



Creating and managing surveys

Quick guide for designers & instructors

For Blackboard Vista 4.x

Surveys in an online course can be defined in as ‘simple, anonymous, ungraded online tests’, and together with quizzes and self tests make up the suite of assessments. Surveys are ideal for canvassing students’ opinions on an issue, or for evaluating aspects of your course.

Creating a survey

Surveys are created in the same way as other forms of assessment. For advice here, see the related guide [Creating assessments](#). Note: this is a designer function only.

Survey questions

You can include in your survey any form of question that you would use in a quiz or self test; however, as survey questions usually invite multiple answers—e.g. ‘Strongly agree’, ‘Agree’, ‘Disagree’ etc, true/false questions are usually inappropriate. For information on how to create and add questions, see the guide [Creating and managing assessment questions](#).

As you do not assign a score or grade to a survey submission, when creating a survey question do the following:

1. Under **Answers**: Give each alternate answer either a Value (%) of 100, or click the **Correct response** check box.
2. Under **Settings**: Leave the grading scheme as Cumulative (the default setting).

Tracking submissions




As instructor, you can see which students have submitted the survey through the Grade Book.

1. Under the Teach tab, launch the Grade Book
2. Locate the survey column. Submissions are categorised as *Completed* (i.e. submitted) or *Not completed* (i.e. not yet submitted). (You can also access this information through the Assessment Manager. Open the *All* tab in Submissions, and then click on the survey to view the submissions.)

Managing submissions


You can control the release of surveys to students and generally manage the processing of submissions.

Setting the parameters for submission

This is done through the Settings and Release Criteria – see the guide [Creating assessments](#) for how to manage these. You can edit the settings and release criteria from the **Assessments** screen under the **Build** or **Teach** tab. Click on the *ActionLinks*  icon next to the survey and select either  **Edit Properties** or  **Set Release Criteria**.

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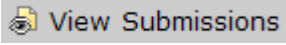
Controlling availability (visibility)

You can also control the time the survey is available in a number of ways – all through the *ActionLinks*  icon drop-down menu available next to the survey's name:

- You can show/hide the item.
- You can set release criteria (date range).
- You can set the *Dates Available* through the **Edit Properties** option.

Discounting a submission (teach tab only)


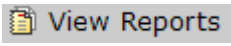
You can discount a submission and allow another attempt through the **Assessment Manager** screen.

1. Click on **Assessment Manager** under the **Instructor Tools** menu and open the **All** tab for submissions.
2. Click on the survey to open the submissions.
3. Select the checkbox(s) next to the submissions you wish to reset, and then click  at the foot of the submissions list.
4. Alternatively, open the **Assessments** screen, locate the survey, click on its *ActionLinks*  icon, and select  from the drop-down menu. Then go to step 3 above.

Note: You cannot open a student's submission, as submissions are anonymous; however, you can see the responses of individual students identified by number alone – see the next section.

Viewing survey results (teach tab only)

To view the responses to a question on the survey:

1. Open the **Assessments** screen by selecting **Assessments** from the **Course Tools** menu.
2. Click on the *ActionLinks*  icon next to the survey, and select  from the drop-down menu.
3. Under **Select a Report Type**, select **Performance** to show the responses of individual students (identified by number, not name) to each question.
4. Click **Run Report**.
5. To download the results, click **Download Records** and in the **File Download** dialog box click **Save** and follow the **Save as** prompts.

References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc.

Vista 4.2 Online Help (Blackboard Inc.)

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