

# Forward FOCUS Survey—Guidelines for Blackboard Learn

## Overview

If you are using Blackboard Learn as your learning management system, you will need to add the Forward FOCUS Survey to your course and make it available to your students. You will also have the option to add additional questions to the survey. In this guide, we will show you how to add the Forward FOCUS Survey to your course, add additional questions, and provide you with some best practices on how to administer the survey.

After reading this guide, if you have further questions about creating or modifying survey questions in Blackboard or viewing results, please email [instruct@umass.edu](mailto:instruct@umass.edu). For general questions about the Forward FOCUS, please email [ffocus@umass.edu](mailto:ffocus@umass.edu).

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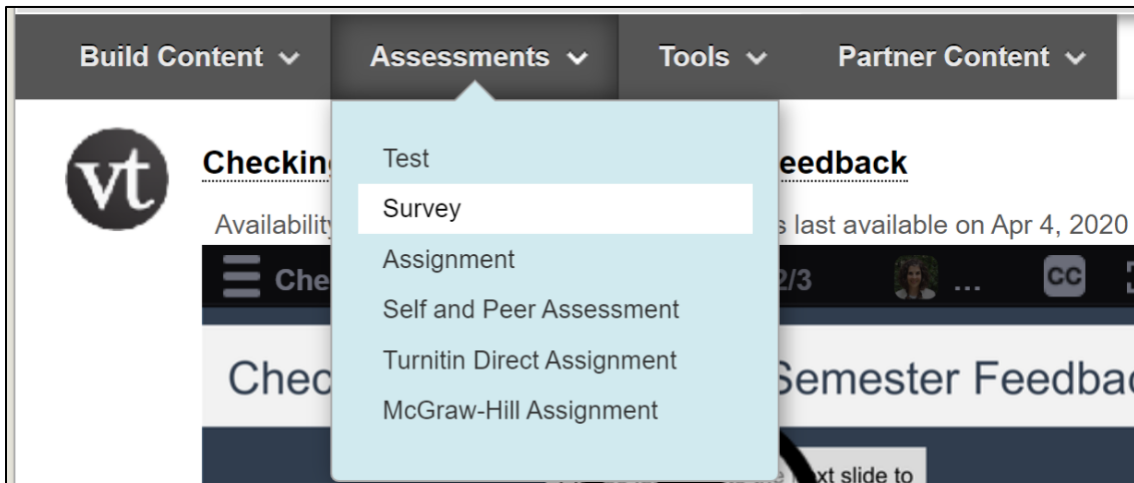
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## Add the Forward FOCUS Survey to Your Blackboard Course

Locate where in Blackboard you would like to add the Forward FOCUS survey. We suggest adding it to your course welcome/home page for easiest accessibility for your students.

1. To add the survey to your course, click on **Survey** under the **Assessments** button on the toolbar.



2. In the Add an Existing Survey window, select **Forward FOCUS Survey** and then click the blue **Submit** button.

ADD SURVEY

Create a new survey or select an existing survey to deploy.

Create a New Survey

Add an Existing Survey

Click **Submit** to add this survey. Click **Cancel** to quit.

3. You will be brought to a screen called **Survey Options**.

Scroll to the section called **Survey Availability**:


- Click “YES” to make the survey available to students.
- Click “YES” to add a new announcement for this survey so students are notified.
- Leave the Multiple Attempts box UNCHECKED.
- Leave the Force Completion box UNCHECKED.
- Leave the Set Timer box UNCHECKED.
- CHECK the Display After option and change it to your desired date and time
- CHECK the Display Until option and change it to your desired date and time. We suggest not overlapping FOCUS and SRTI (if applicable).

Find the main SRTI administration dates for the current semester:

<https://www.umass.edu/oapa/srti/srti-instructor-information>

Scroll to the section called **Survey Presentation**:

- Select “All at Once” to present the entire survey on one screen.
4. Scroll to the bottom of the page and click the blue **Submit** button.
  5. The survey will now appear on your course LMS where you added it and is ready to be taken by students. **Note:** You might consider reordering the content so that the survey is at the top of the page.

