

Importing a survey into Blackboard

1. Login to Blackboard.
2. Choose the course you want to use.
3. In the navigation menu, click on "Course Tools."
4. Near the bottom of the list, choose "Tests, Surveys, and Pools."
5. Choose the "Surveys" option and you will be placed in the Survey Manager.
6. Click on the "Import Survey" button.
7. Click on "Browse for Local File," highlight the zip file, and click on "Open."
8. Then click on "Submit" and "OK."

The Survey is now in the Survey Manager and you can go to a content area and add it and make it available for your students to use.

1. Choose the content area in which you want to place the survey from the navigation menu.
2. Now that you are in the content area, click on the "Evaluate" drop-down menu.
3. Choose "Create Survey."
4. You should see the survey you just imported in the Survey Manager listed in the box that is labeled "Add Survey."
5. Highlight the survey and click on "Submit."
6. You are now in the "Survey Options" area where you can make changes to the description and availability of the survey (just as if you were creating it yourself).
7. Make any changes you want (remember, you can always go back here and make more changes) and then "Submit."
8. If you want to make changes to the questions, scroll to the survey, click on the down-arrow and choose "Edit the Survey." You can now change or delete any of the questions.

To see the results of the survey

1. In the Control Panel, click on Evaluation and then on Grade Center.
2. Scroll over to the Midterm Formative Eval column and click on the down arrow at the top of the column.
3. Click on Attempts Statistics
4. The results show up.

To download the statistics

1. Go to the Grade Center and scroll over to the column for the Midterm Survey
2. Click on the down arrow
3. Choose "Download Results"
4. Keep the defaults (Tab, By User, Only Valid Attempts)
5. Download by clicking on the button "Click to download results"
6. Save the results on your desktop
7. Now you can open the results in Excel