


## Using Survey Manager

Blackboard Surveys are ungraded assessments that are “useful for gathering data from students that is not used to evaluate student performance,” according to the notation on the Tests, Surveys, and Pools page. Instructors may use surveys to solicit formal feedback from students regarding assignments, tests, or the course overall, or simply to gather information about students’ learning styles and preferences.

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.

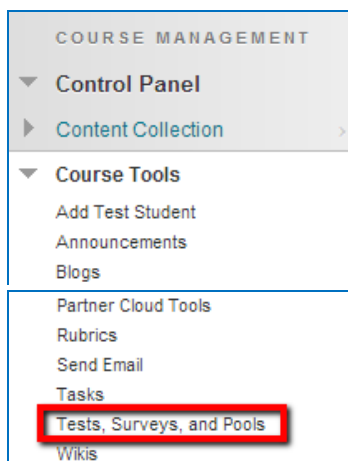
- Questions on surveys cannot be assigned points.
- Surveys cannot include random blocks of questions.
- Instructors cannot give students feedback.
- Survey questions cannot be categorized.

When a Survey is added to a course, Blackboard adds a corresponding column in Grade Center. However, since Surveys do not receive grades, the column does not allow an Instructor to enter a score in the grid.

The grid instead displays a Completed icon () to indicate which students have submitted their responses.

To create a Survey:

1. Under Control Panel, click **Course Tools**, then **Tests, Surveys, and Pools**.



2. Click **Surveys**.

**Tests**  
*Tests are sets of questions that are graded to measure student performance within a content folder before students can take the test. Test results types are not automatically graded.*

**Surveys**  
*Surveys are not graded. They are useful for gathering data from students. Surveys must be deployed in a content folder for students to respond.*

3. Click the **Build Survey** button.

**Surveys**  
*Surveys are a means of gathering information from students and...*

**Build Survey** Import Survey

4. In the Survey Information section, enter a Name for the survey. You can also add a Description and Instructions. When you are finished, click the **Submit** button, and you can begin adding questions.

**SURVEY INFORMATION**

Name

Description

What this survey is about.

Path: p

Instructions

How to complete this survey.

Path: p