

Survey Manager & Pool Manager Goucher College

Survey Manager and **Pool Manager** work the same way as the **Test Manager** explained in a separate module. Since most of the information was already presented in the Test Manager Module, this module is going to show only how the Survey and Pool Manager differ from the Test Manager.

Survey Manager

Surveys differ from Tests because they:
 Cannot be assigned points
 Cannot include Random Blocks
 Cannot provide feedback
 Cannot be graded

Go to Control Panel

Click on **Survey Manager**



The **Survey Manager** page opens.

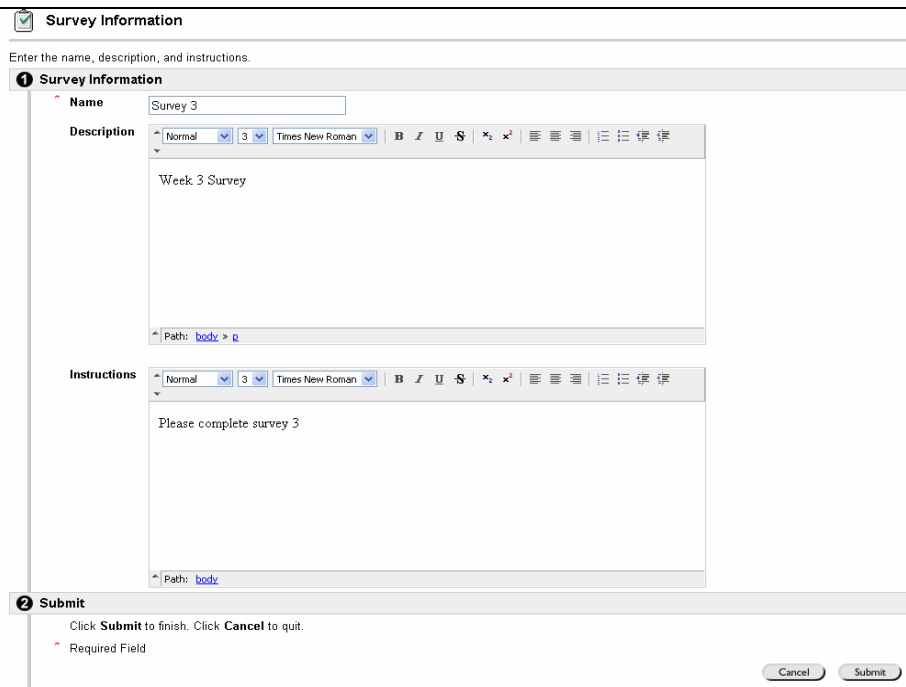
This page allows instructors to Add or Import a Survey. Only packages can be imported: packages from previous exported surveys or from publishing companies.

Click on Add Survey




Complete Name, Description and Instructions.

Click Submit



The **Survey Canvas** page works exactly the same as the **Test Canvas** page.

To add a Survey, select the kind of question and click **GO**. A format that is useful for surveys is **Opinion Scale / Likert**, or open / ended questions using **Essay** question.

 **Survey Canvas**

Add, modify, and remove questions. Select a question type from the Add Question drop-down list and click **Go** to add questions. Use Creation Settings to establish which default options, such as feedback and images, are available for question creation.

Add


Name Survey 3
Description Week 3 Survey
Instructions Please complete survey 3

Select a question type from the Add Question drop-down list and click **Go**.

Click on **Creation Settings**. This area presents differences with the Test Manager.

Add

Survey Creation Settings has fewer options than the Test Creation Settings.

 **Survey Creation Settings**

Display the following options during the creation of this Survey

1 Images, Files, and External Links

- Add images, files, and external links to questions.
- Add images, files, and external links to answers.

2 Question Metadata

- Add categories, topics, levels of difficulty, and keywords to questions.


3 Display

- Specify random ordering of answers.
- Specify the horizontal or vertical display of answers.
- Specify numbering options for answers.

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

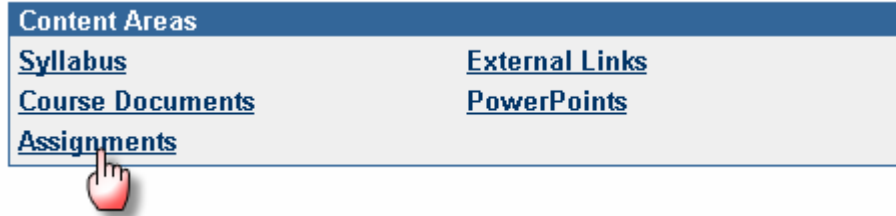
This course shows two Surveys. **NO**, indicates that none is available to students because they have not been deployed in a content page. To make them available, follow the same procedure used for tests.

