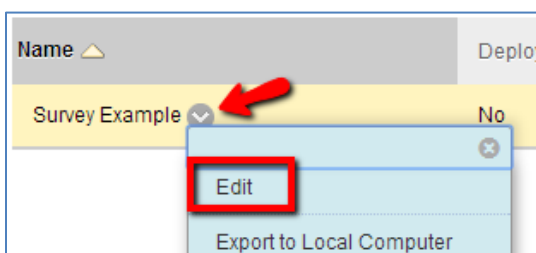


Editing a Survey

To modify a Survey in a Blackboard course, you can start from the Tests, Surveys, and Pools page or the Content Area where the Survey is deployed. The latter provides a choice between editing the content of the Survey and editing its properties.

In Tests, Surveys, and Pools

In the list of surveys in Tests, Surveys, and Pools, an Instructor can click the arrow next to the name of a test and select **Edit** from the contextual menu. This takes you to the Survey Canvas, from which you can modify the content of the Survey—i.e., question text and answers. Click the arrow next to the title of a question to edit the question or its answer choices.



In the Content Area

From the Content Area on which a Survey is deployed, the contextual menu has two slightly different commands at the top: **Edit the Survey** and **Edit the Survey Options**.

- Use **Edit the Survey** to modify the content of questions and answers for the selected test.
- Use **Edit the Survey Options** to modify the properties of the Survey, such as the date range available and presentation options.

