

Importing and modifying the Interim Course Feedback Survey in your Blackboard site

Step 1: Download the .zip archive of the survey at: <http://www.dean.usma.edu/cte/interim.cfm#bboption>

Step 2: Once you have the .zip file, log into Blackboard and click on the course where you would like to deploy the survey.

Blackboard Academic Suite - Windows Internet Explorer

http://blackboard/webapps/portal/frameset.jsp?tab_id=_1_1

UNITED STATES
MILITARY ACADEMY
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My USMA Courses Content Collection Community USMA Library Dean Internal Site System Admin

Welcome, MARK Modify Content Modify Layout

Tools

- Announcements
- Calendar
- Tasks
- View Grades
- Send Email
- User Directory
- Address Book
- Personal Information

My Courses

Courses you are teaching:

- IT105/IT155 Master Course 2008: IT105/IT155 AY2008-1 (Fall)
- LW474200321a: Law of War Demo Course
- MAV10120082 Section E6
- MAV10120082 Section E6a
- MAV10120082 Section E6b
- PL100-2008-1 E5 D5 (unavailable)

My Announcements

No system announcements have been posted in the last 7 days.

MAV10120082 Section E6

- Some Photos ...

No organization announcements have been posted in the last 7 days.

[more.....](#)

My Organizations

Organizations in which you are participating:

- Master Teacher Program Year One - 2008

Quick Tutorials

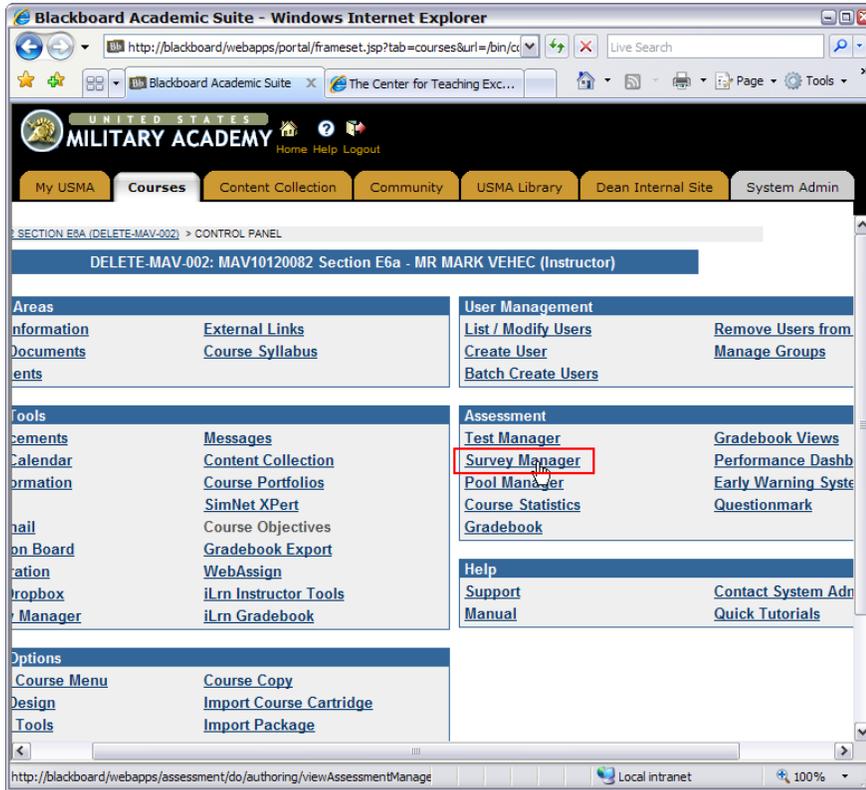
Click on the links below to learn more about the key capabilities offered through the Blackboard Academic Suite:

