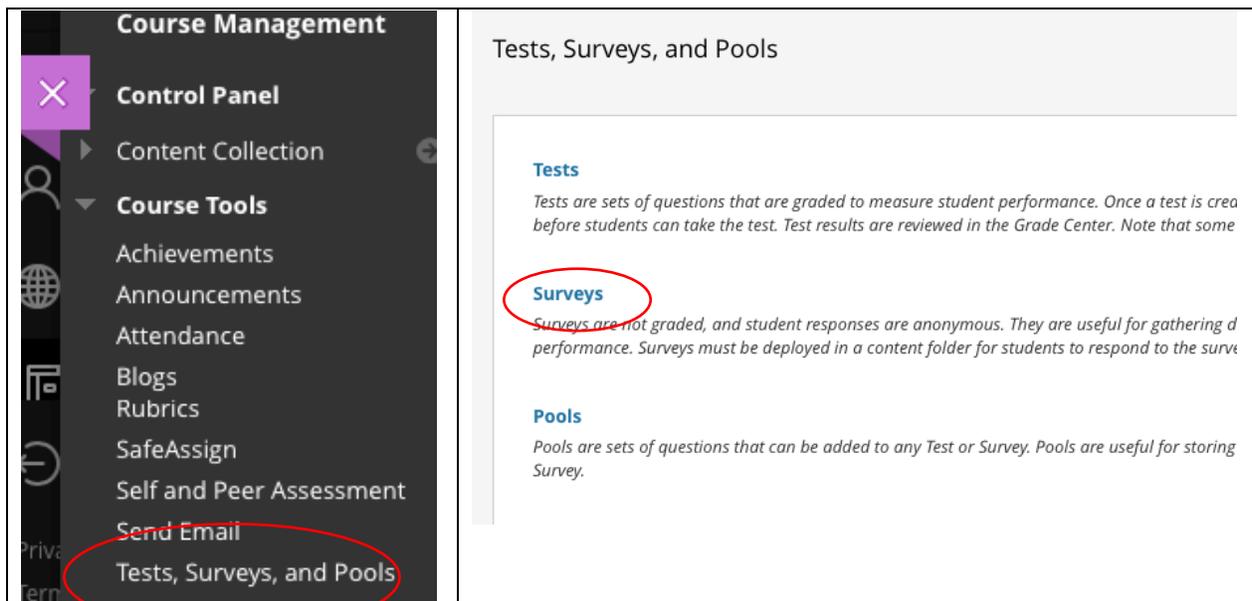


Create an anonymous questionnaire in Blackboard:

1. From your control panel, under **Course Tools**, select **Tests, Surveys, and Pools**.
2. From the Tests, Surveys, and Pools page, select **Surveys**.



3. On the Surveys page, select **Build Survey**. From here, enter the name for your questionnaire or feedback form, along with a description and any special instructions. Thank click on **Submit**.
4. You are then taken to the **Survey Canvas page**. This is where you will add and edit questions, and review the questionnaire prior to sending it to your students. The questionnaire is intended to provide feedback and is not graded. Click on the far right where you see **Question Settings**.
5. On the **Survey Question Settings** page, select what options are pertinent to your questionnaire. **Settings** are:
 - **Images, Files, and URLs:** Attach images, files, and URLs to questions. Allow students to attach images and files to answers.
 - **Question Metadata:** Use Categories, Keywords, and Levels of Difficulty to add metadata to questions, making searching for questions from a question pool or from other tests and surveys easier.
 - **Display:** Determine how questions are displayed to students
 - **Random order** - Shows answer choices randomly for each student.
 - **Horizontal or vertical display** - Provides the option of formatting the positioning of questions and answers.

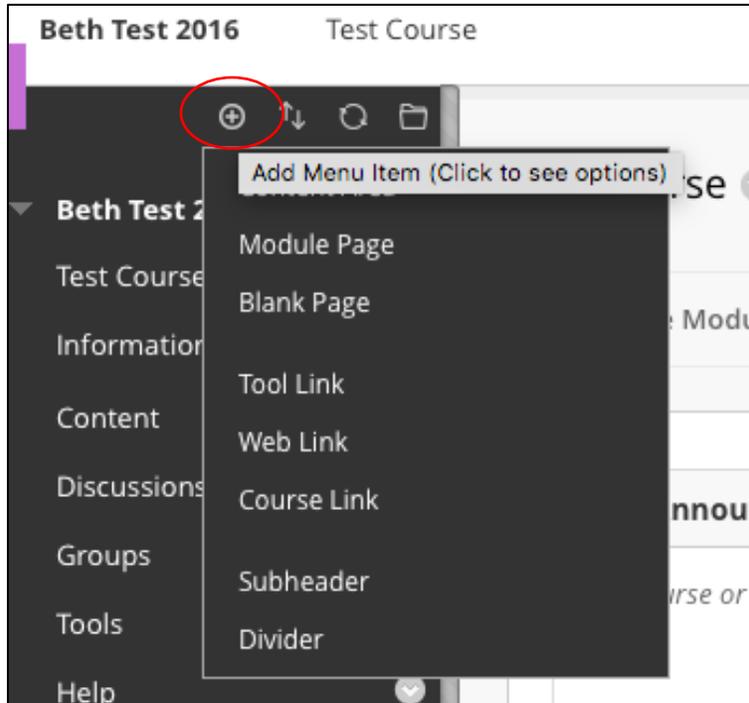
- **Numbering options** - Provides a selection of alphanumeric labels to identify each answer.

6. When done with your settings, click **Submit**. You will be back on the **Survey Canvas** page, where you can select from a range of question types to add. (Notice there are a wide range of question types including essay and opinion scale/Likert. You can also upload questions from elsewhere if you already have questions you would like to use.)

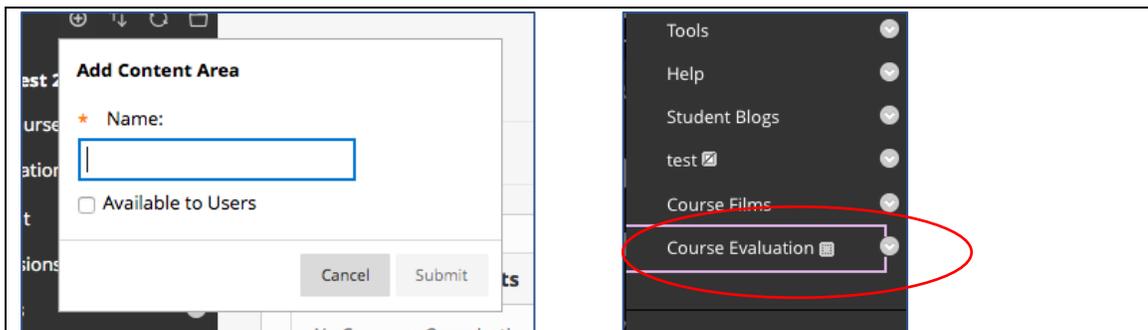
Deploying Your Questionnaire

You will need to decide where you want to make this questionnaire available from your course. As a course evaluation, we suggest you create a content area with that specific title.

1. From within your course, go to the **Control Panel**, and click on the plus sign to **Add Menu Item**, and choose **Content Area** (which is hidden below behind the “Add Menu Item” text in the screenshot below).



2. Provide the Content Area a **Name**, such as Course Evaluation, and check the box to make it **Available to Users**. Then click on **Submit**. The Content Area, now appears in your Control Panel:



3. Click on Course Evaluation (or whatever you named your Content Area) from the Control Panel. From the Course Evaluation screen, click on Assessments and select **Survey**. Under **Add an Existing Survey**, you will see the questionnaire you created. In this case, its titled Student Feedback Questionnaire. Select your questionnaire and click on **Submit**.

Create Survey
 After you create a survey, the next step is to deploy it. First, you add the survey to a content area that is available to students. [More Help](#)

ADD SURVEY

Create a new survey or select an existing survey to deploy.

