

## 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](http://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](https://en-us.help.blackboard.com/Learn/9.1_2014_04/Instructor/110_Tests_Surveys_Pools)