Creating a Survey

The Assessment tools allow you to create tests and surveys that automatically become an item in your Gradebook. Students complete these assessments and submit them through Blackboard.

In this tutorial you will learn how to navigate to the Survey Manager area and create a survey.

1. Scroll down to the Control Panel section, click on Course Tools, and select Test, Surveys, and Pools.

2. On the Test, Surveys, and Pools page click Surveys.
3. On the **Surveys** page click the **Build Survey** button.

4. On the **Survey Information** page, enter a **Name**, a **Description**, and **Instructions** in the text boxes provided. Click **Submit** to continue.
5. On the **Survey Canvas** page, mouse over **Create Question** and select a question. For the purposes of this tutorial, select **Multiple Choice**.

6. On the **Create/Edit** page, enter the Question Text for your first survey question.
7. In the **Answers** section, select the Number of Answers from the drop down menu. Enter the text for the Answer choices in the text boxes provided.

8. Click the **Submit** button to finish adding your question.

9. You are returned to the **Survey Canvas** page. You can add another question, choose a different question type, modify or remove an existing question, or change the order in which the questions are presented. When you have finished creating your survey, you can use the next tutorial: Making your survey available.