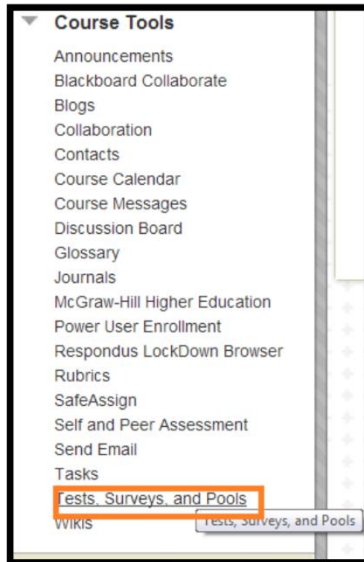
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LEARNING TECHNOLOGIES

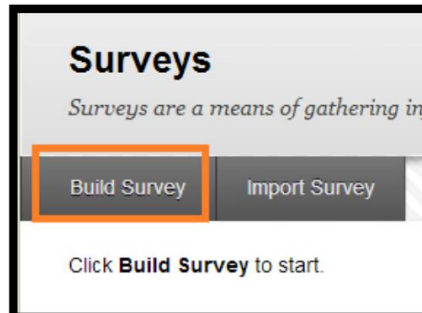
Forward thinking. World ready.

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

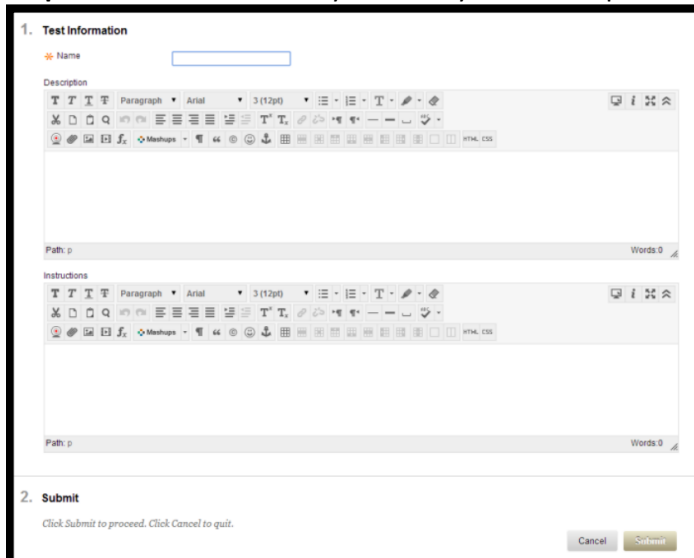
Step 1: From the Control Panel, select Course Tools and then select Tests, Surveys and Pools, then Surveys.



Step 2: Click Build Survey.



Step 3: Provide a name for your survey. The description and instructions are optional; click Submit



Questions? Contact TigerTech at 785-628-3478. FACULTY ONLY email bbsupport@fhsu.edu.

