

Surveys – Create, Deploy, Analyze and Download Results

The Survey Manager allows you to create anonymous non-graded surveys using the same question types that are used with the Test Manager. Surveys allow you to get feedback from your students on any topic. Survey questions are anonymous, so your students can feel free to respond honestly to the survey questions. You can get statistical analysis of the answers provided by your students as a whole but you cannot see how a student answered a particular question. Some examples of the types of uses for surveys are: seeking feedback on the effectiveness of certain types of class exercises, the need for clarification of course material, and/or seeking suggestions for course improvement.

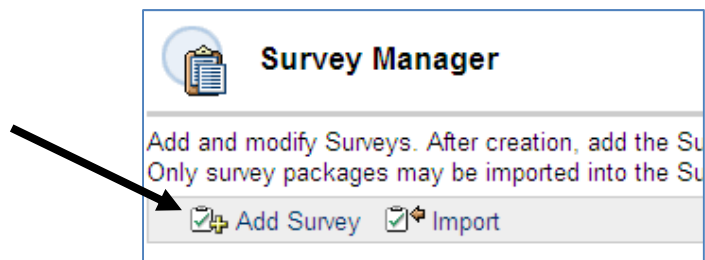
Making surveys available to your students is a two step process. You have to create the survey first and then deploy it. The first 10 pages of this document explain how to create and deploy a survey. The remaining pages give step by step instructions on analyzing and downloading survey results.

Create Survey

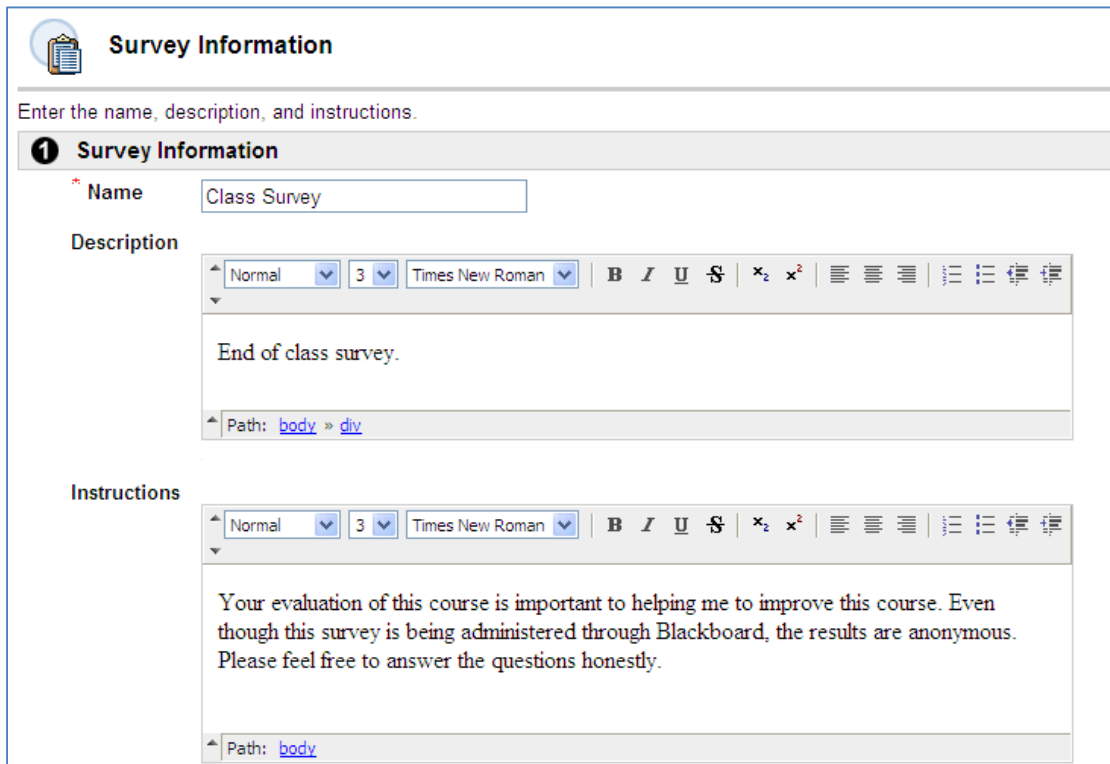
1. To create a survey, go to the **Control Panel** and then select **Survey Manager**.



2. Click **Add Survey** on the menu bar. The survey information screen will be displayed.

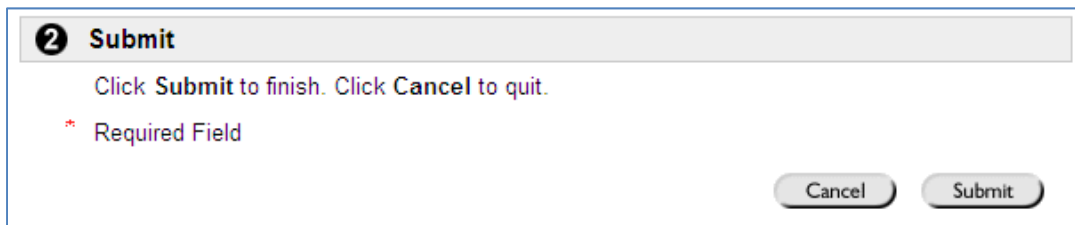


3. Enter a Name for the survey in the Name field. You can enter a description and instructions for the survey. Both, description and instructions are optional.



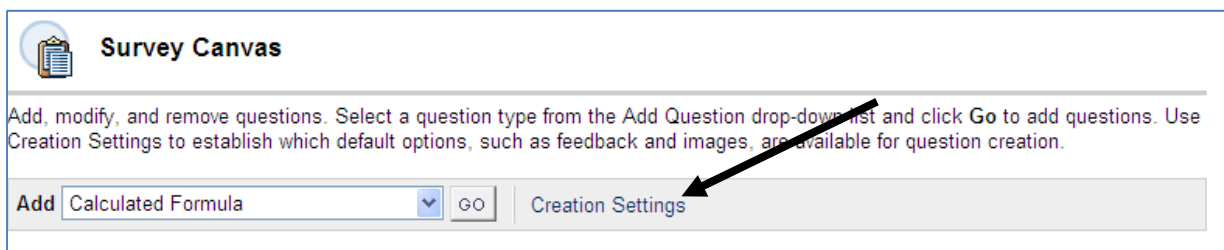
The screenshot shows the 'Survey Information' form. At the top, there is a header with a clipboard icon and the title 'Survey Information'. Below the header, a grey bar contains the text 'Enter the name, description, and instructions.' The main form area is divided into three sections: 'Name', 'Description', and 'Instructions'. The 'Name' section has a red asterisk and a text input field containing 'Class Survey'. The 'Description' section has a rich text editor with a toolbar (Normal, 3, Times New Roman, Bold, Italic, Underline, Strikethrough, x₂, x², Bulleted List, Numbered List, Indent, Outdent) and a text area containing 'End of class survey.'. Below the text area is a path indicator 'Path: body > div'. The 'Instructions' section also has a rich text editor with the same toolbar and a text area containing 'Your evaluation of this course is important to helping me to improve this course. Even though this survey is being administered through Blackboard, the results are anonymous. Please feel free to answer the questions honestly.'. Below the text area is a path indicator 'Path: body'.

4. Click **Submit**. You should see the Survey Canvas screen after you click submit.




The screenshot shows a 'Submit' dialog box. At the top, there is a header with a clipboard icon and the title 'Submit'. Below the header, a grey bar contains the text 'Click **Submit** to finish. Click **Cancel** to quit.' Below this, there is a red asterisk and the text 'Required Field'. At the bottom right, there are two buttons: 'Cancel' and 'Submit'.

5. Once in the Survey Canvas, you should click the **Creation Settings** button.



The screenshot shows the 'Survey Canvas' form. At the top, there is a header with a clipboard icon and the title 'Survey Canvas'. Below the header, a grey bar contains the text 'Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click Go to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.' Below this, there is a text input field with 'Add' on the left, a dropdown menu showing 'Calculated Formula', a 'GO' button, and a 'Creation Settings' button. A black arrow points to the 'Creation Settings' button.

