

Instructions for deploying a survey on Blackboard

- First decide where you want to have your survey show up (Syllabus tab, Homework tab, or some other section of your blackboard page)
- Go to that part of your blackboard page and enter the “edit view”
- From the drop down menu at the top right of the edit toolbar select survey and then click on the “Go” button.
- On the Add survey screen you can now click the “create new” button or select a previously made survey.
- On the Survey information screen you may name your survey, provide a brief description, and include any instructions. You may want to remind the students either in the description or the instructions that Blackboard keeps the survey anonymous. Next click the “Submit button”
- Now using the drop–down menu on the top left of the Survey Canvas toolbar select the type of question you’d like to ask (typically “short answer”, “multiple choice” or “opinion/likert scale”) and then click “Go”
- Write your question, then click “Submit”
- To write another question, select the type of question you’d like to ask from the drop–down menu and then click “Go”. Repeat until you have written all the questions.
- After you have written all your questions, you should click “OK” at the bottom right part of the screen.
- You will now return to the Add Survey screen where you may select the survey you just wrote by clicking on it and then clicking the “Submit” button. (Click through the “Ok” screen.
- Next you will want to click on the “Modify the Survey Options” link to make the survey available and set the “display until” date. (The survey will default to “not available” so it is wise to change these settings immediately).
- After your survey has been filled out by your students you may view the results by:
 - Go to the Grade Center and find the column with your survey.
 - click on the drop-down menu on your survey’s column and click on the “attempt statistics” link
 - Now you can view all the responses!

Feel free to email me if you have any other questions!