 **Survey Manager**

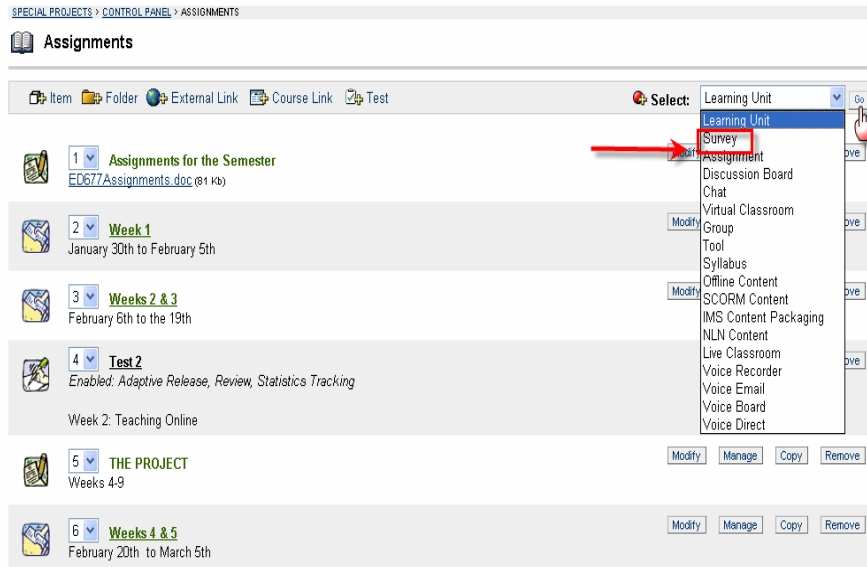
Add and modify Surveys. After creation, add the Survey to a content area and make it available. View responses through the Gradebook. Only survey packages may be imported into the Survey Manager.

Name	Deployed Date			
<input checked="" type="checkbox"/> Survey 2	No September 27, 2006	<input type="button" value="Export"/>	<input type="button" value="Modify"/>	<input type="button" value="Remove"/>
<input checked="" type="checkbox"/> Survey 3	No November 29, 2006	<input type="button" value="Export"/>	<input type="button" value="Modify"/>	<input type="button" value="Remove"/>

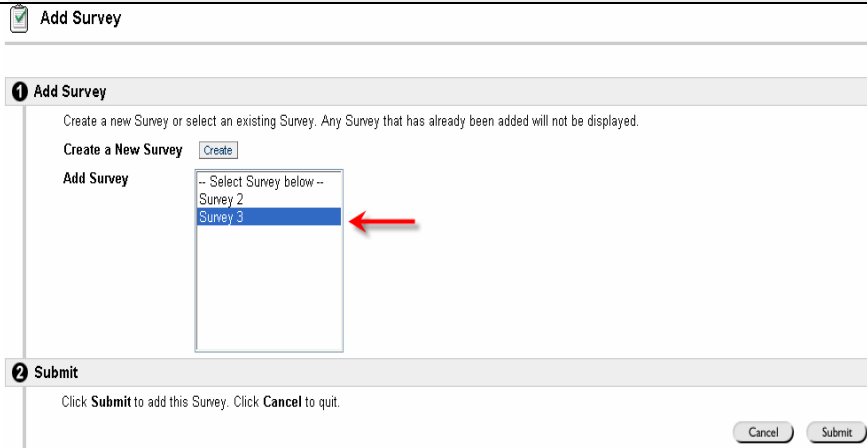
Go to **Control Panel** and select the Content Page that is appropriate for the Survey.



Select **Survey** from the dropdown menu, on the right side of the screen, and click **GO**.



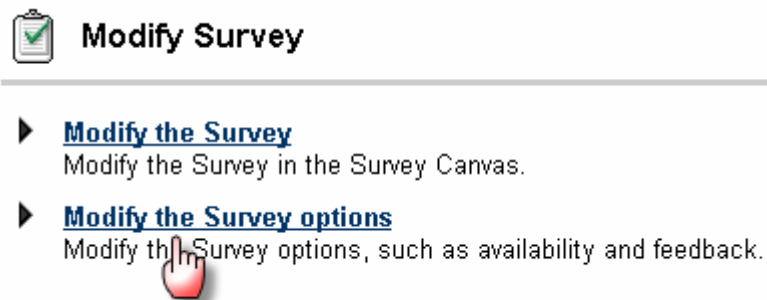
The **Add Survey** page allows instructors to select a survey or create a new survey.



