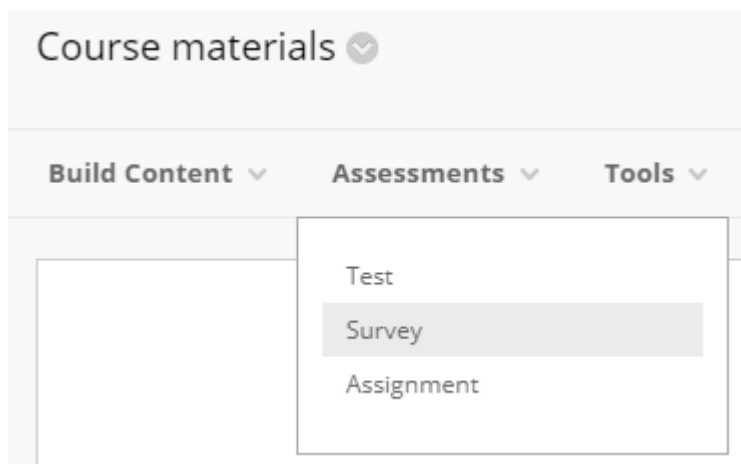


Survey

You can use the Survey function when you want to collect opinions or get feedback from your students. You cannot connect an evaluation to a survey. Please note that this function does not replace Sunet Survey that is used for course evaluations.

To add a survey to a course room, go to the page or content folder in question in the course room and choose "Assessments" and then "Survey".



On the next page, you can choose either to create a completely new survey or to publish an existing survey.

Initially, the list is empty; to create a new survey, click on "Create".

ADD SURVEY

Create a new survey or select an existing survey to deploy.

Create a New Survey

Create

Add an Existing Survey

-- Select Survey Below --

The field "Name" is obligatory: that is to say, you need to give your survey a name. You can also give a description and/or instructions. Conclude by clicking on "Submit".

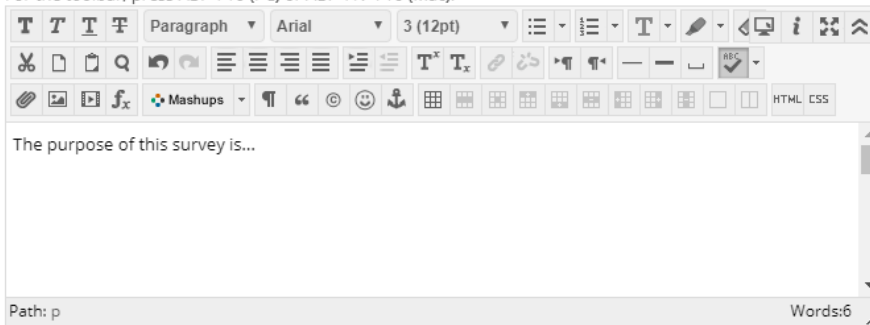
* Indicates a required field.

SURVEY INFORMATION

* Name

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

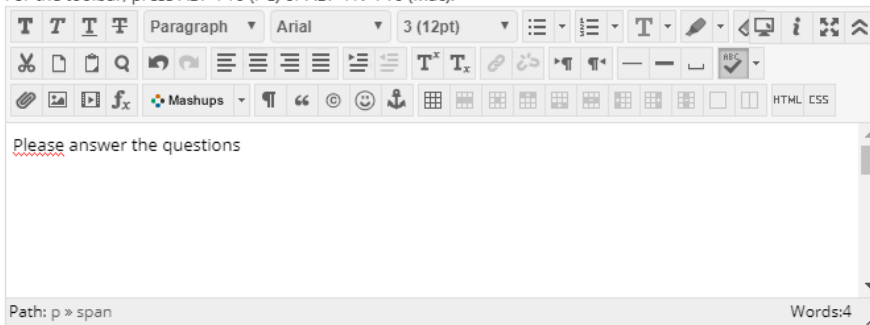


The purpose of this survey is...

