

Using Survey Manager to Get Feedback

Blackboard Surveys are created and distributed in the same way as Blackboard Tests (see the separate guide on "[Test Manager](#)"). There are two main differences between surveys and test, however:

1. Surveys are not scored by Blackboard. Individual survey responses are graded by Blackboard, but the survey is only marked as **Complete** (a check mark) or **Incomplete** (no check mark) in the Gradebook.
2. Surveys are always anonymous. You can view whether a student has completed a survey or not, but you cannot view his specific answers to the survey. Survey answers are presented in aggregated form.

For these reasons, a Blackboard Survey is not a good vehicle for assessing an individual student's understanding of course material. A survey can be more useful for gauging the entire class's grasp of course concepts, though, since survey answers are aggregated (see the "Viewing Survey Results" section in this document). Because of their anonymous and aggregated nature, surveys may also be particularly handy for course evaluation.

Deploying a Survey to a Content Area

1. Click **Control Panel**.
2. In the "Content Area" box, click the content area where you want to post the test.
3. From the drop-down menu on the right side of the "Add" bar, choose **Survey**.
4. Click **GO**.
5. Click the survey you want to deploy from the "Select an existing survey:" field.
6. Click **Submit**, then click **OK**.
7. Click **Modify the survey** to add, remove, or reorder survey questions.
8. Click **Modify the survey options** to control how and when students take the survey (see the "Modifying Test Options" section in the "[Test Manager](#)" guide for more detailed instructions).
9. Once you set the survey options, click **Submit**, then click **OK**.
10. Click **OK**.

Viewing Survey Results

1. In the Gradebook, click the survey's name at the top of its column.
2. Click **Assessment Attempt Details** to view a breakdown of student answers by percentage.
3. Click **OK | OK** to return to the Gradebook.

Copying Surveys from One Course to Another

Unlike tests, Blackboard surveys cannot be exported from the Pool Manager and then imported into another course. The only way to move surveys from one course to another is by using the **Course Copy** function. Start this process in the source course (the one in which you have created the survey(s)) then proceed with the following steps:

1. Click **Control Panel**.
2. In the "Course Options" box, click **Course Copy**.

3. Click **Copy Course Materials into an Existing Course**.
4. Click **Browse** to find the course you want to copy the survey into.
5. Click **Search** to view all of your available courses.
6. Click **Select** next to the course you want to copy the survey into.
7. Click the **Tests, Surveys, and Pools** check box.
8. Click **Submit**. (Blackboard will send you an e-mail message when the course materials have been copied. You should be able to view the copied materials before that, though. Check the destination course to see if the materials have been copied.)
9. In the destination course, remove any tests, surveys, or pools you do not want from the original course.

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