**Forward FOCUS Survey**

**Forward FOCUS** (Feedback on Course Understanding and Skills) is an end-of-course survey developed by the UMass Center for Teaching and Learning. The Forward FOCUS helps the instructor answer these questions:

- What worked for the instructor and students this semester, and how can the instructor use that information to re-envision their teaching of this course in the future?
- What were the most valuable things that students learned in this course?
- What worked before the disruption, and why? What worked after the disruption and why?

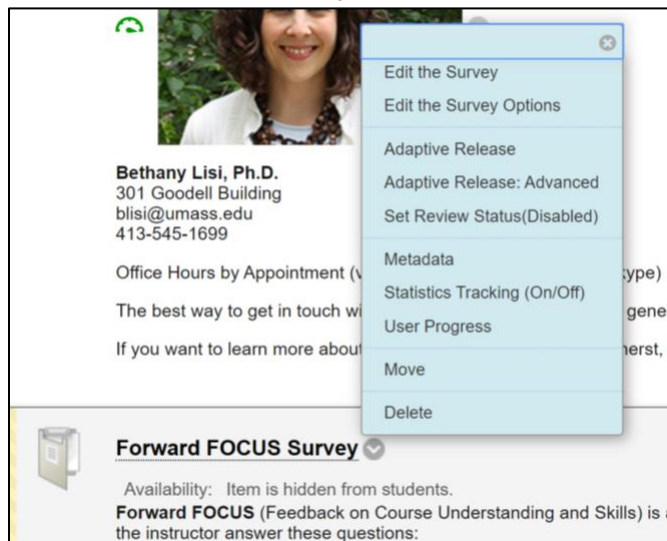
## Add, Delete, or Modify Questions

To customize the Forward FOCUS survey for your own instructional needs, you can add additional questions, delete questions, or modify existing questions. We recommend replacing questions, rather than adding questions, in order to ensure students complete the survey.

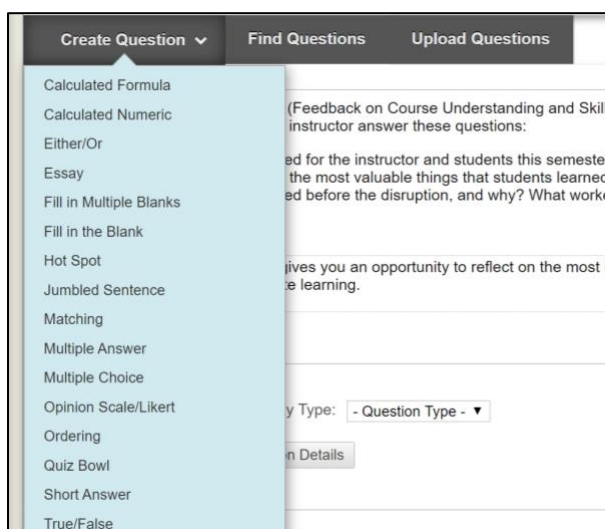
**Note:** If your department has chosen to use FOCUS as their departmental course evaluation, you may not modify or delete questions on FOCUS. Please see [departmental guidelines page](#).

### Add a Question

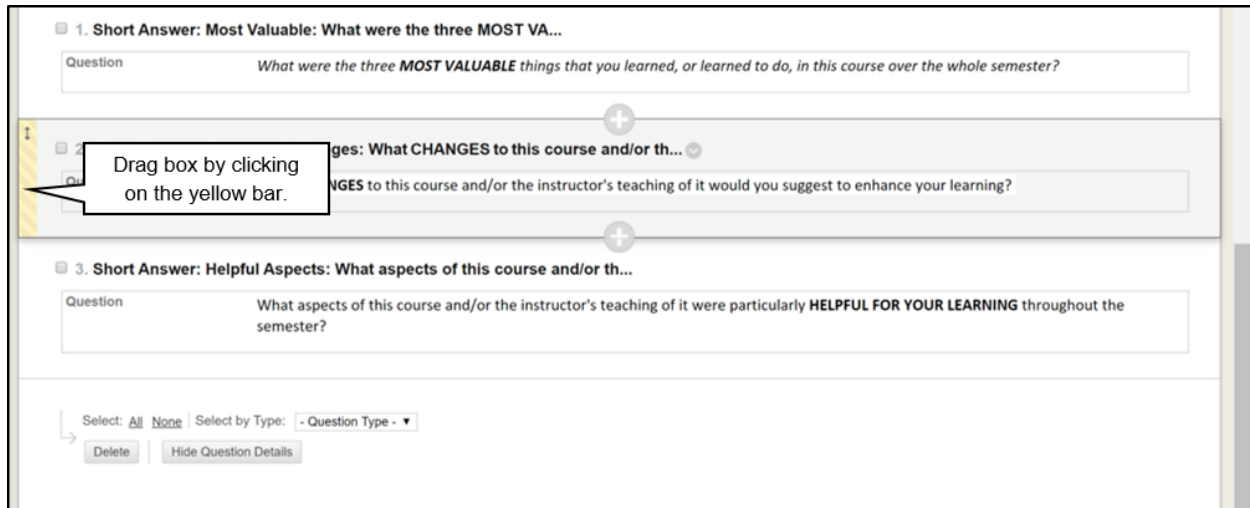
1. Click the dropdown Action Link to the right of the survey name and select the first option called **Edit the Survey**.