6. Select the creation settings you want to be available to you. The creation settings will establish which default options are available when you are creating the questions. Click on the **Submit** button when done.



Survey Creation Settings

Display the following options during the creation of this Survey

1 Images, Files, and External Links

- Add images, files, and external links to questions.
- Add images, files, and external links to answers.

2 Question Metadata

- Add categories, topics, levels of difficulty, and keywords to questions.


3 Display

- Specify random ordering of answers.
- Specify the horizontal or vertical display of answers.
- Specify numbering options for answers.

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

7. Click **OK** to confirm the survey creation settings. You will be returned to the survey canvas.

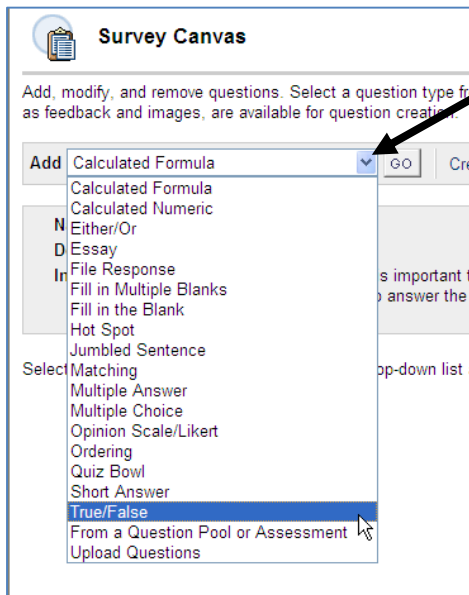


Survey Creation Settings

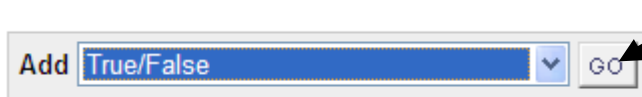
Add images, files, and external links to questions.	No
Add images, files, and external links to answers.	No
Add categories, topics, levels of difficulty, and keywords to questions.	No
Specify random ordering of answers.	Yes
Specify the horizontal or vertical display of answers.	Yes
Specify numbering options for answers.	Yes

Friday, March 19, 2010 1:37:44 PM CDT

8. Choose a question type from the drop down menu. The example below shows how to create a true/false question. A description of the [question types](#) is available.



9. The question type you selected should be shown in the Add field. Click the **GO** button.



10. Follow the instructions for adding the question. Click **Submit** when done.

A screenshot of the 'Add/Modify True/False Question' form. The form has a title 'Add/Modify True/False Question' and a sub-instruction: 'Add the question text and point value, then indicate the correct answer. Provide feedback for user responses.' The form is divided into three sections: 1. Question: This section has a 'Question Text' label and a rich text editor. The text 'When I started this semester, I expected that working in groups would help me.' is entered in the editor. Below the editor is a 'Path:' field with the value 'body'. 2. Options: This section has an 'Answer Orientation' dropdown menu set to 'Horizontal'. 3. Submit: This section has instructions: 'Click Submit to finish. Click Cancel to quit.' and a legend: '* Required Field'. At the bottom right of the form are 'Cancel' and 'Submit' buttons.

11. You will be returned to the survey canvas where you can add more questions by selecting the question type and clicking GO. You can also add questions between other questions by clicking on the [Add Question Here] link. You can reorder the questions by changing the question number in the pull down list. Click **OK** when you are done adding questions.

Survey Canvas

Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click Go to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.

Add

Name Class Survey
Description End of class survey.
Instructions Your evaluation of this course is important to helping me to improve this course. Even though this survey is being administered through Blackboard, the results are anonymous. Please feel free to answer the questions honestly.

Question 1

Question When I started this semester, I expected that working in groups would help me.
Answer True
 False

Question 2

Question Working in groups helped me.
Answer 1. Strongly Agree
 2. Agree
 3. Neither Agree nor Disagree
 4. Disagree
 5. Strongly Disagree

Note: Unlike a test, you cannot assign points to survey questions. There are no correct answers in a survey. You cannot provide feedback to survey questions. Surveys cannot include random blocks of questions. Surveys cannot be graded.

