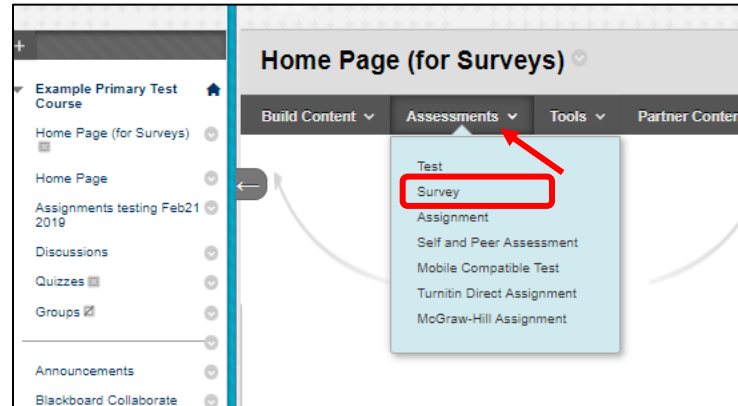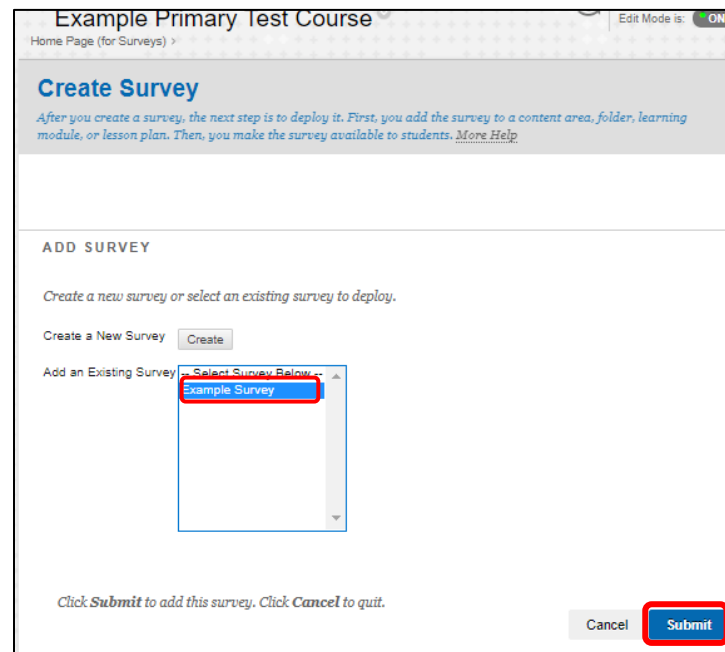# On-Campus Blackboard
Surveys: Deploy

Navigate to the content area where you would like students to find the survey (Home Page or a folder). Hover over Assessments in the action bar and select Survey. If you do not see the action bar, make sure Edit Mode is ON in the top right corner.

Select the title of the survey listed and select Submit. You can select Create to build a new survey, when finished you will then select it from the list to deploy it.

Give it a Name. Items with an asterisk, are required.

Opening surveys in a new window may cause a pop up blocker. The default is No.
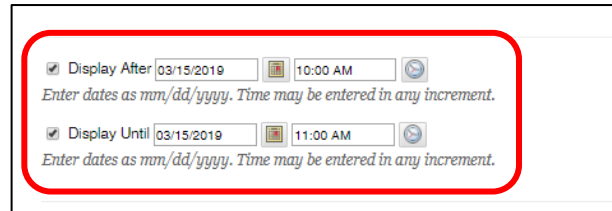
To set the survey to open on a specific date, "Make available to students" must be set to Yes.

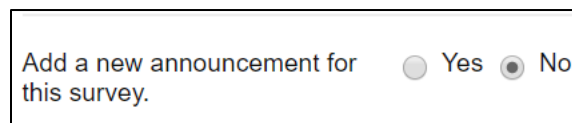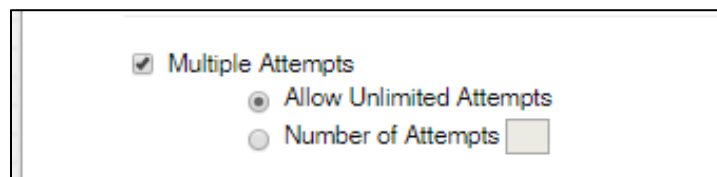An announcement can be set to appear in Blackboard when the survey opens, but this is not necessary.
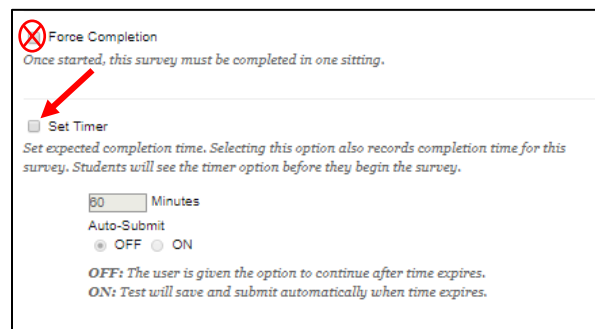
Check the multiple attempts box to allow multiple or unlimited attempts.

If Force Completion is enabled students will not be able to complete an attempt if they lose their connection for any reason. Because of this, it is recommended that faculty do NOT use force completion.

Time constraints may be set using the Timer. If a student loses connection, the timer continues but they will be able to get back into the survey to pick up where they left off. Auto Submit should be ON, in order for the attempt to be automatically saved and then submitted when the timer expires.

You can use the Display After, to show the survey, and/or Display Until, to hide the survey. The Make available to students section above must be "Yes" or it will not display at all.

Select the box to the left of the Display After and/or Until row(s) and select the calendar to choose a date, then select the clock to set a time. Settings will not go into effect until you click Submit for the entire page. Scroll down to review additional settings.

Passwords are optional, and generally only used for tests and proctored exams. Surveys and Tests have all the same options to be set, except surveys are anonymous and not gradable.

Availability Exceptions & Accessibility

You can make the survey available to different users at different times to provide accommodations or meet the needs of different sections in a merged course. Survey Availability Exceptions can be made for specific users or groups.

Due Dates

"Do not allow students to start the Survey if the due date has passed" will prevent availability exceptions after the due date. Due dates are not recommended with surveys. Availability is a better way to control when surveys can be taken. Alternative: Set "Display Until" to hide the survey from student view in the content area after the due date.

You can present questions all at once or one at a time.

For more information about surveys contact bbhelp@uml.edu or use the Technology Consultations page to schedule a consult.