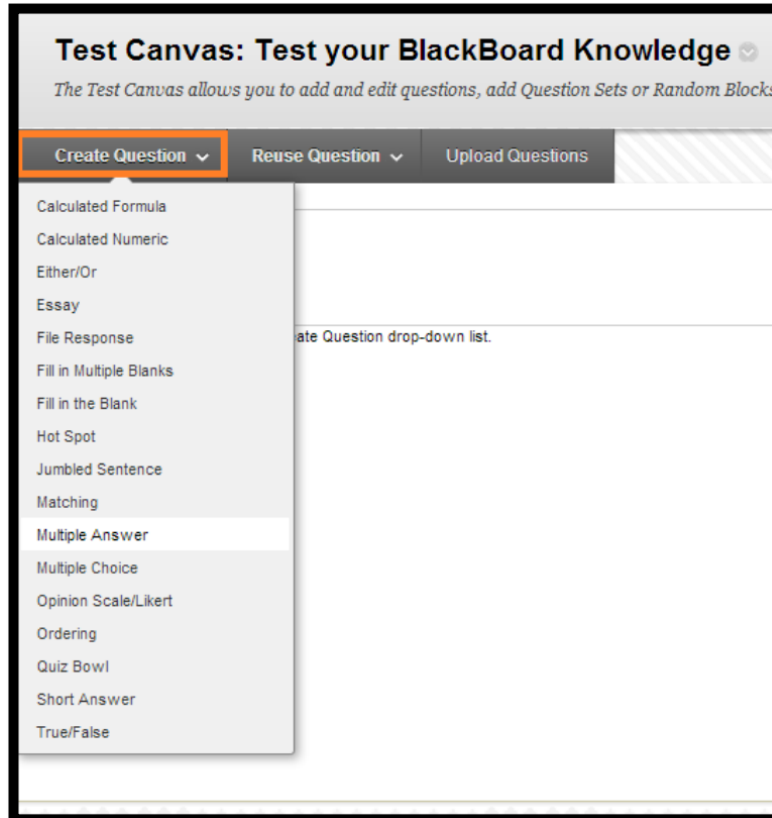


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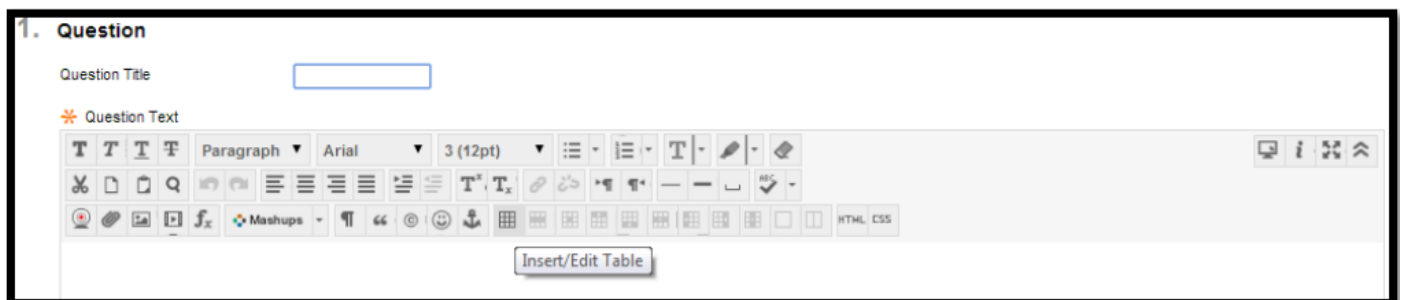
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Step 4: Add Questions to your Survey. Click on the drop down arrow next to Create Question to view the various question types.



Step 5: Enter the Question Text.



Step 6: Select the Number of Answers, enter the possible answer choices, and mark the correct answer.

Step 7: Enter Feedback (optional) for the student to see.

Step 8: Categories and Keywords are not necessary unless you want to use those features.

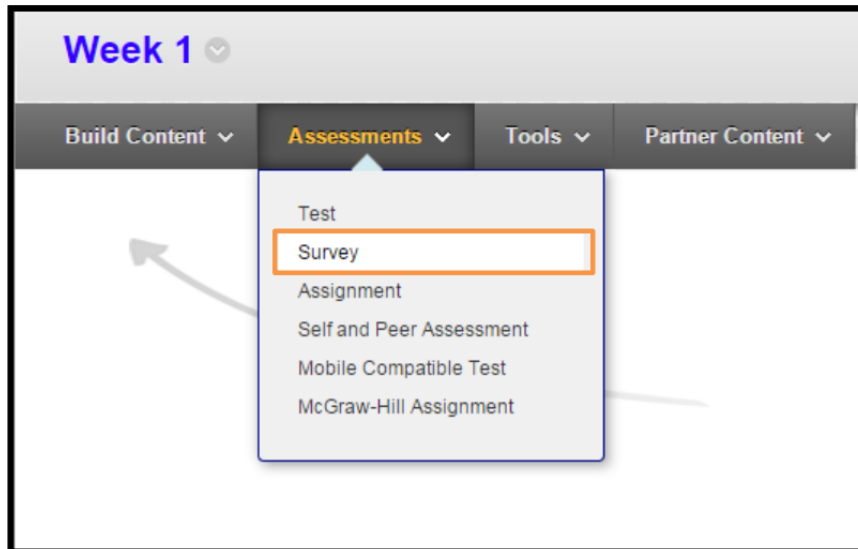
Step 9: Click Submit.

