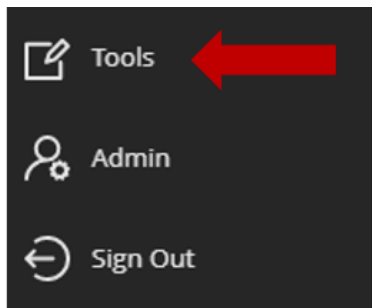


# How to Deploy an Enterprise Survey

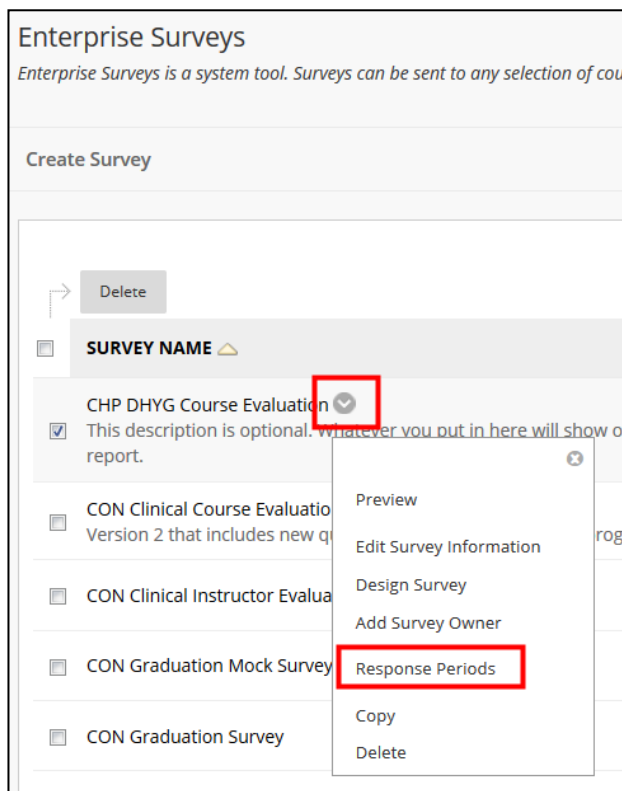
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After you created a survey you can deploy it. By this process you will send the survey out to participants.

1. In the course menu, select **Tools**. Click on **Enterprise Surveys** to open the tool.



2. Hover your mouse over the survey and click the chevron (▼) for the options menu then click **Response Periods**.



# How to Deploy an Enterprise Survey

3. Click **Create Response Period** on the Respond Period Page.

**Response Periods**  
*Create, edit, start, or end Deployments using this page. Deployments distribute Surveys to selected recipients at specific times. Redistribute Surveys Deployment can target different sets of recipients, display customized messages to recipients, and send automatic reminders to recipients who have view submissions for a Deployment, click the number beside **Submissions Received** in the **Responses** column.*

**Create Response Period**

Search Name [v] Contains [v] [ ] Status Any [v] Go

4. Use the appropriate naming convention to enter the **Response Period Name** and click **Save and Continue**.

**Important Note:** It is important to appropriately name your response period based on established naming conventions, so you can easily retrieve the results.

**Detailed Summary** | Select Recipients | Notify | Scheduling

*Type descriptive information for this group of recipients. Recipients are sent their surveys at the time you select. Send the survey again by adding new groups of recipients rather than creating a new survey. Different groups of recipients can be targeted each time the survey is sent. Customized messages and automatic reminders can be created and sent to recipients at programmed intervals.*

\* Indicates a required field.

**INFORMATION**

\* Response Period Name

Description  
[ ]  
Character count: 0

Accept Anonymous Responses

Survey Name

Click **Cancel** to go back.

Cancel Save and Exit **Save and Continue**

## How to Deploy an Enterprise Survey

5. On the Select Recipients page click **Find Courses**.

6. In the pop-up, use the search bar to find the course you wish to deploy the survey. Click the checkbox beside the desired course and click **Submit**.

STATUS	COURSE ID	COURSE NAME	DATE CREATED	INSTRUCTOR USERNAME	INSTRUCTOR NAME
<input checked="" type="checkbox"/>	2189-CHP-DHYG-1234-001	CHP DHYG 1234 001 Example Course Name Fall 2018	Apr 6, 2018 11:52:31 AM	jmartarteach	Jacob Martar

Displaying 1 to 1 of 1 items

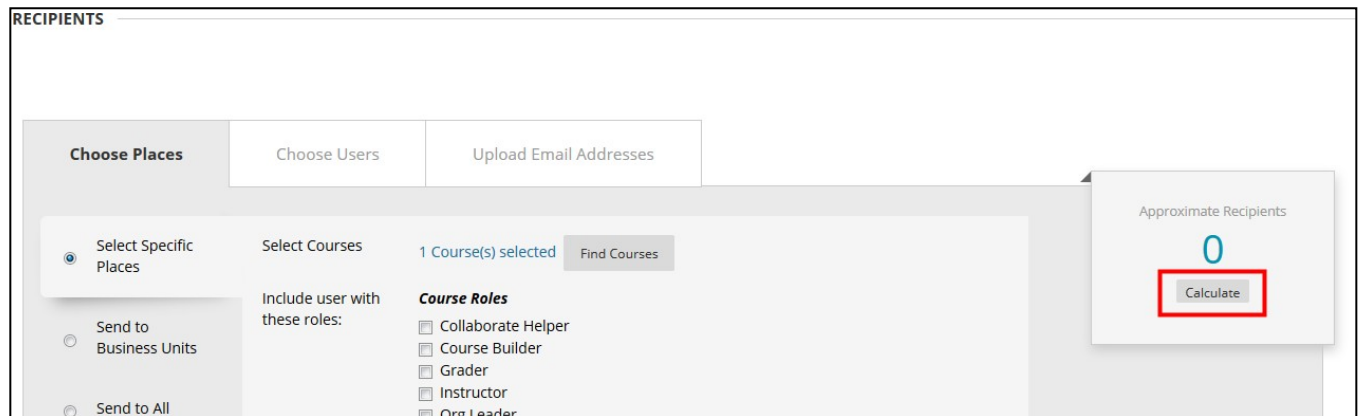
Show All

Edit Paging...

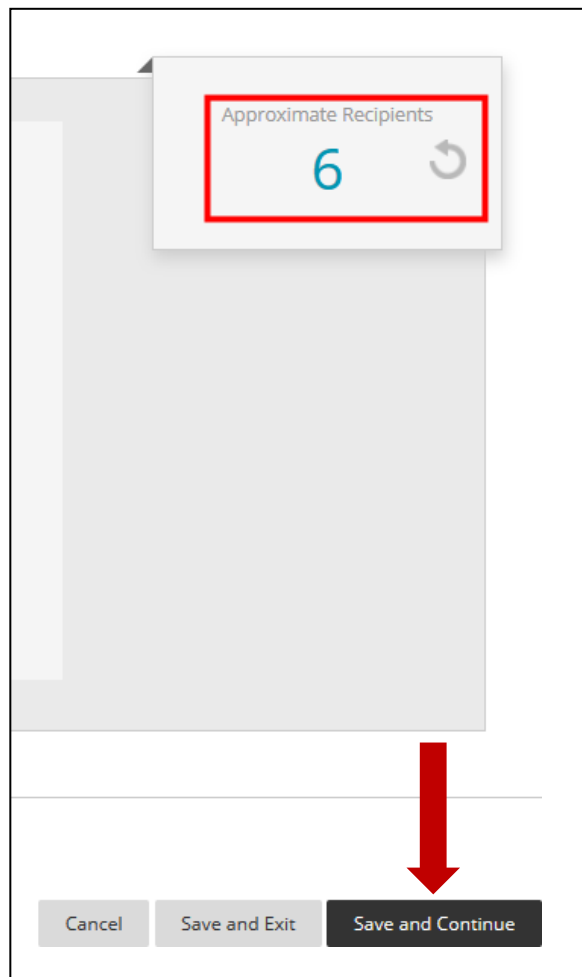
Cancel Submit

## How to Deploy an Enterprise Survey

7. Click **Calculate**. The number that appears should match the number of recipients that you expect to survey.



8. After Approximate Recipients has displayed click **Save and Continue**.



## How to Deploy an Enterprise Survey

9. Check the box by **Email** then click **Save and Continue**.

**Note: You have the option to change the default email message on this page.**

Detailed Summary | Select Recipients | **Notify** | Scheduling

Recipients are notified about an available survey by course alerts, My Blackboard alerts, or email. Customized text can be included for email notifications and customized messages can be displayed to recipients when they respond to the survey.

\* Indicates a required field.

**NOTIFICATION METHOD**

Select one or more methods from the options listed. The preview for each method displays the current text of the notification. To customize this text, select a method and then click **Edit**. When customizing the text, include information that is specific to this survey by selecting the appropriate variable and clicking **Insert**. To display text other than the name of the survey as the link that is included in the notification, edit the **Survey Link Text**.

Course Notifications  
 My Blackboard  
 **Email**

Preview

Subject: Please respond: CHP DHYG Course Evaluation from Course name of the course

The survey CHP DHYG Course Evaluation has been made available to name of the course. Please click the link below to submit the survey. Only one submission will be accepted per recipient.  
[Submit the Survey Now.](#)

Click **Cancel** to go back. Cancel Save and Exit **Save and Continue**

10. On the Scheduling page you can set your survey start dates, end dates, and automated survey reminders. These settings will depend on your unique requirements.

The following screenshot shows an example of a survey that will last one week.

Detailed Summary | Select Recipients | Notify | **Scheduling**

Schedule this survey to be delivered. You can add automatic reminders containing customized messages that are sent to recipients when they respond to the survey.

**SCHEDULE**

Send Survey

Now  
 Later  
 Automatically Send on Date 04/06/2018 11:59 PM

Close Survey

Now  
 Later 04/13/2018 11:59 PM  
 Never

## How to Deploy an Enterprise Survey

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**Note: Do Not Check Release Survey Results. This will share the results with all course instructors. Instructor do not need to see other instructor's evaluations.**

11. Click **Save and Exit**. The button may say Save and Send Now if you set the survey to send now.

*Click Save and Exit to save your work and leave this task. Click **Cancel** to go back.*

Cancel

Save and Exit