Overview

The survey tool allows you to poll your students; all responses are submitted anonymously, individual responses are not scored although participation is recorded and can carry a score. Survey responses are available to Instructors from the Grade Centre.

Building a Survey

1. Enter your unit or community, from the Control Panel (below the left hand menu), click Unit/Community Tools.
2. Click Test, Surveys and Pools, then click Surveys.
3. Click the Build Survey button from the horizontal grey bar
4. Enter a Name, description and instructions. Click on Submit.
5. From the Create Question drop down select Multiple Choice.
6. Add the question title and question text.
7. Choose the Options where necessary.
8. Provide a range of answers for the multiple choice question. You can add further answers via the Number of Answers drop down or remove answers using the Remove buttons.
9. Add any metadata or instructor notes.
10. Click Submit.

Continue to add questions to the Survey Canvas and use the drag and drop arrows (top left of each question) to order the questions as necessary.

A range of other questions types are available including Multiple Answer and Text response. For Information on other question types see the Question Types guide.

Deploying a Survey

Once a survey has been built it can be deployed to a Unit/Community Content Area (e.g. Unit Materials, Assessment) so that students can take it. Once it is deployed Instructors can preview the survey.

1. Navigate to a Content Area (e.g. Unit Materials, Assessment) from the left hand menu.
2. Set Edit Mode to On by clicking on the Edit Mode button in the top right hand corner of the page.
3. From the Assessment drop down menu choose Create Survey.
4. Select the name of the survey that you wish to deploy and click Submit. Please note that surveys can only be deployed to one Content Area at a time.
5. Check the survey title and description.
6. Complete the Survey Availability settings as necessary.
   - Availability and Previewing - If you wish to preview the survey before students can access it then set Make the Link Available to No. This can be set to Yes at a later date from the Content Area via the Survey’s Edit menu, Edit the Survey Options.
7. Set the remaining Self Assessment, Survey Feedback and Survey Presentation settings as necessary.
8. Click Submit.

Further support

- Further resources and support are available in the TEL Toolkit: www.bournemouth.ac.uk/tel-toolkit
- Any technical issues should be reported to the IT Service Desk. (01202 9) 65515.
- Blackboard resources: https://en-us.help.blackboard.com/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools