Building Surveys

Click on any of the links below to jump to that area of the document:

- **Building a Survey**
- **Deploying the Survey**
- **Statistics and Results**

Surveys operate in Blackboard the exact same way that tests do. The only differences are that surveys are anonymous, cannot be graded, and do not allow for you to provide a “correct” answer for a question that you ask.

The first step in creating this assessment is to navigate to Course Tools (left-hand menu) > Tests Surveys and Pools > Surveys.

This will bring you to the list of surveys you have already created (if you have) and gives you the option to:

- **Build Survey**: this option allows you to create a new survey.
- **Import Survey**: this option allows you to import a survey zip file (or package) created by exporting a survey from another Blackboard shell, or Blackboard export package file only.

For any Blackboard assistance, contact Technology Support by emailing [blackboard@utep.edu](mailto:blackboard@utep.edu)
Building a Survey

When you are building the Survey from scratch, you can choose to create a new question from the list of options, you can Find Questions*, or you can upload questions. To upload questions as a .txt file, you would need to follow the directions (very closely) in the window that opens when you click on the "More Help" link above the question creation area.

*Find Questions option comes from building question Pools to draw from. The process of building Pool questions is the same as Surveys, you would just need to navigate to the "Pools" area of the Tool, instead of the "Surveys" area.

Building Questions

For a view of how question creation works, this tutorial will cover how to create a Multiple Choice question. The list of questions is large and each one has similar functions for creation, though their purpose and method may differ. There is always help text on the screen to help if you do not understand how a question works, or you can come visit us in the Blackboard Central Virtual Office for some one-on-one help with building your Surveys. Here is a quick overview of a Multiple Choice question.

1. **Question Title:** this information is optional and seen only by the instructor(s) of the course. It does not appear on the survey but may help you organize your questions.
2. **Question Text:** this area is where you would type up the actual question for students to read. This text box operates like any other text box where you can change the font, add images, etc. in case you need to present students with a map or diagram that they need to identify parts of.

**Question Options**

This area refers to the answers for this question and gives you several options:

**Answer Numbering:** this determines whether or not a number or letter appears before the answer (i.e. A. Sigmund Freud; B. Joseph Stalin). You can choose from: Arabic numerals, Roman numerals, Uppercase Letters, and Lowercase Letters.

**Answer Orientation:** this determines whether the answers appear vertically (on top of one another) or horizontally (beside one another).

**Show Answers in Random Order:** putting the answers in random order will create a unique survey for each student.
Answers
Each question will have a different approach to giving the correct answer, but the process is similar. For the Multiple Choice question, you are asked for the:

1. **Number of Answers**: will determine how many answers appear for students to choose from for this question. Whichever answer is the correct choice should be "checked" with the black dot inside the circle. If you have answers shown in random order, then you can always just put your correct answer in the default Correct box.

2. **Text box**: each answer (of however many you choose) will have its own text box for you to put the correct or incorrect information into.

Categories and Keywords
This area is where you can create categories or "tags" for questions so that you can quickly sort through your questions based on these indicators. These are most often used when creating a Pool of questions for an exam. You can add Categories, Topics, Levels of Difficulty, and Keywords as a "tag" for sorting questions to be used while creating the exam itself. These identifiers help you to
choose which questions to use on your surveys.

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<th>CATEGORIES AND KEYWORDS</th>
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**Instructor Notes**

Finally, there is an area where you can leave notes for instructors - yourself or any faculty you may be co-teaching with, TAs, etc. It is a plain text box with spell check, but does not have the capabilities of the full text box. It is just for quickly jotting down notes.
Deploying the Survey

To provide students with the survey, you must first deploy it in the course. First you will need to navigate to the content area where you would like the survey to appear (folder/learning module/etc.). When you deploy your survey, you can set important requirements for students when taking the survey. You can even set exceptions for students who need an extension or who require additional time to assist them with their learning needs. These options are created separately from building the survey itself.

Once you have found the location for your survey, you will deploy it by following these instructions:

Hover over the button titled "Assessments" at the top of the content area page, and choose Survey.

This page will give you the following options:

1. **Create a New Survey**: that will automatically be deployed to this area of the course once you click "Submit."

2. **Add an Existing Survey**: any surveys that you have previously created will appear in the box for selection.
Survey Information

1. **Name**: create a title that is relevant to the material being covered and make sure to use the same title everywhere that you discuss the survey. This is to ensure that the students know exactly which survey to take.