Instruction, Communication and Assessment

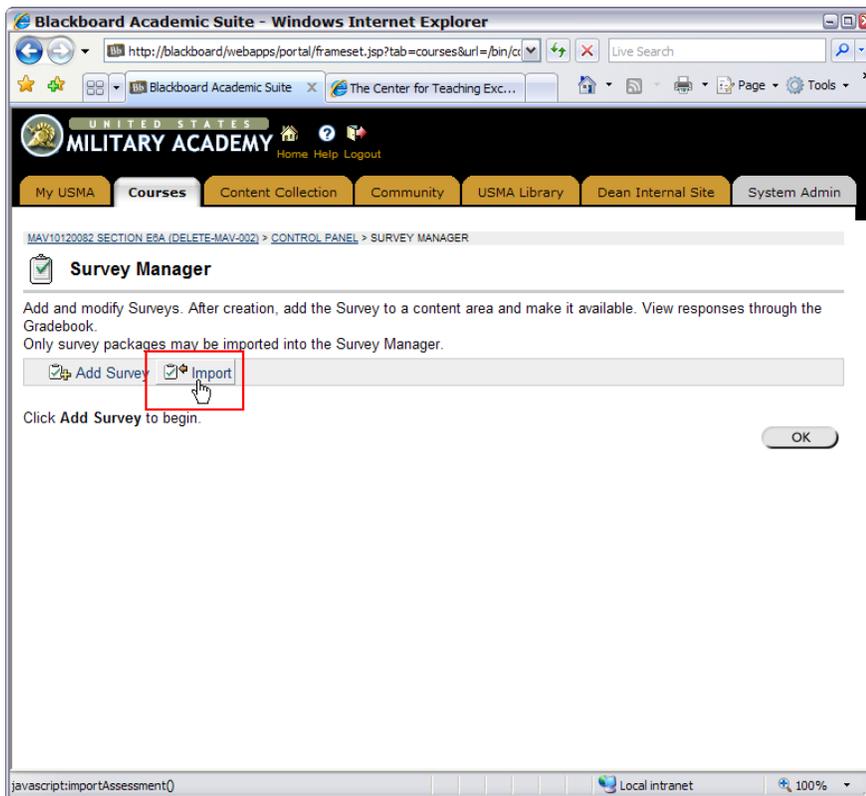
- Course Management
- Content Authoring
- Adaptive Release
- Syllabus Builder
- Learning Units
- Online Textbook Content
- Teaching and Learning Tools
- Personal Information Management
- Discussion Board
- Virtual Classroom/Collaboration Tool
- Group Projects
- Assessments and Surveys
- Assignments
- Gradebook
- Reporting and Performance Dashboard
- Assessments

http://blackboard/webapps/portal/frameset.jsp?tab=courses&url=/bin/commo Local intranet 100%