12. You will be returned to the Survey Manager. You should see your survey the list. At this point the survey is not deployed.

Survey Manager

Add and modify Surveys. After creation, add the Survey to a content area and make it available. View responses through the Grade Center. Only survey packages may be imported into the Survey Manager.

Add Survey Import

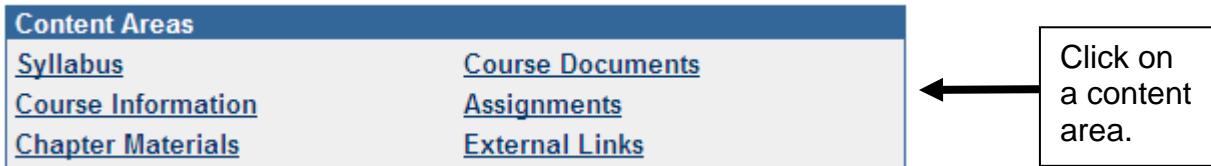
Name	Deployed	Date Last Modified		
<input checked="" type="checkbox"/> Class Survey	No	March 19, 2010	<input type="button" value="Export"/>	<input type="button" value="Modify"/> <input type="button" value="Remove"/>

13. Click **OK** to be returned to the Control Panel where you can deploy your survey.

Deploy Survey – Make Survey Available to Students

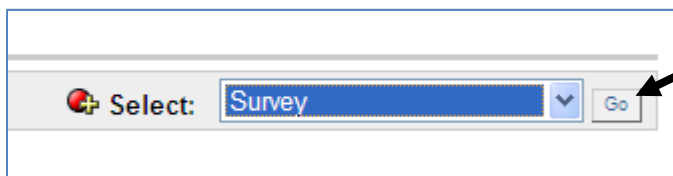
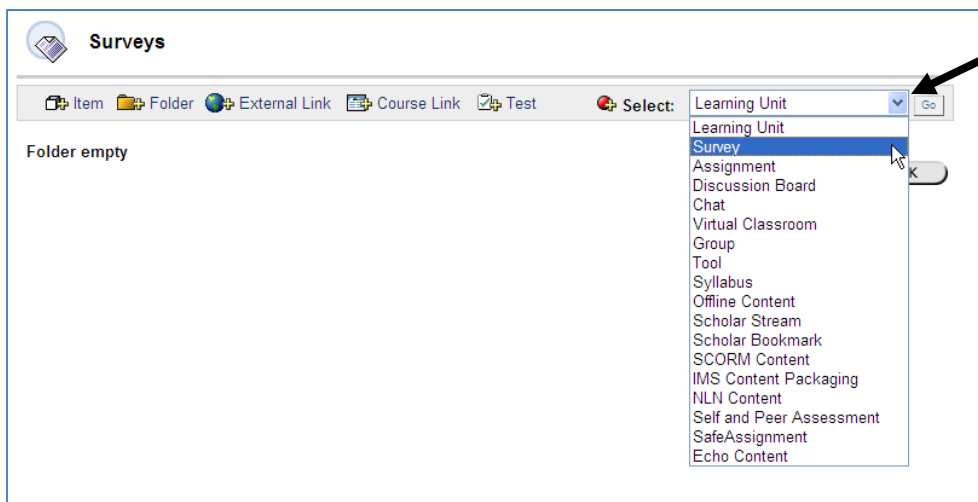
Once the survey is created you have to deploy the survey and make it available to your students.

1. In order to make a survey available it has to be placed in a content area. In the **Control Panel**, select the content area where you want the survey to be made available.



Note: If the content area you would like to add the survey to does not exist, you can create it by following the instructions for [customizing the course menu](#).

2. Once in the content area where you want the survey to be available, select **Survey** from the drop down menu and then click on the **GO** button.



3. Select your survey from the list and click **Submit**.

1 Add Survey
Create a new Survey or select an existing Survey. Any Survey that has already been added will not be displayed.

