QUICK SHEET: INSTALLING AND USING A MID-COURSE EVALUATION SURVEY IN BLACKBOARD

ANONYMOUS MID-COURSE EVALUATION SURVEYS IN BLACKBOARD

The survey tool in Blackboard is useful for gathering feedback in a mid-course evaluation to help understand and improve the course progress in mid-stream. These surveys are anonymous. The results can be viewed and downloaded via the Grade Center where instructors will only know if a particular student has completed the survey.

INSTRUCTIONS FOR INSTALLING AND USING THE SURVEY

To use the survey in your Blackboard course, you will

1. Find the survey file on the FRC website and download it to your computer.
2. Import it through the Tests, Surveys and Pools tool in the course Control Panel.
3. Use the Assessment tool to deploy the survey and make it available to students.
4. Open the Grade Center to retrieve the survey results.

To download the zipped survey:

1. Find the link titled **Mid-course Evaluation – Blackboard import file** on the Faculty Research Center website (www.uccs.edu/frc) under Blackboard Support, Help Sheets and Videos, Best Practices. Right click (PC) or Control-click (Mac) on the link and choose **Download Linked File** or **Save Link As**.
2. The survey export file will be found in your browser's download location (usually a downloads folder). **DO NOT DOUBLE-CLICK ON THE FILE.** If you do, this file will un-compress into files in a folder that will not import into Blackboard.

To import this survey into your Blackboard course:

1. Go to **Control Panel > Course Tools > Tests, Surveys and Pools > Surveys** in your course shell.
2. Click on the **Import Survey** button and choose Browse My Computer to find and select the survey zip file (Mac users should make sure that the file displays the .zip extension). Click Submit.
3. You will receive a confirmation message informing you that the file has been successfully imported.

To deploy the survey to a content area (such as Course Content, week or unit folder, etc.):

1. Go to the content area in the course where you want the survey to appear for your students to take it. Course Content is a good place for it.
2. Hover over the **Assessments** tab and select **Survey**. You should see the survey that you imported earlier in the list of available surveys to add. Select it, and click Submit.
3. On the Survey Options page, be sure to select Yes on the **Make Link Available** option, and set other options as desired. Click Submit. The deployed survey will create a column in the Grade Center.

To view the survey results:

- Go to the Mid-course Evaluation Survey column in the Grade Center. Click on the chevron to drop down the context menu, and select Attempt Statistics. The statistics may be downloaded as a .csv file.

University of Colorado Colorado Springs

UCCS Faculty Resource Center
Columbine Hall 203, 1420 Austin Bluffs Pkwy, Colorado Springs, CO 80918
www.uccs.edu/frc | Phone: (719) 255-4872 | frc@uccs.edu