University of St. Thomas – Blackboard 9 Training

Setting Options for a Survey

You can add a survey to any content area.

1. In the **Control Panel**, click the desired link under **Content Areas** (Assignments, Course Documents, etc.) where you want the survey to be deployed.

2. Click on **Create Assessment | Survey**.

3. You have two options: You can deploy a survey that you have already created by clicking on it from the **Add Survey** list. OR you can click the **Create** button to create a new survey.
4. Click **Submit**.

*Note: The survey will be placed under the selected **Content Area**. (If you click **Create** in the previous step, you will be taken to the survey creation area)*

5. After submitting, you will be automatically redirected to the **Survey Options**.

6. Under #2, **Survey Availability**, find "Do you want to make the link visible?" and check off **Yes**. Choose any other options you need (these options are similar to the **Test Options**).

7. Click **Submit**.

8. The survey is now active and deployed for the users.