2. From the toolbar, click the link to **Create a Question** and select your desired question type from the drop-down menu. **Note:** For the existing Forward FOCUS questions, the CTL has used the question types “Opinion Scale/Likert” for the Likert-scale items and “Short Answer” for the open-ended responses.

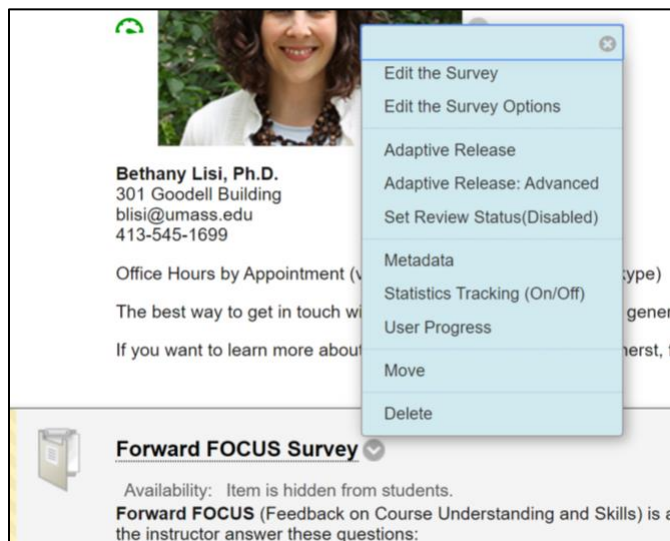


- After you have written your question and hit the blue **Submit** button, it will appear in the list of survey questions. You can change the order of the questions by dragging the question box to the appropriate location.

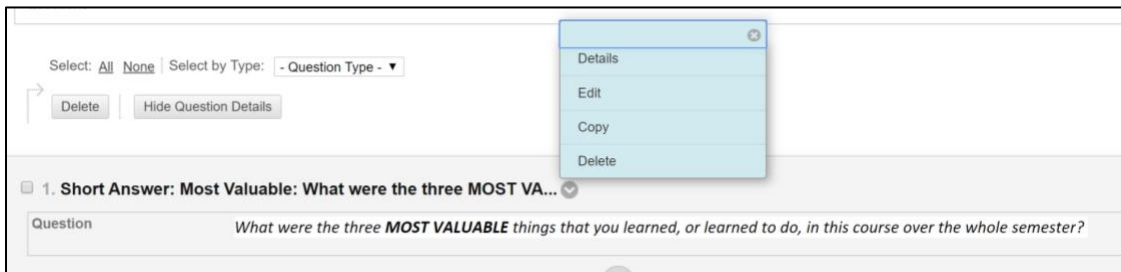


## Delete a Question

- To delete an existing question, click the dropdown Action Link to the right of the survey name and select the first option called **Edit the Survey**.