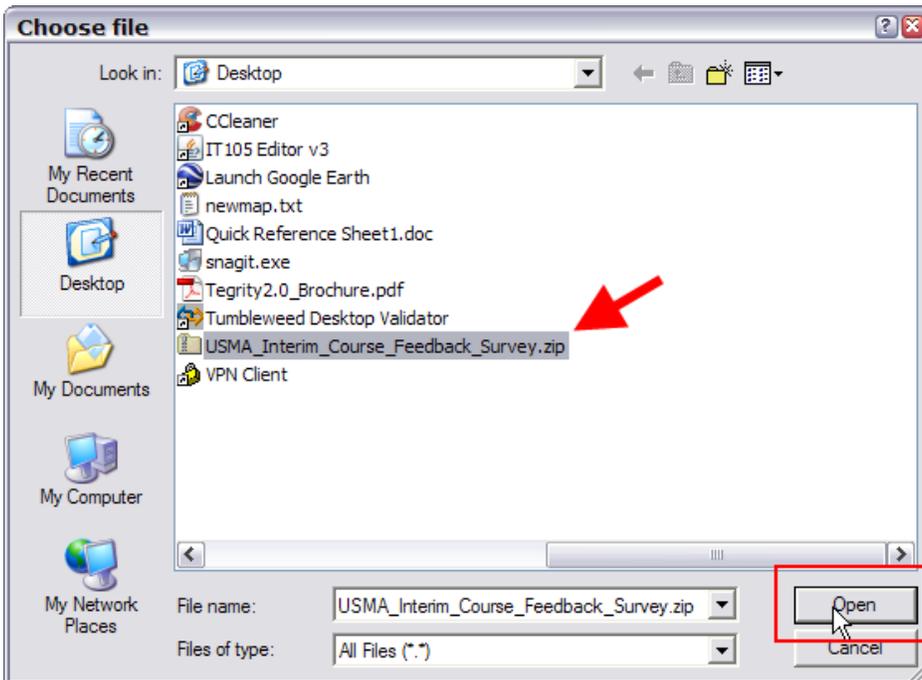
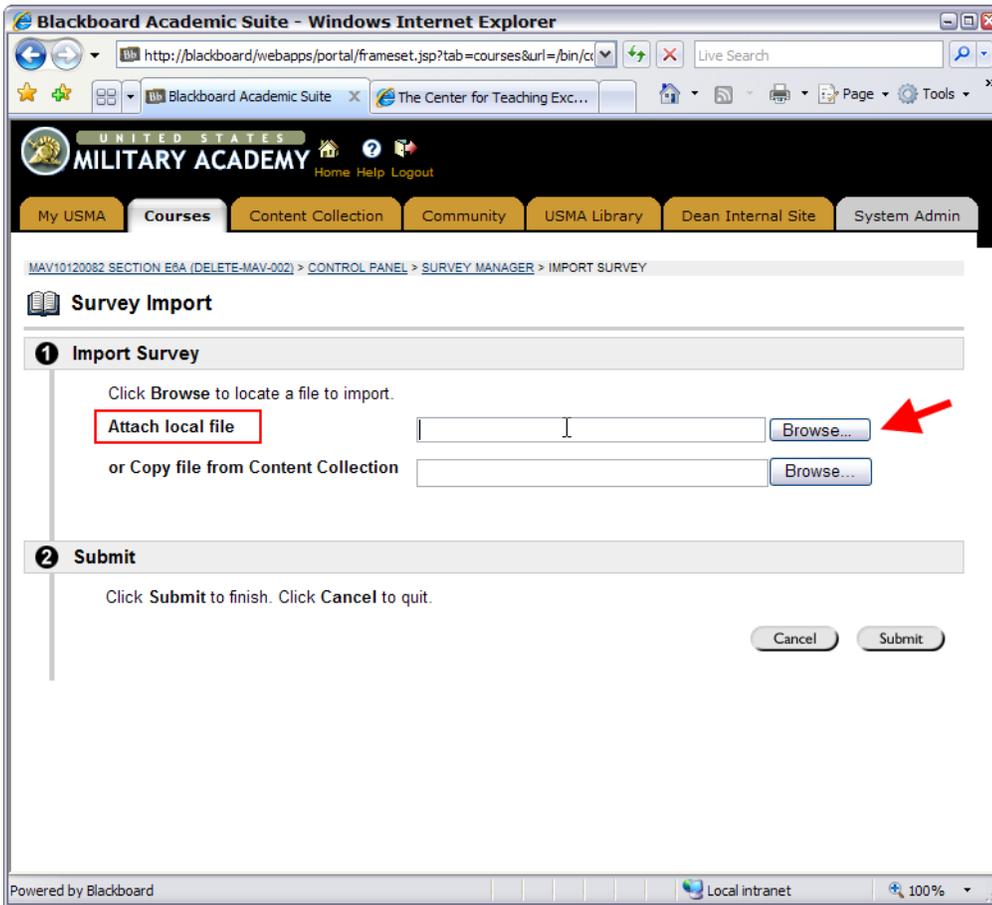
Step 3: In the Control Panel, click on the link to the “Survey Manager.”



Step 4: Click the “Import” button in the toolbar.



