Creating, Deploying, and Reviewing Your Blackboard Survey Results
How to Create, Deploy, and Review Survey Results in Blackboard 9.1

Step 1: From the Control Panel, select Course Tools and then select Tests, Surveys and Pools.

Step 2: Select Surveys.

Step 3: Click Build Survey.
Step 4: Provide a name for your survey. The description and instructions are optional.

Step 5: Click submit.

Step 6: Add Questions to your survey. Click on the drop-down arrow next to Create Question to view the various question types.
Step 7: Enter the Question Text.

![Question Text Field]

Step 8: Select the **Number of Answers** and enter the possible **answer choices**.

Step 9: **Categories and Keywords** are not necessary unless you want to use those features.

Step 10: Click **Submit**.

Step 11: Repeat Steps 6-10 to add additional questions to your survey.

**How to Deploy a Survey in Blackboard 9.1**

Step 1: Select the Content Area (Assignments, Course Documents, Course Information) where you want to add a survey.

Step 2: Click the drop-down arrow next to the **Create Assessment** menu item and select **Survey**.

![Create Assessment Menu]
Step 3: Select the appropriate survey from your list of existing surveys.

Step 4: Click **Submit**.

Step 5: Choose the options that you want applied to this survey.

*Note: Make sure that you select “Yes” to **Make the Link Available** or your students will not have the ability to see the survey.*
Step 6: Choose the self-assessment options, feedback and presentation options that you want applied to the survey and then click **Submit** when finished. Results of your survey will be found in the **Grade Center**.

**How to Export and Import Surveys to/from other Courses**

The Survey Manager lets you import and export surveys for content reuse and collaboration. Surveys can be reused by exporting the entire survey to your local computer and then importing the file into another course’s Survey Manager. When the survey is imported, modifications may be made to customize it for the new course.

**Export**

Step 1: Go to the **Control Panel** select **Course Tools**, and then select **Tests, Surveys and Pools**.

Step 2: Select **Surveys**.

Step 3: Click the **double-down arrow** and then select **export**.

Step 4: Save the `.zip` file to your computer. Do not open/unzip it.

**Import**

Step 1: Go to the **Control Panel** of the new course, and then select **Tests, Surveys and Pools**.

Step 2: Select **Surveys**.

Step 3: Click **Import Survey**.

Step 4: Browse to the saved `.zip` file and click **Submit**.

Step 5: The survey uploads and is added to your surveys.
Reviewing Survey Results in Blackboard 9.1

Results of the survey may be viewed in two ways. You may view them in Blackboard or download the results to a spreadsheet.

View results in Blackboard

From the Blue Course Management section, click **Grade Center** and then click the double drop down arrows that correspond to the survey column. Choose **Attempts Statistics**. You will see each question and the number of responses each question option received.

View results in a Spreadsheet

Step 1: From the Blue Course Management section, click **Grade Center**.

Step 2: Click the double drop down arrows that correspond to the survey column.

Step 3: Choose **Download Results**.

Step 4: On the Download Results screen, leave the defaults. Then click “**Click to download results.**”

Step 5: Choose “**Open with MS Excel (default).**”

Step 6: Click Yes.

Step 7: You may now rearrange the data in any format appropriate to your application.

Q: How do I view individual responses?

A: When a student takes a survey in Blackboard, a green check is placed in the survey’s corresponding grade center column for the student.

*Note: Instructors are unable to view student’s individual question responses for a survey. To view individual responses, create a test instead of a survey.*