2. **Content Link Description**: this description will be automatically populated from the description of the survey you have created. You can change or add to this description if needed. However, if you change the description on this link, it will not change the description of the survey. This is only for the link to the survey that you are creating. You will need to change the description in both places if you want to make sure that they match.

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Survey Availability

1. **Make available to students:** this starts as default no and will need to be manually changed to yes every time you create and deploy a new survey. This setting makes sure that the survey is not visible to students until you are completely ready for it to be so.

2. **Add a new announcement for this survey:** this option will create a brief announcement for this survey that shows up on the Announcements tool page. If you have created any announcements for the survey already, they will appear here. If you would like to send the announcement as an email, you can go to Announcements, edit the one created for you, and choose to send it as an email. Once you click submit, the email will be sent.

Survey Availability - Attempts

1. **Multiple Attempts:** check the box if you would like to allow multiple attempts for the survey. You can either choose unlimited, or you can choose how many attempts by clicking on "Number of Attempts"

2. **Force completion:** this requires students to complete the entire survey in one sitting. If you do not check this box, students will be able to open and close the survey as many times as they like and return to finish it later.
Survey Availability - Timer
When you choose to set a timer, you are giving students a narrower window of time to complete the survey. They will have the amount of time listed from the moment they click "Begin" to that final question and "Submit" to complete the survey. You also have the choice of having the survey automatically submit all of their completed answers at the end of the timer (and closing their survey for them), or to allow students time to finish.

**OFF:** the user is given the option to continue after time expires.

**ON:** Survey will save and submit automatically when time expires.

Survey Availability - Date and Time
You can set the date and time that you would like the survey to be visible to students. If students try to access it outside of that time, they will not be able to even see the survey.

You can also include a Password for the survey; students must have the password to be able to access the survey.
Survey Availability Exceptions
Many times, students will request or require added time or a different day to complete a survey. You can create an exception for a user or a group in the course, for a specific survey.

1. Add User or Group: to determine who is being allowed an exception. This will open a dialogue menu with a list of all the groups or students in your course.

2. Exception: this area is where you determine the exception for the student/group. You can choose to allow single, multiple, or unlimited attempts; you can choose to allow them more time on the survey timer; or you can choose to give students longer access to the survey through the date/time availability.

Due Date
You can set the due date and time for students. The due date is generally used when you are okay with students submitting work late. You can also check the "do not allow students to start the Survey if the due date has passed option if you do not wish the survey to disappear after the due date, but do not want students to be able to access it.
Show Survey Results and Feedback to Students
This set of options determines how the results appear to students when they have completed the survey.

1. **When**: this option determines when and how students will have access to the results and feedback. You can choose from: After Submission, One-Time View (only), On Specific Date, After Due Date, After Date Availability End Date, After Attempts Are Graded.

2. **Status**: this will show students their completion status for the survey.

3. **Answers**: determines which answers you would like students to be able to see - only the only the ones they have submitted or all possible answers.

*Note: you are given a second, empty option for this, just in case you had more than one requisite that needed to be met before results are returned to students.*

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<td>☐ All Answers ☐ Submitted</td>
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<tr>
<td>----Choose----</td>
<td>☐</td>
<td>☐ All Answers ☐ Submitted</td>
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Statistics and Results

Statistics
To see a general overview of the questions and the answers that were given, you can view the Statistics of the Survey. To do so, navigate to the Full Grade Center in Blackboard. From the title of the Column, click the button that opens the menu for that column and choose “Attempts Statistics.”

This screen will show you a breakdown of each question and its answers:

1. The answer choices participants were given
2. How many answered

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Results

The results of the survey can be obtained by navigating to the Full Grade Center in Blackboard. From the title of the Column, click the button that opens the menu for that column and choose “Download Results.”
From here, you will choose:

1. Which delimiter type you would like the results to be downloaded into
2. The format of results and attempts to download: this area allows you to choose to show results by user or by question and user and by attempts (all or only the valid attempts)
3. Download the results

This will create an excel file that will give you the results by user, but not include the users’ identifying information.

**IMPORTANT NOTE:** If using the survey tool for midsemester evaluations or other formative assessments of your teaching, please note that the statistics window (accessed by clicking “Attempts Statistics”) is much more intuitive than the downloaded results file for reviewing student feedback. The statistics window will provide you the aggregate percentages for each multiple-choice response and will nicely list all the qualitative comments under each open-ended question you may have in your formative feedback survey.