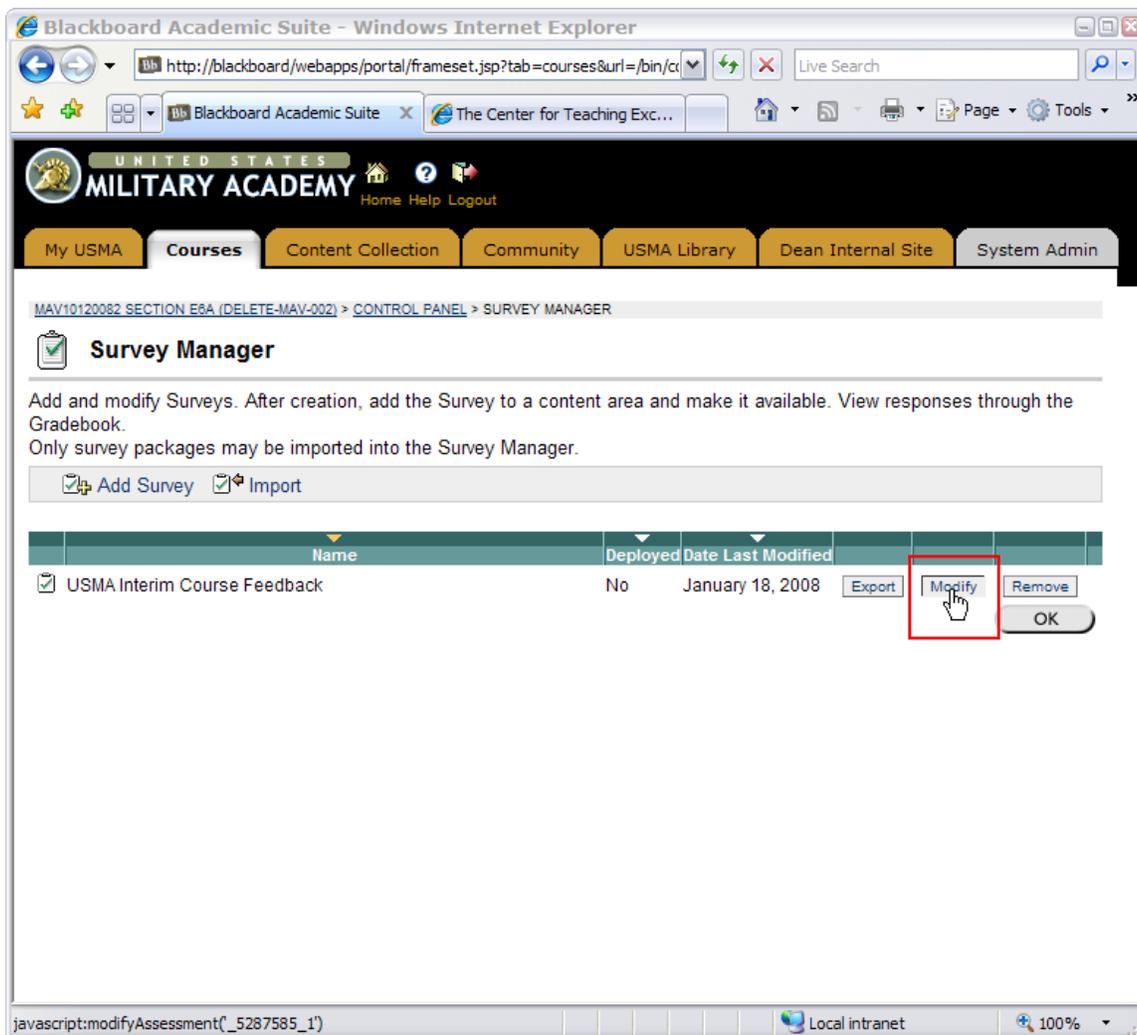
Step 5: Select the option to attach a local file and locate the .zip archive of the survey on your computer using the “Browse” button.