Path: p Words:6

Instructions

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Please answer the questions

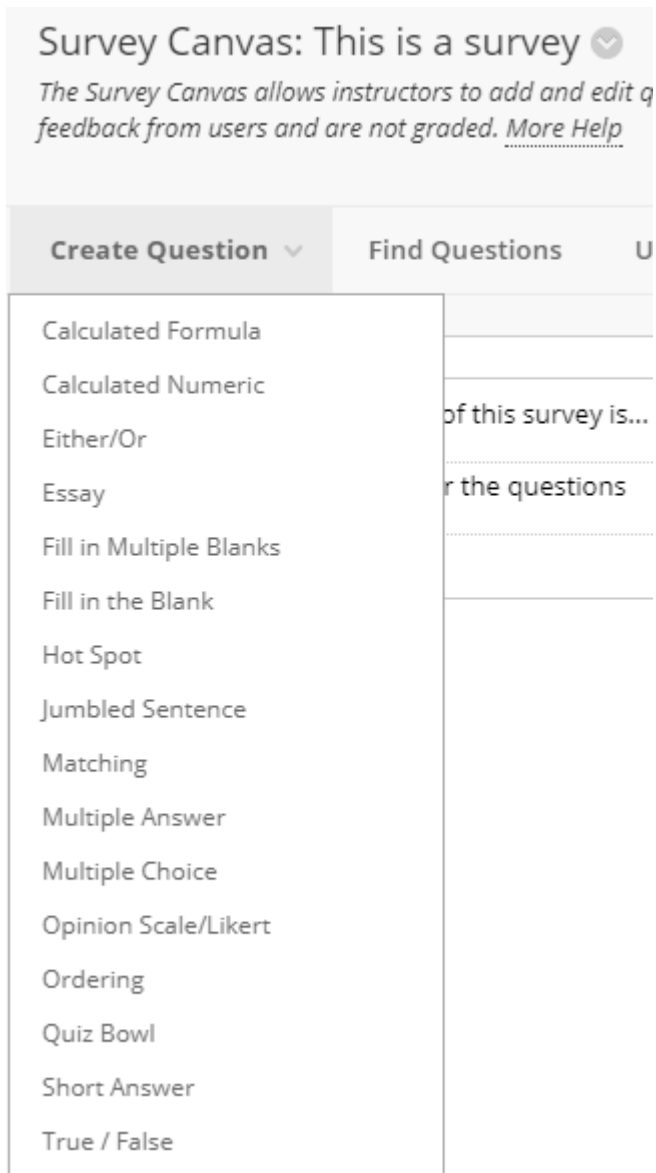
Path: p » span Words:4

Click **Submit** to proceed.

Cancel

Submit

The survey has now been created. You can now begin to write questions. To use questions that you have developed earlier, click on “Find Questions” or “Upload Questions”. To create a completely new question, click on “Create Question”. A list will appear of different types of questions (the same as is available for tests).



For information about these different types of questions, visit

https://help.blackboard.com/sv-se/Learn/Instructor/Tests_Pools_Surveys/Question_Types

Choose your question type and create questions. Finish by clicking "OK" at the bottom right.

Survey Canvas: This is a survey ▼
The Survey Canvas allows instructors to add and edit questions, reorder questions, and review the survey before deploying it to users. Surveys are intended to gather feedback from users and are not graded. [More Help](#)

Create Question ▼ Find Questions Upload Questions Question Settings ↕

Description The purpose of this survey is...

Instructions Please answer the questions

Total Questions: 2

Select: [All](#) [None](#) Select by Type: - Question Type - ▼

Delete Hide Question Details

1. Short Answer: Employer: Please write your employers name...

Question Please write your employers name and office

2. Short Answer: Treatment: Describe how you were treated

Success: Question created. ✖

Question Describe how you were treated

Select: [All](#) [None](#) Select by Type: - Question Type - ▼

Delete Hide Question Details

← OK

This will take you back to the list with surveys, where you will now find your survey. The next step is to choose your settings for the survey. Click on your survey and then on “Submit”.

ADD SURVEY

Create a new survey or select an existing survey to deploy.

Create a New Survey

Add an Existing Survey

-- Select Survey Below --

This is a survey

*Click **Submit** to add this survey. Click **Cancel** to quit.*

A page will now open that has a series of settings. The most important one is to make your survey accessible.

SURVEY AVAILABILITY

Make the link available Yes No

As well as this, the choice of settings for surveys is the same as for tests and assignments: for example, the number of attempts, the maximum time allowed to complete the survey, the time for publication and end of publication, possible feedback, and the presentation of questions – all at once or one at a time.

When your settings are in place, click on "Submit". The survey is then published.

If you want to alter a setting after the survey is published, click on the small grey arrow to the right of the heading. A menu will appear when you make changes to any setting.