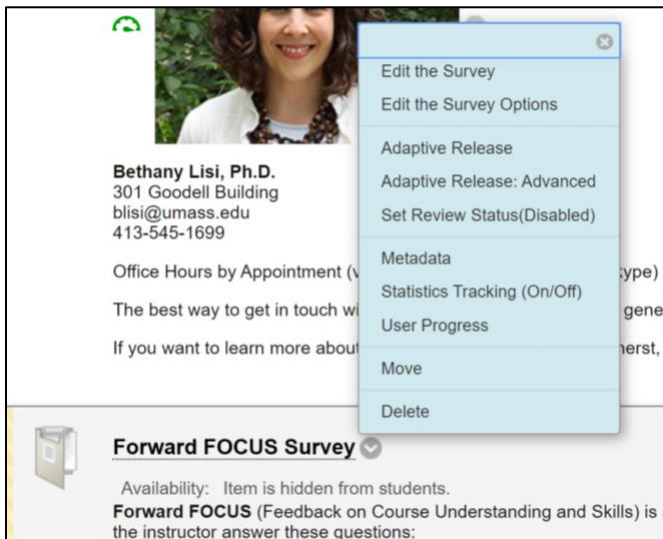


2. Navigate to the question you wish to delete. Click the dropdown Action Link to the right of the question name (the larger, bolded text) and select **Delete**.

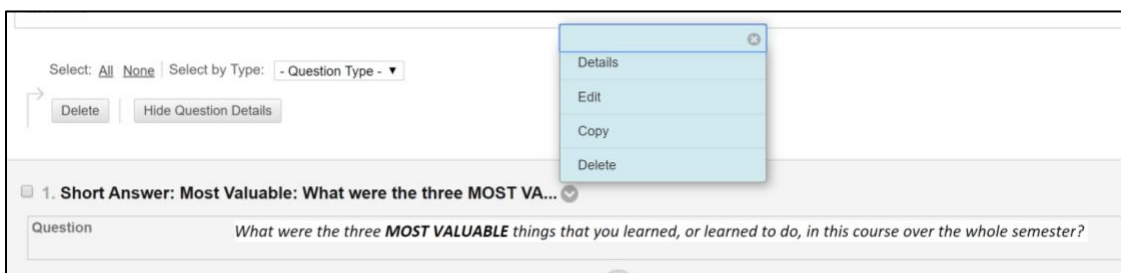


## Modify a Question

1. To modify an existing question, click the dropdown Action Link to the right of the survey name and select the first option called **Edit the Survey**.



2. Navigate to the question you wish to modify. Click the dropdown Action Link to the right of the question name (the larger, bolded text) and select **Edit**.



3. Make your changes to the question text (for Opinion Scale/Likert questions or Short Answer questions).

4. Click the blue **Submit** button when finished.

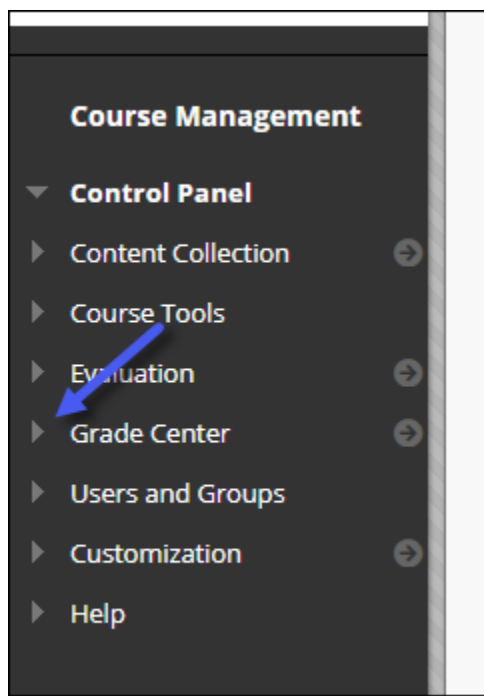
## Best Practices for Survey Administration

1. Create a course announcement to let students know the Forward FOCUS survey is open. If you clicked “YES” to add a new announcement on the Survey Options page when you added the survey to your course, then you should be all set. Students will be notified that the survey is ready.
2. Send a separate email to your students and communicate the purposes of the Forward FOCUS to your students in order to increase the student response rate. Consider explaining how you will results to improve the course.
3. After you send that initial email, send another email a week later to your students reminding them to complete the survey if they have not yet done so. Continue to send weekly reminders until the survey closes.