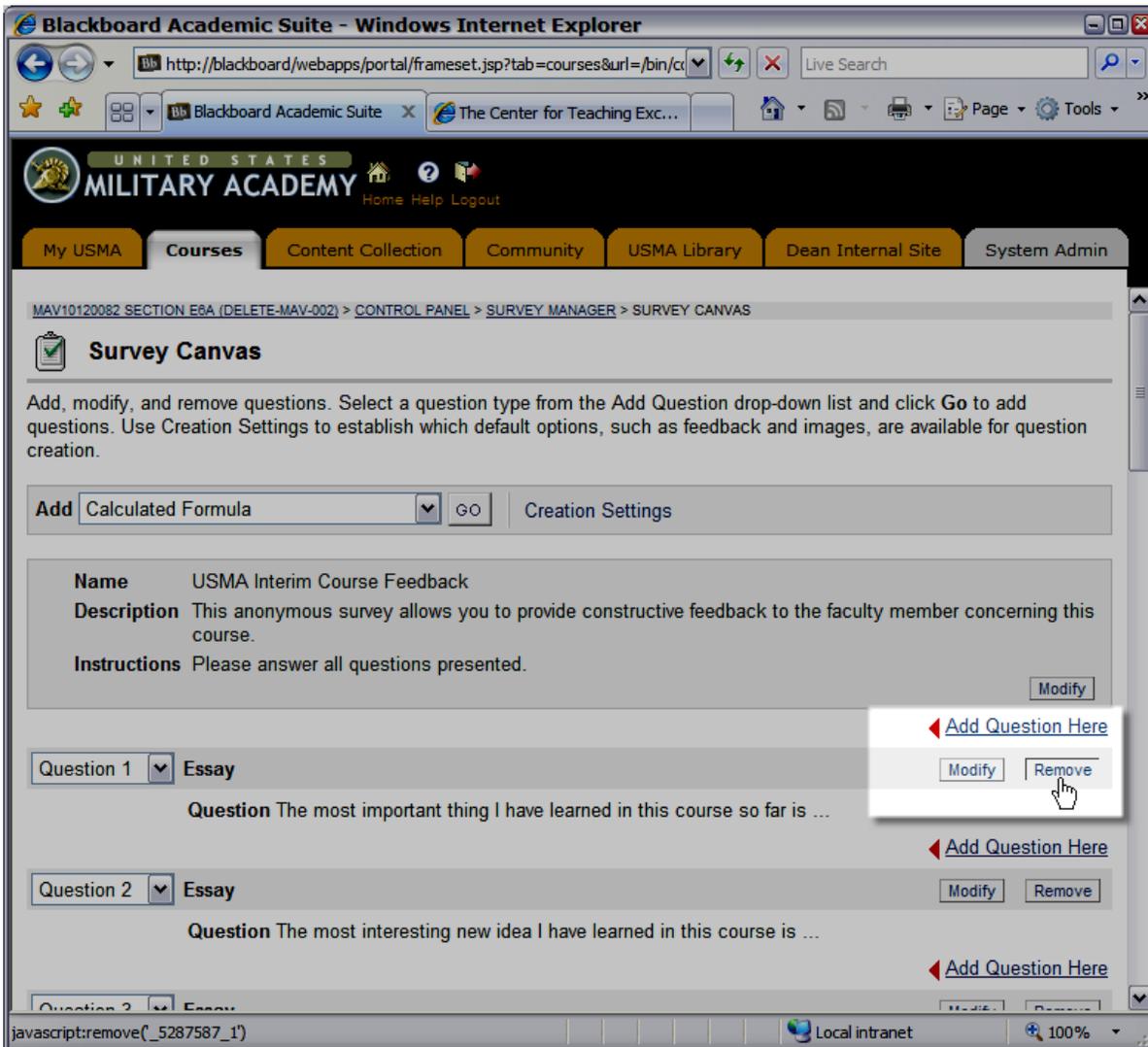
Step 6: Click the submit button and wait for the import to complete, then click “OK.”



