How to Set-up a Survey in Blackboard?

Instructions from David Cox

Here's a zipfile with a 4 question survey that you can import and deploy unedited (though a small amount of editing to tie it to the actual course may be worthwhile).

Steps are

0. Save the **zipfile** somewhere you can find it again
1. Go to the side bar in Blackboard - Click "**Tests**, **Surveys and Pools**"
2. Click "**Surveys**"
3. Click "**Import Survey**", then "**Browse My Computer**" then select the **zipfile**, click "**Submit**", and then "**OK**" (at lower right)
4. Choose the content page where you're going to add the survey, and click "**Assessments**" (from the near the centre/top of the page) and choose "**Survey**"
5. Choose "**Course Engagement Survey**" from the list under "**Add an Existing Survey**" and click "**Submit**"
6. Edit the course instructions and the questions as you see fit. It'll be OK if you do nothing, better if you edit first
    *** Make sure you make available to students (when you're ready - you can come back later and do this)
    *** Make sure you allow multiple attempts
7. Green ticks in the **Grade Center** show the students have completed the survey

Let the students know that you'll be making the survey available *during* or *after* the engagement session - we need to know what actually happened, so don't release this beforehand.

Please make the survey available for at least 24 hours so students in different time zones have a chance to complete it.