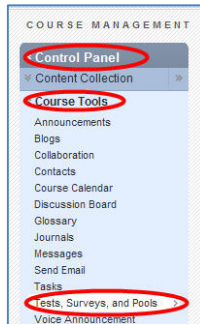


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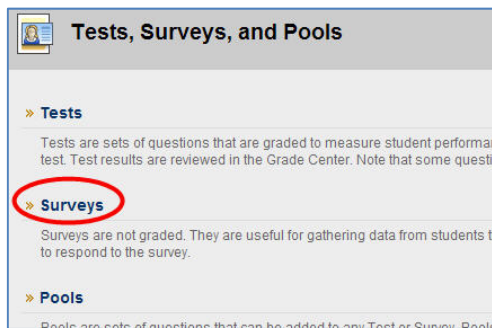
Using the Survey Manager

Create a survey in your course by following these directions:

1. **Log in** to your course. Go to the **Control Panel | Course Tools | Tests, Surveys, and Pools**.



2. Click on Survey.



3. Click the Build Survey button.



4. Enter a name for the survey. You can also add a description and instructions. When you are finished click the Submit button.

The screenshot shows a web form titled "1. Survey Information". At the top, there is a field labeled "Name" with a red arrow pointing to it, containing the text "Survey Example 1". Below this is a "Description" section with a rich text editor toolbar and a text area containing "Type survey description here.". A red arrow points to the top-left corner of the description text area. Below the description is an "Instructions" section, also with a rich text editor toolbar and a text area containing "Type survey instructions here.". A red arrow points to the top-left corner of the instructions text area. At the bottom of the form, there is a "2. Submit" section with two buttons: "Cancel" and "Submit". The "Submit" button is circled in red.