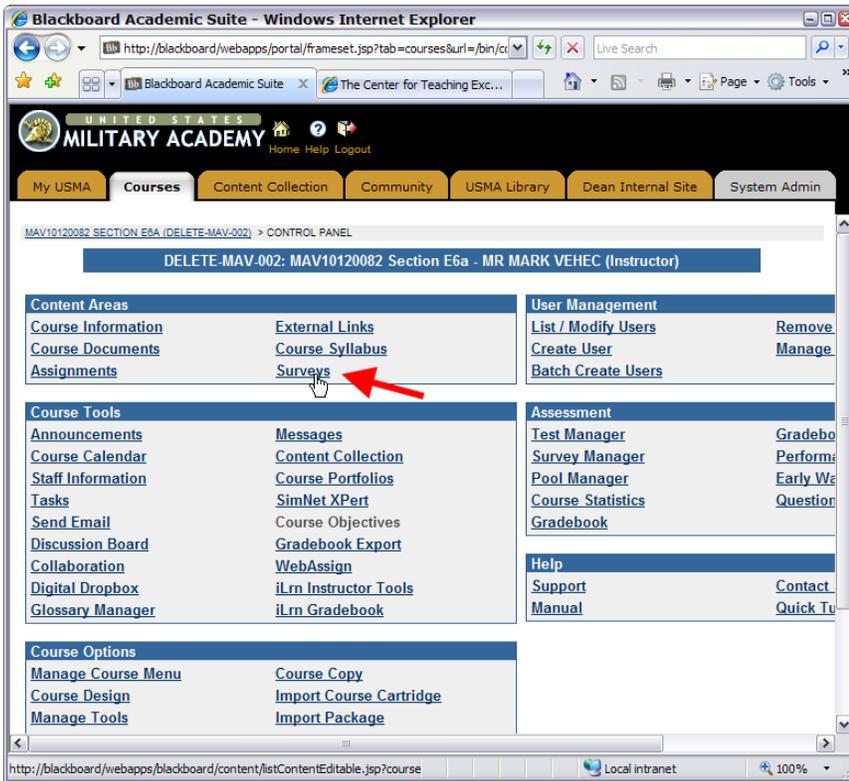
Step 7: Modify the survey as necessary to suit your needs by clicking the appropriate button.



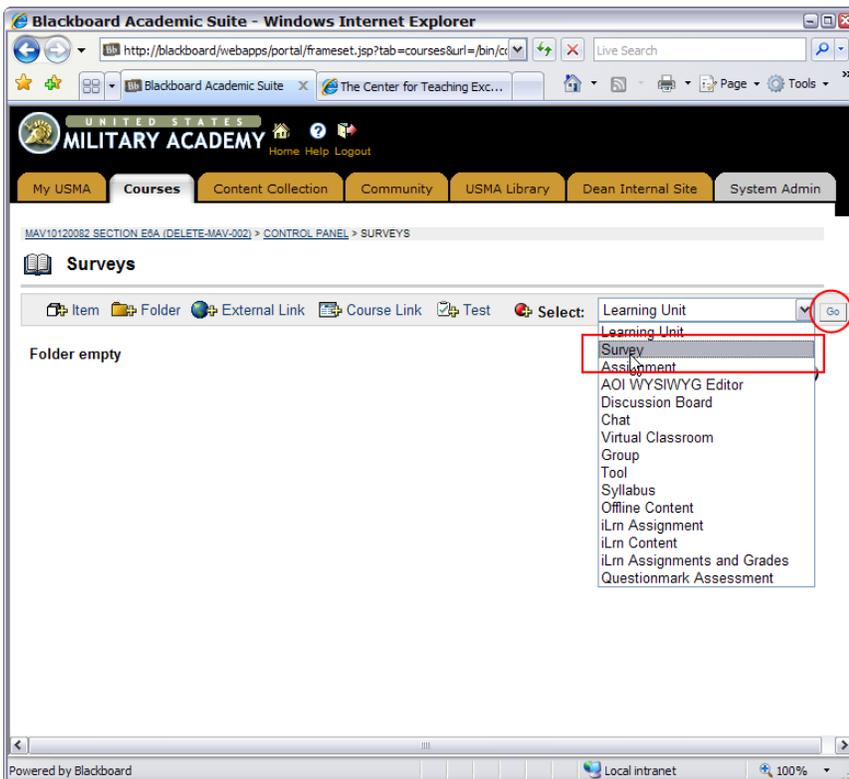
Step 8: In the Survey Canvas, you can click buttons for each question to remove the ones you do not wish to use or modify them to more accurately reflect the information you are trying to collect from the cadets. Once you have made the desired changes, scroll to the bottom of the page and click the “OK” button to save your changes.