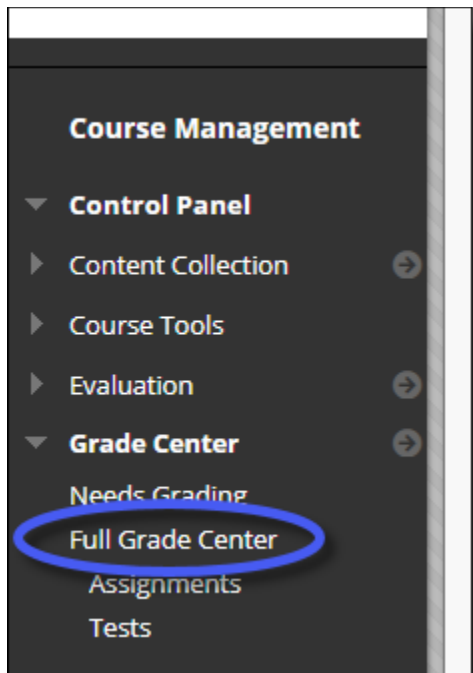
## View Your Feedback and Download Results

You can view the aggregate responses to each question in your survey, as well as the distribution of student responses for each question.

1. Click the **Grade Center** dropdown menu located in the Course Management section of the Control Panel on the left side of the screen.



2. Click **Full Grade Center**.



3. Find the column with your survey title (i.e., Forward FOCUS Survey) and click the dropdown Action Link. You may need to scroll through the columns to find the one you want.

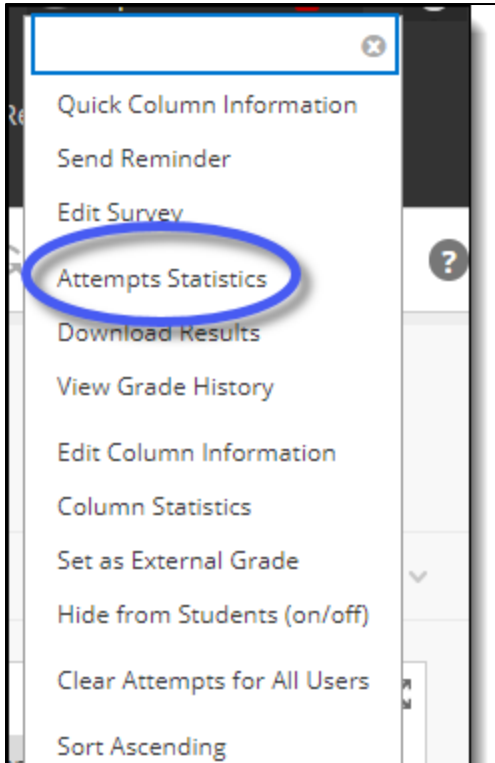
The image shows the 'Grade Center : Full Grade Center' interface. At the top, there is a title bar with a dropdown arrow. Below it is a subtitle: 'The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)'. The main area has a toolbar with buttons: 'Create Column', 'Create Calculated Column', 'Manage', 'Reports', 'Filter', and 'Work Offline'. Below the toolbar, there are 'Move To Top' and 'Email' buttons. The 'Sort Columns By' dropdown is set to 'Layout Position' and the 'Order' dropdown is set to 'Descending'. A 'Grade Information Bar' shows 'Last Saved: February 27, 2019 12:54 PM'. The table below has columns: 'LAST NAME', 'FIRST NAME', 'TEST ASSIGNMENT', 'SURVEY' (circled in blue), and 'WELCOME TO THE CLASS'. A blue arrow points to the dropdown arrow next to the 'SURVEY' column header.

	LAST NAME	FIRST NAME	TEST ASSIGNMENT	SURVEY	WELCOME TO THE CLASS



You can now view the anonymous results and download results.

4. Click **Attempts Statistics** to view all of the anonymous student responses to any given question.



5. On the **Download Results** page, you can specify the format you require (.csv file or tab=delimited), and the way you want the data to display:
  - By User creates one row for each respondent, with columns showing the Question text, and the answer submitted.
  - By Question and User creates a row for each response, with columns showing the Question text, and the answer submitted.