Create a New Survey

Add Survey

- Select Survey below --
- Institutional Policies and Responsibilities - 2
- Sample Survey
- Class Survey**

2 Submit
Click **Submit** to add this Survey. Click **Cancel** to quit.

4. You should get a message that the survey was added successfully. Click **OK**. You should see the Modify Survey screen after you click OK.

Survey Added

Survey added successfully.

Thursday, March 25, 2010 12:15:55 PM CDT

5. From the Modify Survey screen you can modify the survey in the survey canvas or modify survey options such as availability and feedback. Click on the **Modify the Survey options** link.

Modify Survey

1 Modify the Survey
Modify the Survey in the Survey Canvas.

2 Modify the Survey options
Modify the Survey options, such as availability and feedback.

6. You can modify the name and description of your survey in survey information section. You can choose a color for the survey name by clicking on the pick button and selecting a color from the color palette. You have the option of having the survey open in a new window.

The screenshot shows the 'Survey Options' dialog box with the 'Survey Information' section selected. The 'Name' field contains 'Class Survey'. The 'Choose Color of Name' section has a black color swatch and a 'Pick' button. The 'Description' field contains 'End of class survey.' and has a rich text editor toolbar above it. At the bottom, the 'Open Survey in new window' option is set to 'No'.

7. You should select the survey availability options in section 2.

The screenshot shows the 'Survey Availability' section of the dialog box. The 'Make the link available' option is selected as 'Yes'. The 'Add a new announcement for this Survey' option is selected as 'No'. The 'Multiple attempts' section is unchecked. The 'Force Completion' option is unchecked. The 'Set timer' option is unchecked, with 'Hours' set to 1 and 'Minutes' set to 00. The 'Display After' and 'Display Until' options are unchecked, with dates set to April 07, 2010, at 09:35 AM. The 'Password' option is unchecked, and the password field is empty.

- **Make the link available** – Choose **Yes** to make the survey available to students
- **Add a new announcement for this Survey** – Choose **Yes** to add an announcement to the Announcements page of your course.
- **Multiple Attempts** – Select multiple attempts if you want to allow the students to have unlimited or a specific number of attempts to take the survey.
- **Force Completion** – Use this option if you want the survey to be completed the first time the student accesses it.
- **Set timer** – Use this option to set the amount of time the students have to complete the survey.
- **Display After and Display Until** – Use the display after and display until to set date and time restrictions.
- **Password** – Use this option to require a password to access the survey.

8. Checking the option to include this test in the Grade Center score calculations has no affect the student's grade.

3 Self-assessment Options

Include this test in Grade Center score calculations.
Grade Center items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

9. You can choose to show the students the status and/or submitted answers upon completion of the survey.

4 Survey Feedback

Select which feedback should be displayed upon completion.

Status

Submitted answers

10. You have the option to choose how the survey is presented.

5 Survey Presentation

Presentation Mode

All at Once Present the entire Survey on one screen.

One at a Time Present one question at a time.

Prohibit Backtracking Prevent changing the answer to a question that has already been submitted.


Randomize Questions. Randomize questions for each Survey attempt.

11. Click **Submit** when done.

6 Submit

Click **Submit** to update options for this Survey. Click **Cancel** to quit.

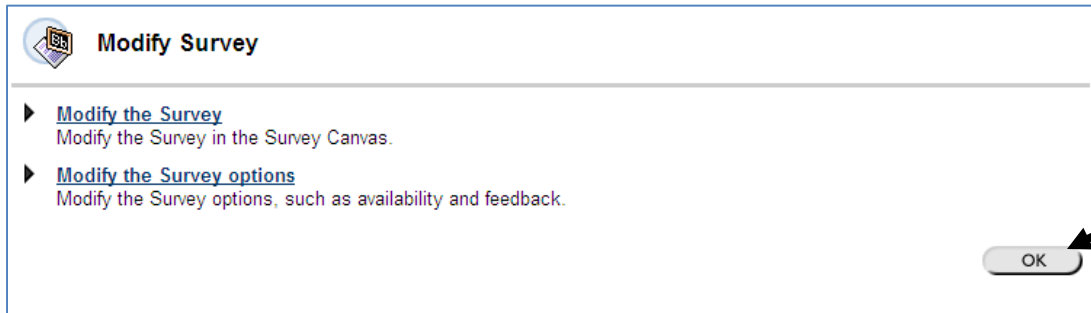
12. You should get an acknowledgment that the survey options were modified successfully. Click **OK**.