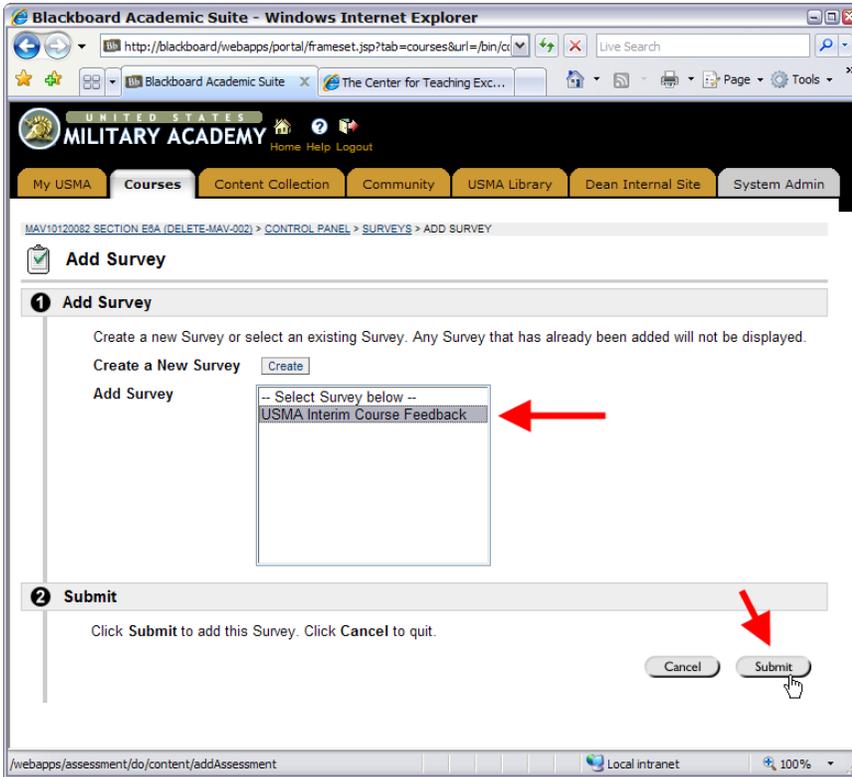
Step 9: Now that the changes have been saved, you can deploy the survey in your Blackboard course. In the Control Panel, select the content area where you want the link to the survey to appear.



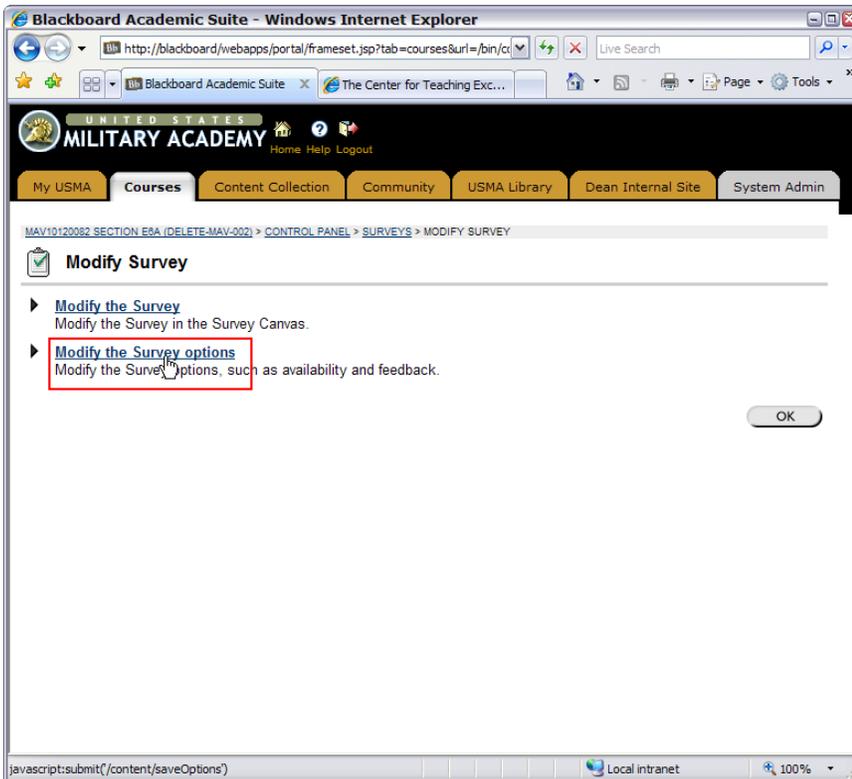
Step 10: In this area, select "Survey" from the dropdown list in the toolbar, then click the "Go" button.



