

# **Forms & Surveys Item Types**

**Blackboard Web Community Manager**

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This guide covers all available features and functionality. Features included in your contract may vary.

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## Forms & Surveys Item Types

When creating or editing your form or survey, you can choose from different item types. For more on Forms & Surveys, read [Forms & Surveys](#) and [Forms & Surveys Styles](#).

### Choice Item Types

Choice item types allow you create questions with multiple answers for your users to choose from for each question.

#### Multiple Answers (Checkboxes)

This item type allows you can enter multiple answers for your users to choose from. This item type allows for random answers and point values.

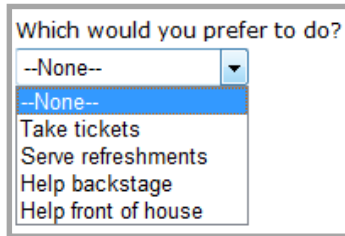
Which of these are components of a form or survey?

Check as many as apply.

- Status
- Design
- Style
- Pages
- Items

### One Answer (Drop-Down)

This item type allows your users to choose one answer from a dropdown menu. This item type allows for random answers and point values.



Which would you prefer to do?

--None--

--None--

Take tickets

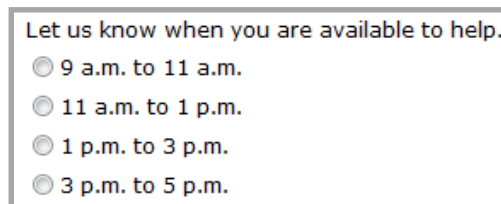
Serve refreshments

Help backstage

Help front of house

### One Answer (Option Buttons)

This item type allows your users to choose one answer using option buttons. This item type allows for random answers and point values.



Let us know when you are available to help.

9 a.m. to 11 a.m.

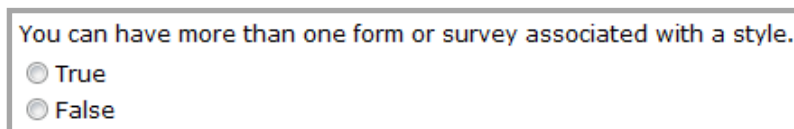
11 a.m. to 1 p.m.

1 p.m. to 3 p.m.

3 p.m. to 5 p.m.

### True/False

This item type allows users to choose True or False. This item type does not allow for random answers or point values.



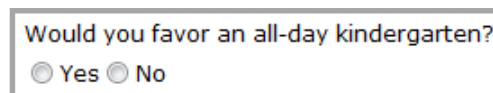
You can have more than one form or survey associated with a style.

True

False

### Yes/No

This item type allows users to choose Yes or No. This item type does not allow for random answers or point values.



Would you favor an all-day kindergarten?

Yes  No

### Matrix Item Types

Matrix item types allow you to create questions with multiple answers per row. These item types allows for random questions, but do not allow for point values.

#### Multiple Answers per Row (Checkboxes)

This item type allows users to select answers to multiple questions using checkboxes.

You can answer as many times as you wish.  
Check as many as apply.

	Answer 1	Answer 2	Answer 3
Question 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Multiple Answers per Row (Text / Dropdown)

This item types allows users to select answers to multiple questions using dropdown menus and text.

Please enter your Emergency Contact information.

	Relationship	Contact Number
Contact One:	--Please Select--	<input type="text"/>
Contact Two:	--Please Select--	<input type="text"/>
Contact Three (if applicable):	--Please Select--	<input type="text"/>

#### Multiple Answers per Row (Textboxes)

This item type allows users to enter text to answer multiple questions.

List the names of all household members.  
Include anyone currently living in the house.

	Last Name	First Name	Relationship
Member One:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member Two:	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### One Answer per Row (Option Buttons)

This item type allows users to answer multiple questions using options buttons.

Rate your subjects.  
You can only choose one rating for each subject.

	Very Easy	Easy	Neutral	Difficult	Very Dif
Math	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
English	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Science	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### Rating Scale (Numeric)

This item type allows users to use option buttons to select numeric answers.

Rate these after school activities.  
Use 1 if you seldom participate and 5 if you participate all the time.

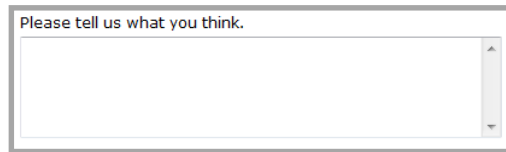
	1	2	3	4	5
Sports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clubs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Volunteering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Open Ended Item Types

Open ended item types allow users to enter text to answer each question. These item types do not allow for random answers or point values.

### Comments Box

This item type provides users with a comment box to enter text.



Please tell us what you think.

A large, empty text input field with a vertical scrollbar on the right side.

### Constant Sum

This item type allows users to enter numbers to equal a sum.



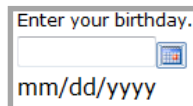
Please enter your page totals.  
The sum of the numbers entered must equal 100.

Page One


Page Two

### Date

This item type allows users to choose a date.



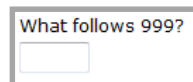
Enter your birthday.



mm/dd/yyyy

### Number

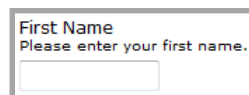
This item type allows users to enter a number.



What follows 999?

### One Line

This item type allows users to enter one line of text.



First Name  
Please enter your first name.

### One or More Lines

This item type allows users to enter one or more lines of text.



Tell us:

Street Address:

City:

State:



### Ranking

This item type allows users to enter a number in multiple rows.

How would you rank the food in the cafeteria against the other two schools?  
Rank the items below, using numeric values starting with 1.

HS	<input type="text"/>
MS	<input type="text"/>
EL	<input type="text"/>

### Presentation Item Types

Presentation item types give you the option to change the These item types do not allow for random answers or point values.

#### Heading

This item type allows you to enter text for a heading.

**THIS IS A PRESENTATION HEADING**

#### Horizontal Rule (HR)

This item type inserts a horizontal rule.



#### HTML

This item type allows you to enter HTML code.

Code Use this field to enter any HTML and/or content. Text will be displayed using the HTML tags you enter.

```
<b>HTML</b>
```

#### Image

This item type allows you to enter an image.



#### Message

This item type allows you to enter a message.

**PLEASE HELP US SERVE YOU BETTER!!**