The Survey has been deployed in the content page, but it is not visible to students. To make it visible click on **Modify**.



Click on **Modify the Survey Options**



Select **Make the link available**.

The other options work the same as the Test Manager.

Note: Since surveys are not graded, they will not be factored in the Gradebook calculation.

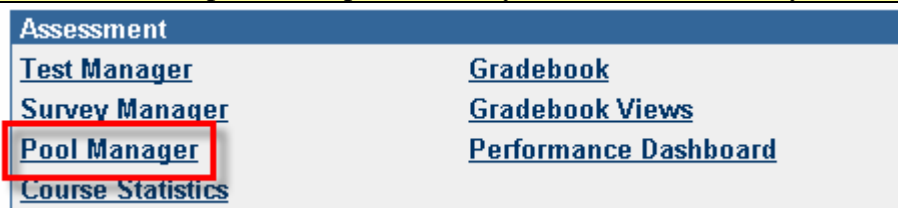
Gradebook will be explained in a separate module.

To view the students' Survey answers, instructors need to go to the Gradebook.

Pool Manager

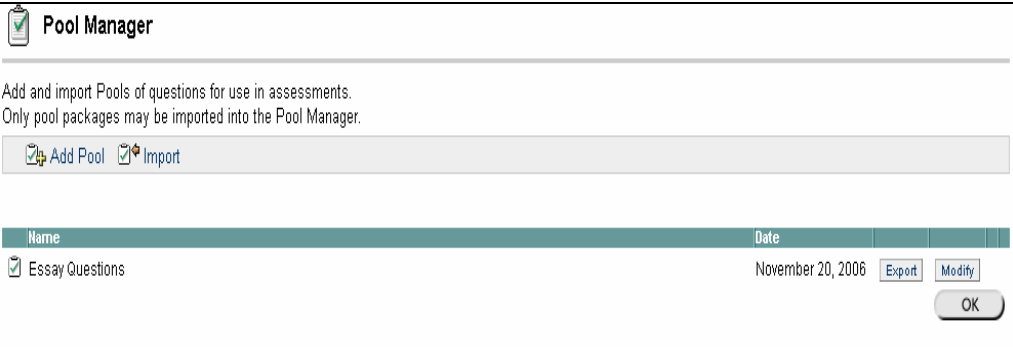
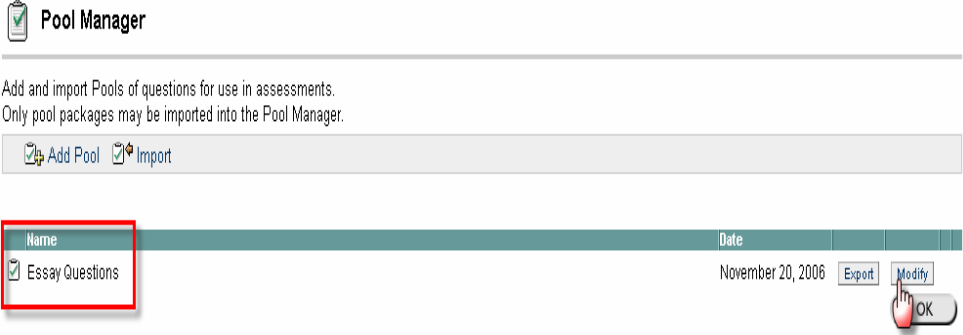
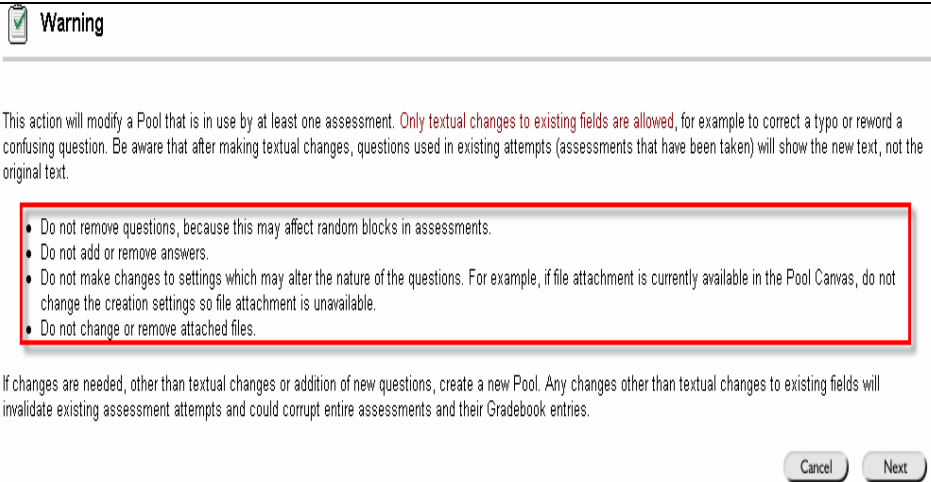
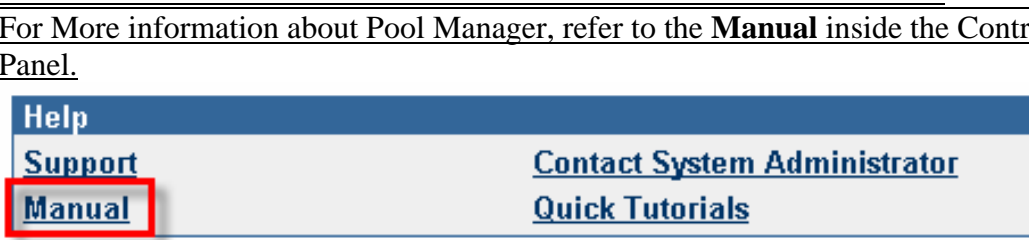
Pool Manager is used to **create** and **store** questions for repeated use. Those questions can be imported into Tests or Surveys. Students cannot view a Pool unless it is incorporated in part or totally inside a test or survey.

