Setting up surveys in Blackboard

Updated: 8\textsuperscript{th} January 2018

Contents

1. About this guide ........................................................................................................................................ 2
2. Essential information ................................................................................................................................. 2
3. Stages in setting up a survey ..................................................................................................................... 2
4. Create survey ............................................................................................................................................. 2
5. Deploy survey ........................................................................................................................................... 3
6. Make survey available ............................................................................................................................... 3
7. Accessing results ..................................................................................................................................... 4
8. Glossary .................................................................................................................................................... 4
1. **About this guide**
   This guide is for staff and covers how to set up surveys in Blackboard and access the results. You can either go through it step-by-step or use it as a reference.

2. **Essential information**
   Terms in *italic text* are explained in the Glossary. All survey results in Blackboard are anonymous, so if you need to be able to identify respondents ensure that you include a question which asks them for their name. If you have any questions or need further help on surveys in Blackboard please contact the DEO team: digital-education@bristol.ac.uk

3. **Stages in setting up a survey**
   The 3 stages of setting up a survey are:
   - Create survey
   - Deploy survey
   - Make survey available

4. **Create survey**
   a) Go into the relevant Blackboard course
   b) Expand the **Course Tools** area in the Control Panel (if necessary)
   c) Click on **Tests, Surveys and Pools**, then **Surveys**
   d) Click on **Build Survey**
   e) Enter a name, description and any instructions (optional) for the survey
   f) Click on **Submit**
   g) You will then come to the **Survey Canvas**, which is where you can add questions

   ![Survey Canvas: Test survey](image)

   h) You can create new questions or find and use existing ones. To create a new question, click on **Create Question**, and select a question type. For each question add your question text, and select answers / options as appropriate, then click on **Submit**. You will be taken back to the Survey Canvas

   i) Create further questions as required. Surveys in Blackboard are anonymous, so if you wish to be able to identify respondents you should include a question asking them to identify themselves
Setting up surveys in Blackboard

j) When you have finished adding all questions to the Survey canvas click **OK** in the bottom right of the Survey canvas screen

k) You will be taken back to the Survey screen, which lists all of the surveys in your course. On this screen you will see that your survey has been created but not yet deployed

![Surveys](image)

5. **Deploy survey**
   a) Once you have created your survey it then needs to be deployed in a *content area*
   b) Click on the relevant *content area* in your course left-hand menu (or create a new one)
   c) Make sure **Edit mode** is **On** in the top right
   d) Click on **Assessments** and select **Survey**
   e) From the **Add an existing survey** list select your survey, and click on **Submit**
   f) You should see a message saying **Success: Survey created.** You will return to the **Survey options** screen where you can edit the instructions and other details if required

6. **Make survey available**
   a) In section 2 of the survey options screen Survey Availability, for Make the Link available, select Yes
   b) Select other options as required
   c) Click **Submit**
   d) The survey is now available to students
7. Accessing results
There are 2 ways to access survey results, viewing attempts statistics or downloading results into Excel.

View attempt statistics

Attempts statistics shows the percentage of respondents answering Yes to a question.

a) In the Control Panel click on Grade Centre, then Full Grade Centre
b) Find the column for the survey. You will see green ticks indicating users have completed it
c) Click on the drop down arrow at the top right of the column
d) Click on Attempts Statistics
e) Click on OK in the bottom right hand corner to return to the Grade Centre

Download results into Microsoft Excel

a) In the Control Panel click on Grade Centre, then Full Grade Centre
b) Find the column for the survey
c) Click on the drop down arrow at the top of the column
d) Click on Download results
e) Select your options e.g. By User or By Question and User
f) Select Click to download results

8. Glossary

Content area
Resources and activities in Blackboard are organised in Content areas, which are listed in the course menu. When edit mode is switched on, Content areas can be created by clicking on the + sign in the top left of the menu

Grade Centre
The part of Blackboard used to record survey results, as well as student marks and feedback. It resembles a spreadsheet, with a row for each user and a column for each item, such as a survey or assignment