 **Survey Options Modified**

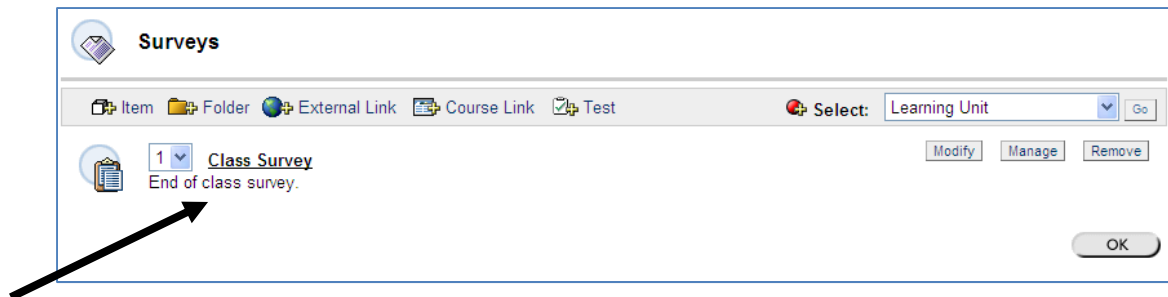
Survey options modified successfully.

Wednesday, April 7, 2010 9:43:57 AM CDT

13. You will be returned to the Modify Survey screen. Click **OK**.



14. You should see your survey listed in the content area.



Analyze Survey Results

Once students have completed the survey, you can view/analyze the results in the Grade Center.

- To view/analyze the survey results you should get into the **Control Panel** and select **Grade Center** from the Assessment area.

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

- Locate the survey column. Surveys that students have completed will have a check mark in the column for the student. Click on the arrows on the right side of the column heading and select **Attempts Statistics** from the drop down menu.

<input checked="" type="checkbox"/> Last Name	First Name	<input checked="" type="checkbox"/> Last Access	<input checked="" type="checkbox"/> Availability	<input checked="" type="checkbox"/> Class Survey
<input type="checkbox"/> Bruno	Shane	January 27, 2010	Available	-
<input type="checkbox"/> Crum	Olivia	April 8, 2010	Available	✓
<input type="checkbox"/> Sanders	Barbara	April 8, 2010	Available	✓
<input type="checkbox"/> student01	student01	April 7, 2010	Available	✓

Completed surveys will have a check mark.

<input checked="" type="checkbox"/> Last Name	First Name	<input checked="" type="checkbox"/> Last Access	<input checked="" type="checkbox"/> Availability	<input checked="" type="checkbox"/> Class Survey	<input checked="" type="checkbox"/> Total
<input type="checkbox"/> Bruno	Shane	January 27, 2010	Available		0
<input type="checkbox"/> Crum	Olivia	July 8, 2009	Available		00
<input type="checkbox"/> Sanders	Barbara	February 10, 2010	Available		0
<input type="checkbox"/> student01	student01	April 7, 2010	Available		2.4

- You should see the Assessment Statistics page. This page shows how students responded to questions on the survey by percentage. You can copy and/or print the results.

Assessment Statistics: Class Survey

The statistics are calculated based only on the attempts being used in the grading option (Last attempt, First attempt, Highest Score, or Average of Scores). If Average of Scores is the grading option, then all attempts are included.

Name	Class Survey
Attempts	3 (Total of 3 attempts for this assessment)
Instructions	Your evaluation of this course is important to helping me to improve this course. Even though this assessment is administered through Blackboard, the results are anonymous. Please feel free to answer the questions as honestly as possible.

Question 1 True/False

When I started this semester, I expected that working in groups would help me.