Go to Control Panel,
Click on **Pool Manager**



Pool Manager

Pools differ from Tests because they:
Cannot add Random Blocks
Cannot be assigned point values

<p>The Pool Manager page works exactly the same as the Test Manager page. From here instructors may Add, Import, and Export a pool of questions. Export and Import allow only packages compatible with the Blackboard system, and in a zip format.</p>	 <p>Pool Manager</p> <p>Add and import Pools of questions for use in assessments. Only pool packages may be imported into the Pool Manager.</p> <p><input checked="" type="checkbox"/> Add Pool <input checked="" type="checkbox"/> Import</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Date</th> <th>Export</th> <th>Modify</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Essay Questions</td> <td>November 20, 2006</td> <td>Export</td> <td>Modify</td> </tr> </tbody> </table> <p>OK</p>	Name	Date	Export	Modify	<input checked="" type="checkbox"/> Essay Questions	November 20, 2006	Export	Modify
Name	Date	Export	Modify						
<input checked="" type="checkbox"/> Essay Questions	November 20, 2006	Export	Modify						
<p>This example shows a pool that has been linked to a test. When instructors click on Modify a warning appears.</p>	 <p>Pool Manager</p> <p>Add and import Pools of questions for use in assessments. Only pool packages may be imported into the Pool Manager.</p> <p><input checked="" type="checkbox"/> Add Pool <input checked="" type="checkbox"/> Import</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Date</th> <th>Export</th> <th>Modify</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Essay Questions</td> <td>November 20, 2006</td> <td>Export</td> <td>Modify</td> </tr> </tbody> </table> <p>OK</p>	Name	Date	Export	Modify	<input checked="" type="checkbox"/> Essay Questions	November 20, 2006	Export	Modify
Name	Date	Export	Modify						
<input checked="" type="checkbox"/> Essay Questions	November 20, 2006	Export	Modify						
<p>This Warning explains that only minor corrections should be added to a pool which is linked to a test or survey. Removing questions or attachments will alter the nature of the test or survey.</p>	 <p>Warning</p> <p>This action will modify a Pool that is in use by at least one assessment. Only textual changes to existing fields are allowed, for example to correct a typo or reword a confusing question. Be aware that after making textual changes, questions used in existing attempts (assessments that have been taken) will show the new text, not the original text.</p> <ul style="list-style-type: none"> Do not remove questions, because this may affect random blocks in assessments. Do not add or remove answers. Do not make changes to settings which may alter the nature of the questions. For example, if file attachment is currently available in the Pool Canvas, do not change the creation settings so file attachment is unavailable. Do not change or remove attached files. <p>If changes are needed, other than textual changes or addition of new questions, create a new Pool. Any changes other than textual changes to existing fields will invalidate existing assessment attempts and could corrupt entire assessments and their Gradebook entries.</p> <p>Cancel Next</p>								
<p>Additional Help</p>	<p>For More information about Pool Manager, refer to the Manual inside the Control Panel.</p>  <p>Help</p> <p>Support</p> <p>Manual</p> <p>Contact System Administrator</p> <p>Quick Tutorials</p>								

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