WHY WOULD YOU USE THIS FEATURE:
Surveys may be used by instructors to assess your overall thoughts on a topic, about a specific assignment, or on the course in general. All survey data is presented to your instructor anonymously, feel free to provide open and honest feedback to best improve your learning experience. This tutorial will demonstrate how to locate and complete surveys in a course.

HOW TO ACCESS AND COMPLETE SURVEYS:
1. Access your course within Blackboard.
2. Locate the content area where your instructor has created the survey.
3. To open the survey click on the title of the survey. A brief description of the survey can be found underneath the survey title as well.

   ![Course Survey]
   A survey on your reactions to the class.

4. Click Begin to start taking the survey.
5. The survey instructions and details can be found at the top of the screen.

   A survey on your reactions to the class.
   Please complete the following survey about the course. The survey is completely anonymous.
   Not allowed. This Survey can only be taken once.
   This Survey can be saved and resumed later.

6. When completing the survey you can save answers individually by click Save Answer to the right of each question.

7. You can save all your answers at once by first completing all the questions on the survey and then click the Save All Answers option located above and below the list of questions.


**Note:** This option is useful if your instructor has allowed you to complete the survey at different times rather than all at once.

8. When you have finished the survey click **Save and Submit** to finish taking the survey. Click **Ok** to confirm the submission of your survey.

9. You will be taken to the submission detail screen and have the option to view the survey results or you can close out the window.