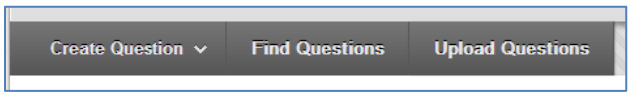
Adding Questions to a Survey

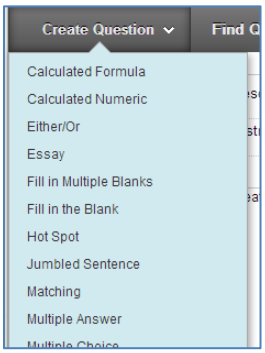
There are three ways by which questions can be added to a Survey.

- Creating questions, in the same manner you created a test using a test manager.
- Finding questions from an already existing pool or an existing assessment.
- Upload questions from a text file.



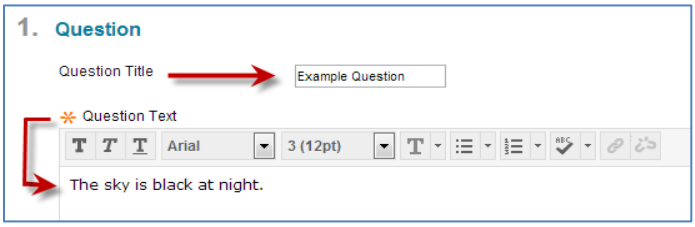
Create Questions

1. To add a question to the survey, select a question type from the pull down menu. The types of questions that can be used in surveys are listed below. All assessments created in Blackboard will be automatically graded and put in the grade center.

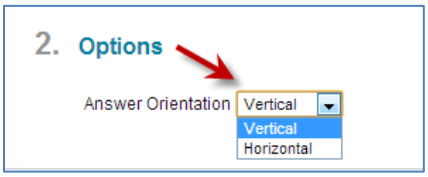


2. For demonstration purposes I will create a True/False question.

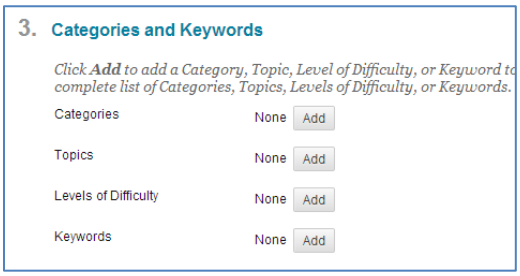
3. Type a Question Title and then type the question text in the space provided.



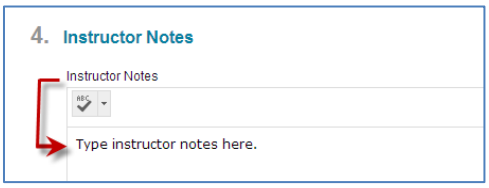
4. Under Options, you can specify the orientation of the answers as the students will see them.



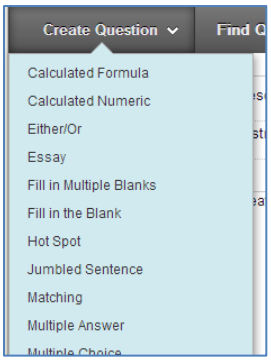
5. You can click Add to add a Category, Topic, Level of Difficulty, or Keyword or question.



6. You can make notes in the Text box under Instructor notes.

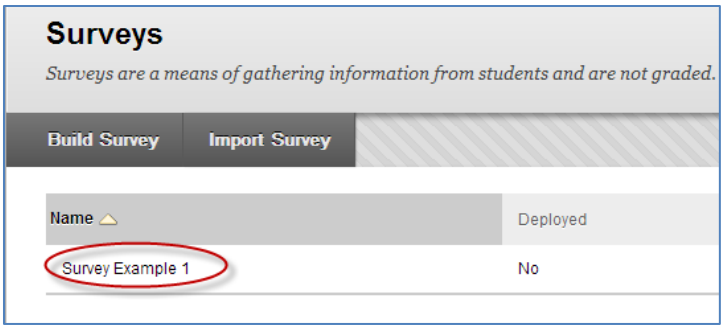


7. To continue adding more questions, select a question type from the pull down menu from the Create Question action bar.

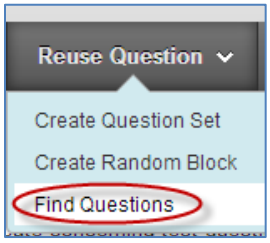


8. Once you have entered all questions scroll to the bottom of the page and click the OK button.

9. The newly created survey is displayed in your list of surveys. When you are ready for students to take the survey you will need to make it available.



Find Questions, from an already existing pool or an existing assessment



Select the pool you wish to edit by selecting the drop-down arrow, then Edit.

The list of assessments and pools that already exists is displayed, and you can select the ones that you would like to add the questions from.

You also have an option to select the type of questions that you would like to add.

The pool canvas with the questions you searched and added is displayed. You can continue to keep adding questions to the pool.

Upload Questions, from a text file

Clicking the Upload Questions button will open a window for you to click on the browse button and find the text file containing your pool, then click Submit.

In summary, the Survey Manager functions in the same way as the Test Manager and offers most of the same options for creating and managing questions with the following exceptions.

- Questions on Surveys cannot be assigned points.
- Surveys cannot include Random Blocks of questions.
- Instructors cannot give Students feedback.

Survey questions cannot be categorized.