Create a New Survey

Add an Existing Survey

-- Select Survey Below --
 Student Feedback Questionnaire

*Click **Submit** to add this survey. Click **Cancel** to quit.*

- You will land on the **Survey Options** page. Here you can select a number of options, however some key ones to pay attention to are, **select Yes to make the survey/questionnaire available to students**, and you may want to select “Force Completion”. You have a variety of release conditions as well, if you want to use them. If you keep the defaults, and make the survey available, it will appear available in yours immediately. Click **Submit** and your questionnaire is ready.

SURVEY AVAILABILITY

Make available to students
 Yes No

Add a new announcement for this survey.
 Yes No

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

Force Completion
Once started, this survey must be completed in one sitting.

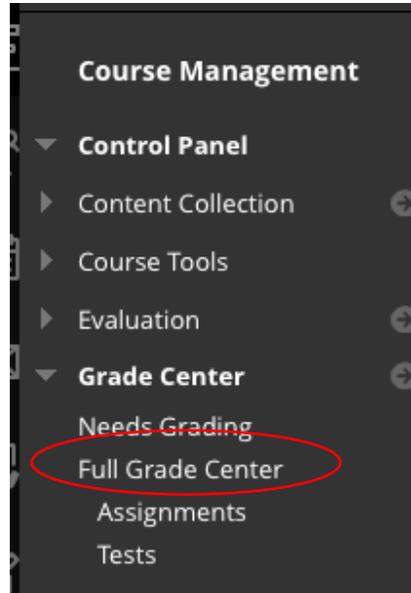
A note on anonymity of student responses:

“When you download test results, the spreadsheet includes the students’ names and usernames. Unlike tests, surveys are intended to gather opinions from students where they can reply honestly because their anonymity is protected. As a result, when you download survey results, the results won’t include any information that identifies each student.” -

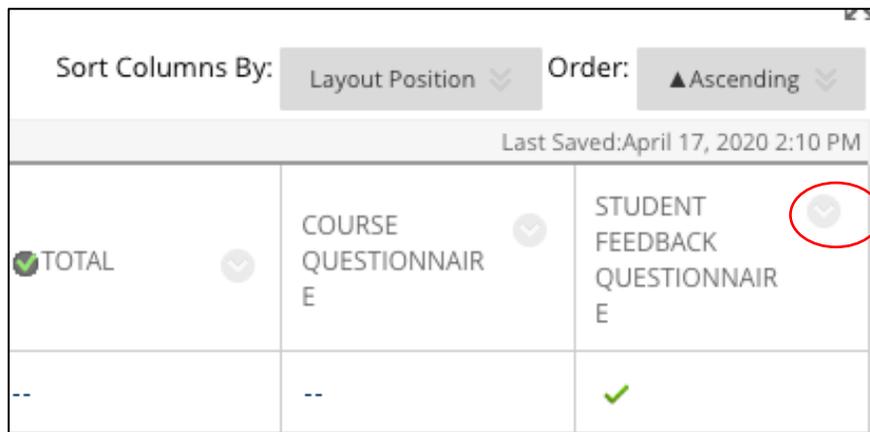
https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys/Test_and_Survey_Results

To View Student Responses

1. From within your Blackboard course, on the **Control Panel**, select **Full Grade Center**.



2. Scroll to the right in the grade center until you see the column with the name of your questionnaire (for example: Student Feedback Questionnaire). Click on the drop-down arrow and select Download Results.



Sort Columns By: <input type="text" value="Layout Position"/> Order: <input type="text" value="▲Ascending"/>		
Last Saved: April 17, 2020 2:10 PM		
<input checked="" type="checkbox"/> TOTAL <input type="text" value="▼"/>	COURSE QUESTIONNAIRE <input type="text" value="▼"/>	STUDENT FEEDBACK QUESTIONNAIRE <input type="text" value="▼"/>
--	--	<input checked="" type="checkbox"/>

3. From **Download Results**, select what format you want the file in and **Click to download results**. Navigate to where your downloads generally save to. When you open the file, you will see the responses, and no student identifiers.