

STUDENT TUTORIAL: COMPLETING A SURVEY

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.

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

Question Completion Status:

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



Save Answer

4. Disagree 5. Strongly Disagree 6. Not Applicable

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.



Save All Answers Save and Submit

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- Note:** This option is useful if your instructor has allowed you to complete the survey at different times rather than all at once.
- When you have finished the survey click **Save and Submit** to finish taking the survey. Click **Ok** to confirm the submission of your survey.
 - 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.

Review Survey Submission: Safari Survey

User	David (Test Student) Haxton
Course	Haxton Test Course
Survey	Safari Survey
Started	1/7/14 12:29 PM
Submitted	1/7/14 12:53 PM
Status	Completed
Time Elapsed	24 minutes.
Instructions	

Tuesday, January 7, 2014 12:53:39 PM EST

← OK