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.

![File:](Browse.)

**Action:**
- Create a link to this file
- Display media file within the page

![URL:](Title:)

**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
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.