Step 11: After selecting the appropriate survey, click the “Submit” button, then “OK.”

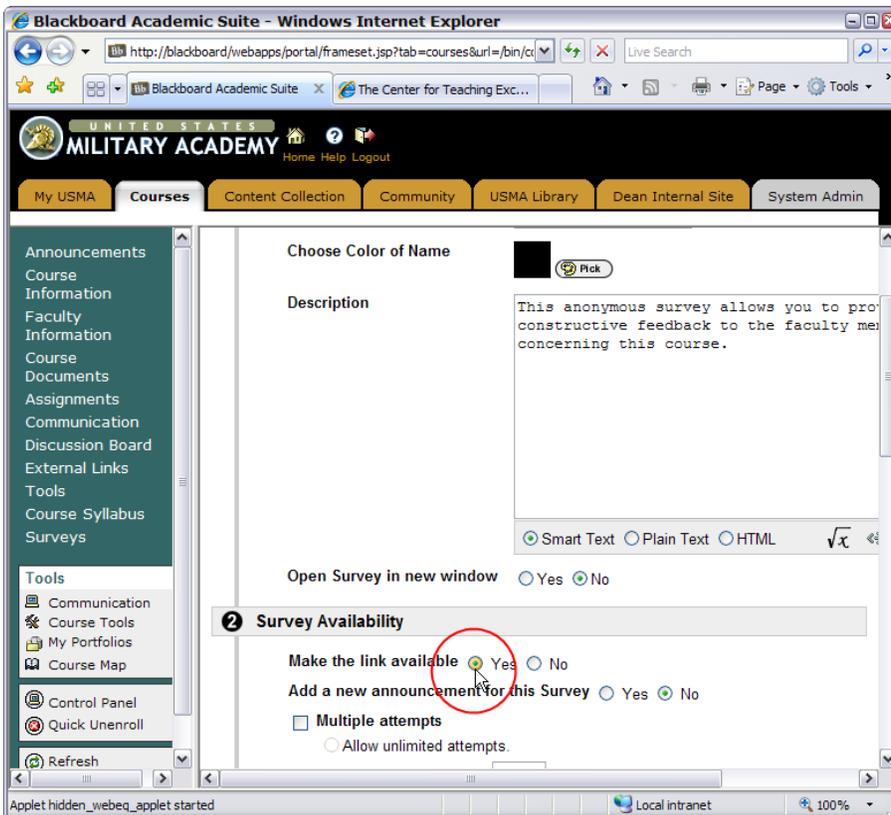


Step 12: If you are ready to open the survey to the cadets, click the “Modify the Survey Options” link.



Step 13: By default the survey is not available to cadets, so in this area, set the “Make link available” option to “Yes.” The cadets will now be able to view the link and take the survey.

You can leave the survey unavailable initially, then return to this area to make it available by navigating to the control panel, selecting the content area (Surveys in this example), then clicking the “Modify” button to get to the “Modify Survey” screen shown in Step 12.



If you have any questions about modifying, deploying or collecting the results of the survey, please contact Patrick Gill in the CFE at 938-4670 or by email (patrick.gill@usma.edu).