

Instructors may create their own surveys using a Blackboard course's Surveys tool. When a student completes a survey in Blackboard, their answers are aggregated and kept anonymous. Instructors may view the results of the survey through the course's Grade Center.



Potential Uses

Surveys are often used to **collect formative feedback** from students to drive instruction and are a quick, easy way to evaluate students without testing. Possible uses include gathering feedback, polling student opinions, or activating prior knowledge as a warm-up exercise for another activity.

What Types of Questions Should You Ask?

Surveys can be built using the same set of question types as tests, but without being graded. Some commonly used effective question types for surveys include: opinion/likert scale and essay. See these resources to help you decide upon survey questions to include in your surveys.

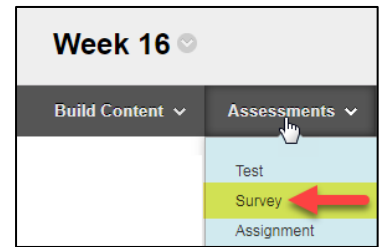
- [Evaluation Questions Every Instructor Feedback Form Should Ask](#)
- [Kirkpatrick Level Student Satisfaction Questions](#)

How to Create a Survey

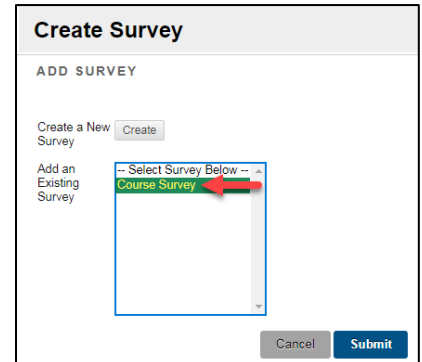
1. In your course's **CONTROL PANEL**, select **COURSE TOOLS**. Then, click **TESTS, SURVEYS, AND POOLS**. On the main menu that appears, click **SURVEYS**.
2. On the *Surveys* page, click **BUILD SURVEY**.
3. The *Survey Information* page will appear. Add a name, description, and instructions to the provided form fields. Then, click **SUBMIT**.
4. You will be taken to the *Survey Canvas*. Use the **CREATE QUESTION** menu to build your survey questions one-by-one.
 - a. When creating a question, type your question into the question box. In the answers section, customize your answer options. When you are done creating a question, click the **SUBMIT** button at the bottom of the page.
 - b. You will be taken back to the Survey Canvas, where you may choose to create additional questions, edit questions, or re-order questions.
5. After you are done creating the survey's questions, click the OK button at the bottom of the *Survey Canvas* page.
6. The survey will be saved to your course's Surveys area and is now ready to be made available to students. See the next set of instructions.

How to Make a Survey Available to Students

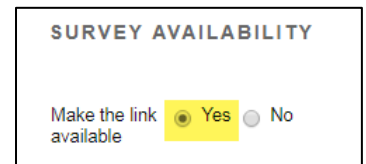
1. When **EDIT MODE** is turned on in your course, navigate to content area or content area folder where you want to post the survey. On this page, roll your mouse over the **ASSESSMENTS** button. Select **SURVEY** from the menu.



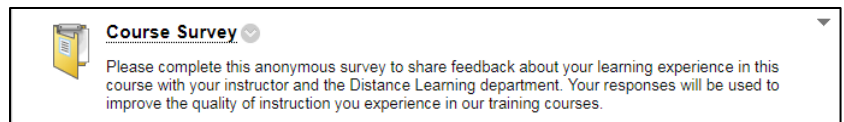
2. You will be taken to the *Create Survey* page. In the *Add an Existing Survey* section, select the survey you created. Then, click the **SUBMIT** button.



3. The *Survey Options* page will appear. Scroll down to the *Survey Availability* section and select **YES**. Then, click the **SUBMIT** button at the bottom of the page.

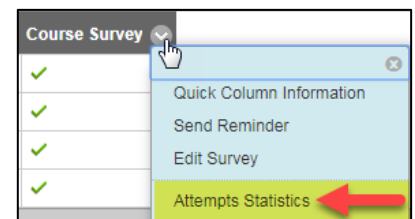


4. The survey will be posted to the specified location in your course for students to attempt the survey.

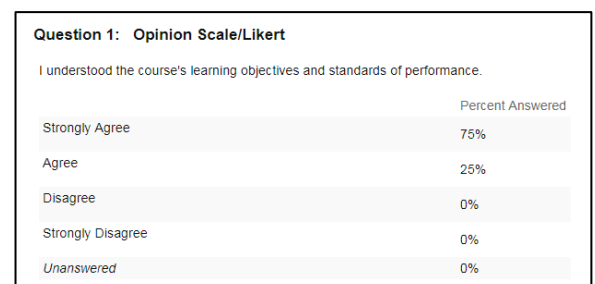


How to View Survey Results

1. In the course's **FULL GRADE CENTER**, locate the column associated with the survey. Roll your mouse over the head of this column, click the gray context arrow, and select **ATTEMPT STATISTICS** from the menu that appears.



2. The *Survey Statistics* page will appear and display the aggregated anonymous results for each question.



Question 1: Opinion Scale/Likert	
I understood the course's learning objectives and standards of performance.	
	Percent Answered
Strongly Agree	75%
Agree	25%
Disagree	0%
Strongly Disagree	0%
Unanswered	0%