

## Using Blackboard to Conduct Polling for Classroom Interaction

Polling (surveys in Bb) can be conducted during classroom based instruction to provide immediate feedback to an instructor that in turn allows the instructor to target instruction to the need observed through the polling results.

This activity requires several steps. Some of these steps must occur prior to the class while others will occur during the class. This document is broken into those two categories.

### Part 1: Pre-class requirements

#### Create Survey for Polling

1. In Blackboard launch the course you wish to add a survey to for the purpose of polling students during class
2. From the open course **click** the *control panel*
3. Under Assessment **click** *Survey Manager*
4. **Click** *Add Survey*
5. From the Survey Info page complete the Name, Description, and Instructions fields. Name field is the only required field
6. **Click** *Submit*

#### Build Survey Question(s)

If images are necessary in the poll skip to **Adding Images or Files to Questions...** and then return to this section.

1. Add a question by selecting the question type from the drop down list
2. **Click** *Go*
3. Complete the fields as required by the question type you selected
4. **Click** *Submit*

The question can be modified or deleted from the question canvas.

5. Repeat this process as many times as necessary to complete the desired number of questions for your poll.

#### Adding Images or Files to Question(s) &/or Answers

1. In order to add images **click** *Creation Settings* from the Survey Canvas.  
The following options appear.

##### Display the following options during the creation of this survey

- Add images, files, and URLs to questions
- Add images and files to answers
- Add categories and keywords to questions

2. **Click** the *desired option(s)*
3. **Click** *Submit*
4. **Click** *OK*

When the add images, files, and URLs option is selected the options displayed below appear in the question creation area. To return to the questions and make the desired modifications:

1. **Click** the *Modify* button next to the question you wish to make a change to.
2. Make the desired modifications in the question and answers as required by the question using the input fields seen below. (figure 1)
3. When you have completed making the desired changes **click** *Submit*
4. **Click** *OK* at the bottom of the Survey Canvas screen.

The screenshot shows a form with the following elements:

- File:** A text input field followed by a "Browse.." button.
- Action:** A dropdown menu with two options: "Create a link to this file" and "Display media file within the page".
- URL:** A text input field.
- Title:** A text input field.

Figure 1

### Make the Survey Accessible to the Class

1. From the control panel **click** *the content area* you wish to place the Survey in.
2. From the drop down menu **click** *Survey* (figure 2)
3. **Click** *Go*
4. From the existing survey list **click** *the desired survey*
5. **Click** *Submit*
6. **Click** *OK*
7. **Click** *Modify the Survey Options*
8. Scroll through the options and make the desired changes. Pay special attention to section 2 and 3. Make sure to make "link visible" under section 2. If you are using the survey as a classroom poll you will likely want to change the presentation mode to "Question: The student is presented only one question at a time." This allows for better control of classroom discussion.
9. When all the desired changes have been made **click** *Submit*.
10. **Click** *OK*
11. **Click** *OK*

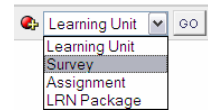


Figure 2

## Part 2: During class requirements

### Student Instruction

1. Direct students to the survey(poll) in Bb
  - a. **Click *survey***
  - b. **Click *OK*** when prompted if you are sure you want to take the survey
  - c. **Answer the *question***
  - d. **Click *OK***
2. Ask students to answer the first question.
3. Direct students to answer subsequent questions at your request only. This allows for better control of discussion based on the results. In some cases it may be better to create multiple surveys for polling so that students aren't working ahead and not paying attention to the discussion. In this scenario you could set a password in the "modify the survey options" area to prevent access until you are ready.

### Instructor Instruction

1. **Go to *Control Panel***
2. Under Assessment **Click *Gradebook*** (the Spreadsheet view appears)
3. **Click** the name of ***the survey you wish to review***
4. **Click *Assessment Attempt Details*** in the Item Options page  
The question and its possible answers appear with a notation to the right of what percent of the respondents selected each answer. At the bottom of each question is a note indicating how many have completed the survey.  
  
If any portion of the class has not answered the question the results will not appear as part of the noted percentages until the window is refreshed.
5. To refresh the window you must leave this screen and return to it. (DO NOT USE THE WINDOWS REFRESH ICON) **Click *Ok***
6. **Click *Assessment Attempt Details*** again to return to the refreshed window

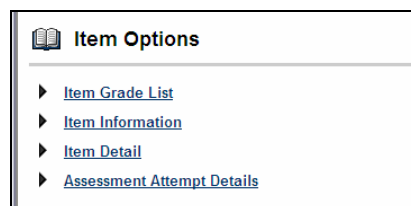


Figure 3

## Scoring

It is possible to apply credit for participation or attendance. If the question is answered a check mark will appear by that item in the gradebook. Additional effort is required to apply points. To apply points:

### Set the point value for the test

Setting the point value for the test ensures that the possible points are added to the total course score.

1. From the Spreadsheet view **click *Manage Items*** (Figure 4)
2. **Click the *Modify*** button next to the survey you wish to modify
3. **Type the *number of points*** in the Points Possible field
4. Under section 2 it is also necessary to **click *Yes*** in the “Include item in the gradebook score calculations.” Select the 'No' radio button for those gradebook items that should not be calculated in summary calculations.
5. Review the other options in this item information page and make necessary changes.
6. **Click *Submit***

### Set the point value for the student

1. From the Spreadsheet view **click *the survey*** you wish to add points to (Figure 4)
2. **Click *Item Grade List***
3. In the grade column **type the *number of points*** you wish to apply to each individual who completed the survey.

The screenshot shows a gradebook interface with a table of student scores. The table has columns for Student Name (Last, First), Polling Quiz, Polling Survey, Test2, Survey for Polling, Total, and Weighted Total. The 'Survey for Polling' column shows a value of 1 for Dvorak James and a checkmark for User\_Practice. Callout boxes highlight 'Manage Items', 'Click to view item options', 'Displays point value applied by instructor', and 'Indicates completion'.

Student Name (Last, First)	Polling Quiz	Polling Survey	Test2	Survey for Polling	Total	Weighted Total
Dvorak, James	-	-	-	1	1.0	0%
Green, Jeff	-	-	-	-	-	-
Hutchinson, Ben	-	0	-	-	-	-
McWhirter, Lisa	-	-	-	-	-	-
User_Practice	-	-	-	✓	0.0	0%

Figure 4

Displays point value applied by instructor

Indicates completion