Answers
True
False
Unanswered

Question 2 Opinion Scale/Likert

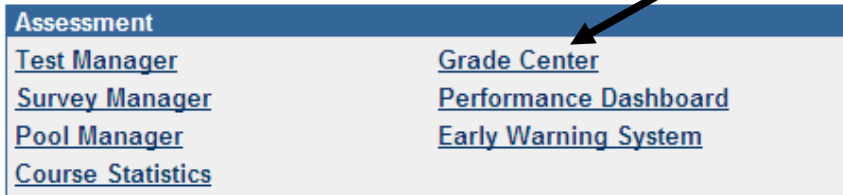
Working in groups helped me.

Answers
Strongly Agree
Agree
Neither Agree nor Disagree
Disagree
Strongly Disagree
Unanswered

- Click **OK**. You will be returned to the Grade Center.

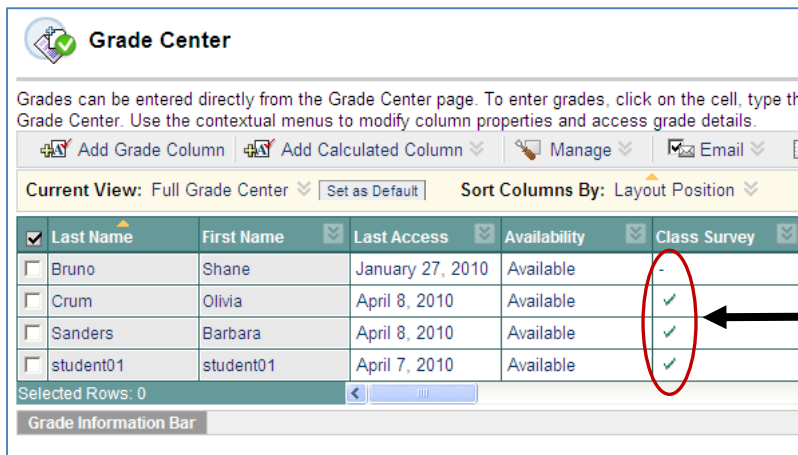
Download Survey Results

1. To download the survey results you should get into the **Control Panel** and select **Grade Center** from the Assessment area.



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

2. Locate the survey column. Surveys that students have completed will have a check mark in the column for the student. Click on the arrows on the right side of the column heading and select **Download Results** from the drop down menu.



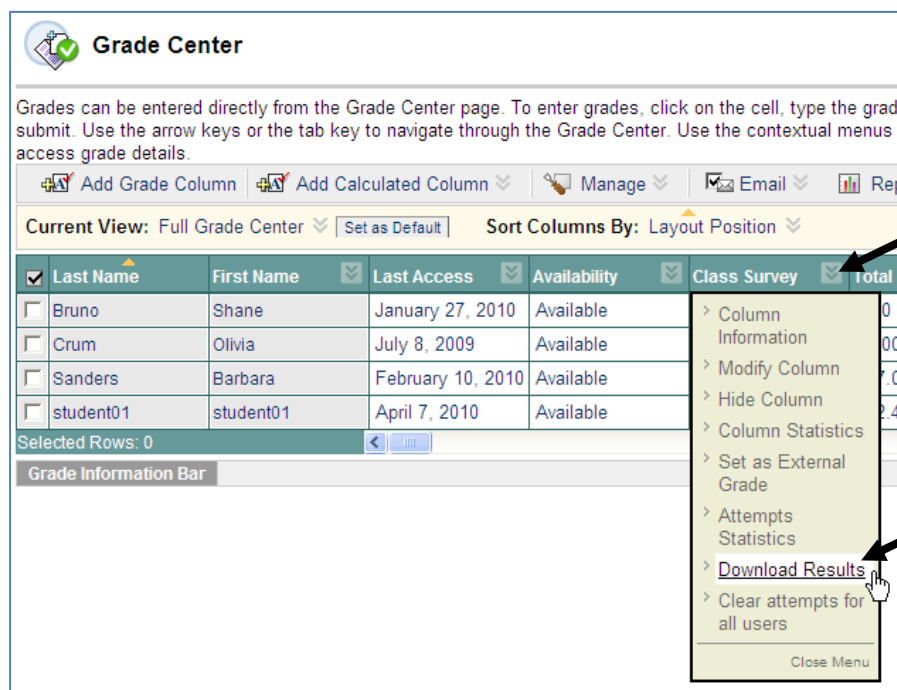
Grade Center

Grades can be entered directly from the Grade Center page. To enter grades, click on the cell, type the grade, and submit. Use the arrow keys or the tab key to navigate through the Grade Center. Use the contextual menus to modify column properties and access grade details.