Step 10: Repeat Steps 4-9 to add additional questions to your Survey

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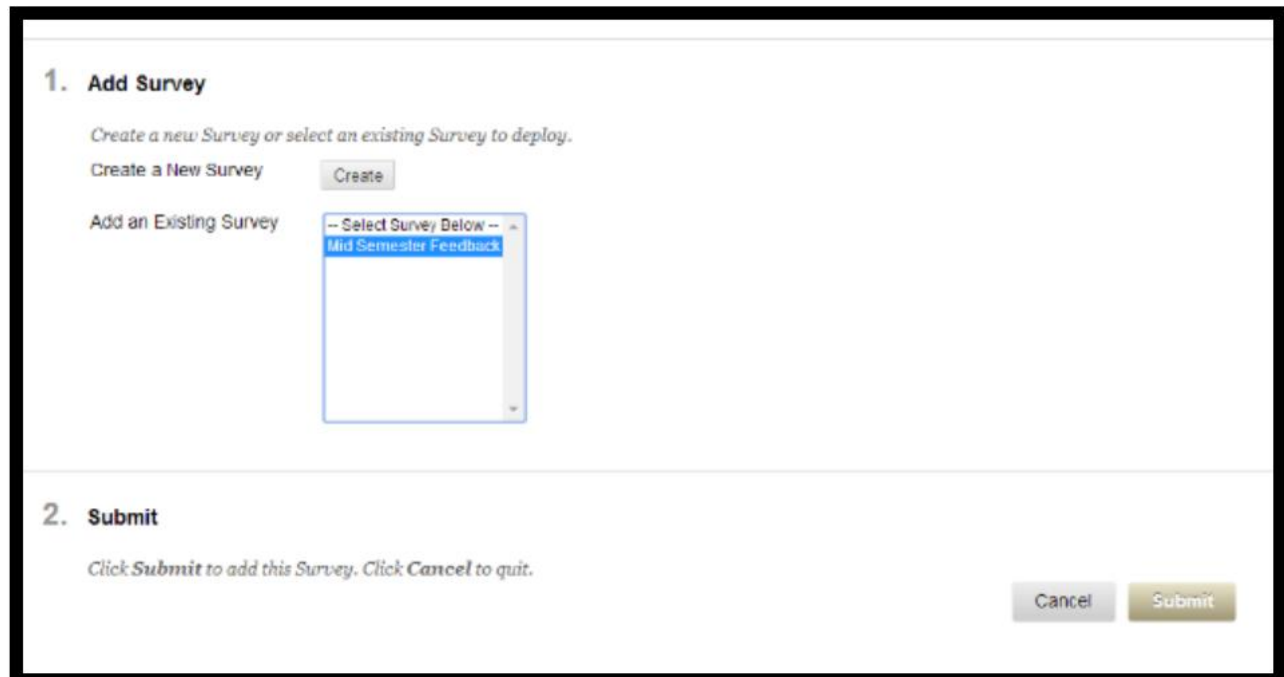
How to Deploy a Survey in Blackboard?



Step 1: Select the Content Area (Assignments, Course Documents, Course Information, and Learning Modules) where you want to add a survey.

Step 2: Click the drop-down arrow next to the Assessments menu item and select Survey.

Step 3: Select the appropriate survey from your list of existing surveys. (In the list, you will see only NON deployed Surveys).



Step 4: Click Submit.



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

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
Once started, this survey must be completed in one sitting.

Set Timer
Set expected completion time. Selecting this option also records completion time for this survey. Students will see the timer option before they begin the survey.

Minutes

Auto-Submit
 OFF ON

Note: Make sure that you select “yes” to Make the Link Available or your students will not have the ability to see the survey.

Survey Availability Exceptions allows you to set the survey differently for students who need extra time, extra attempts and extra availability dates to take the survey. This is how you allow student who have a disability to take extra time in the survey.

SURVEY AVAILABILITY EXCEPTIONS

Click Add User or Group to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous survey availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click Remove all Exceptions to delete all exceptions for the survey.

Name	Attempts	Availability
Ahmed Lachheb_PreviewUser	Single Attempt	

DUE DATE

Set the date the survey is due. Optionally, do not allow students to start the survey after the due date has passed. Submissions are accepted after this date, but are marked Late.

Due Date
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Do not allow students to start the Survey if the due date has passed.
Students will be unable to start the Survey if this option is selected.

After:
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Until:
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

You can setup a due date for the survey and check an option to prevent students taking the survey after the deadline. Students will receive a message after the due date, notifying them that the survey can no longer be completed.

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Feedback Options:

In the Show Results and Feedback to Students section, you can set which results and feedback are available to students after they complete a survey. You can set one or two rules using the drop-down lists. You cannot choose some rules in combination. After you select a rule in the first drop-down list, some may not appear in the second drop-down list.

If conflicts in rules occur, the most permissive settings for that user or group of users is granted. For example, students will receive the greatest number of attempts and longest availability time.

SHOW SURVEY RESULTS AND FEEDBACK TO STUDENTS

Survey results and feedback are available to students after they complete a survey. Set up to two rules to show results and feedback. Rules occur based on the events selected.

When <i>i</i>	Status <i>i</i>	Answers <i>i</i>
After Submission ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Submitted
----Choose---- ▼	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Submitted

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 list of available surveys.



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Reviewing Survey Results in Blackboard

From the Control Panel, click Grade Center and then click the drop down arrow that corresponds to the survey column. Choose Attempts Statistics. You will see each question and the number of responses each question option received.

Q: How do I view individual responses?

When a student takes a survey in Blackboard, a green checkmark is placed in the survey's corresponding grade center column for the student.

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.