Current View: Full Grade Center | Sort Columns By: Layout Position

<input checked="" type="checkbox"/>	Last Name	First Name	Last Access	Availability	Class Survey
<input type="checkbox"/>	Bruno	Shane	January 27, 2010	Available	-
<input type="checkbox"/>	Crum	Olivia	April 8, 2010	Available	✓
<input type="checkbox"/>	Sanders	Barbara	April 8, 2010	Available	✓
<input type="checkbox"/>	student01	student01	April 7, 2010	Available	✓

Completed surveys will have a check mark.



Grade Center

Grades can be entered directly from the Grade Center page. To enter grades, click on the cell, type the grade, and submit. Use the arrow keys or the tab key to navigate through the Grade Center. Use the contextual menus to access grade details.

Current View: Full Grade Center | Sort Columns By: Layout Position

<input checked="" type="checkbox"/>	Last Name	First Name	Last Access	Availability	Class Survey	Total
<input type="checkbox"/>	Bruno	Shane	January 27, 2010	Available		0
<input type="checkbox"/>	Crum	Olivia	July 8, 2009	Available		00
<input type="checkbox"/>	Sanders	Barbara	February 10, 2010	Available		7.0
<input type="checkbox"/>	student01	student01	April 7, 2010	Available		2.4

Download Results

3. You will see the download results screen. You should choose a delimiter type for your downloaded results file. Select **Tab** as the delimiter type if you would like to be able to open the file directly in Microsoft Excel. Also, choose the format for the results and which survey attempts you want to download and then click on the **Click to download results** link.

Download Results

Select the delimiter type for the downloaded results for this assessment. Comma-delimited files (.CSV) have data items separated out by commas. Tab-delimited files (.XLS) have data items separated out by tabs. Both are common types of data files and can be opened in most editing software. XLS tab-delimited files can be opened directly in Excel. CSV comma-delimited files need to be imported for use in Excel.

Comma
 Tab

Question text and results will download for all question types. Unsupported question types will be noted.

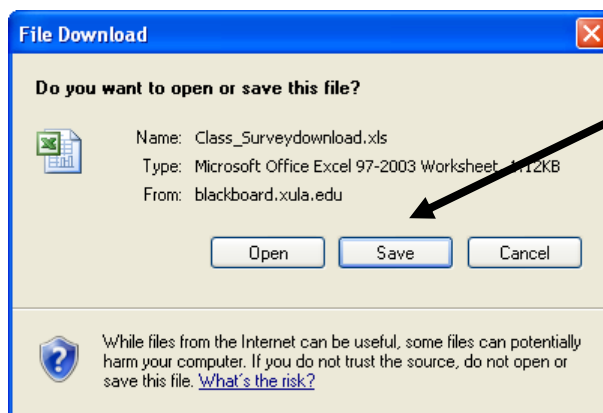
Choose a download format. The format listed **By User** will include all of the questions for a user in one row. The format listed **By Question and User** will list each question for each user in a separate row. Choose the format **By Question and User** for assessments longer than 40 questions.

All attempts for this item may be downloaded under **All attempts**. Downloading **Only valid attempts** will only use the attempt that is being graded. For example, if the grading option is **Last attempt** then only the last attempt will be provided. If the Grading option is **Average**, all attempts will be provided.

Format of results By User By Question and User
Attempts to download Only valid attempts All attempts

[Click to download results](#)

OK



Choose to open or save the file.

4. Click **OK** when done. You will be returned to the Grade Center.