

## Accessing Course Evaluations in Blackboard

In the past, students received email messages through their CLC student email accounts that included links to access the online course evaluation. Students would receive multiple emails if there were multiple courses they were being asked to evaluate online. There were several issues identified with conducting the online evaluations through email alone: 1) many students do not check their CLC email accounts regularly; 2) students may overlook a message from CLC Research; and 3) students may find that the emails end up in their spam or junk mail folders.

In an effort to increase access and improve response rates for online evaluations, CLC's Blackboard system is now integrated with Scantron's Class Climate system for conducting faculty evaluations. The connection between Blackboard and Class Climate now enables students to view and access their course evaluations through their Blackboard accounts.<sup>1</sup>

All courses now have a link available in Blackboard that students can use to view and access their evaluations. The link shows students all the evaluations that are available to them online, which is a good reminder to students of how many evaluations they are being asked to complete. When a student clicks on the link for an evaluation, they are directed to the evaluation for that course/instructor in the Class Climate system. After the student completes and submits the evaluation, it no longer appears in their Blackboard account and they can no longer access the evaluation through their email link.

Even though all courses have this tool available, you may want to make the links easier for students to find. Currently, the link exists in the *Tools* page for your course. We suggest adding the link to the *Course Menu* for easy access.

### *Things to keep in mind:*

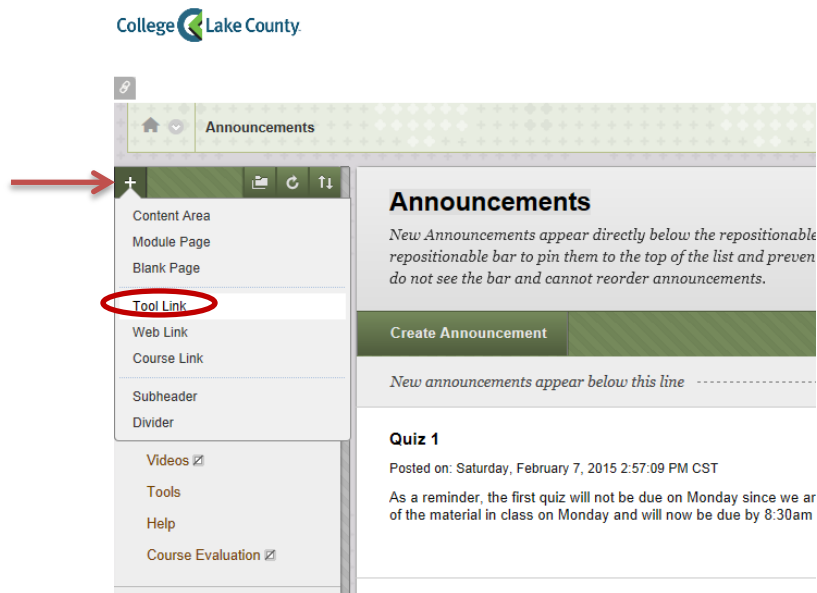
- Students will see a blank page that indicates “No online surveys found” until the evaluations are distributed by IEPR.
  - IEPR will send an email notification to faculty members to let them know when the online evaluations will be distributed.
- Once evaluations are distributed, students will see a list of all the evaluations available to them online, not only the evaluation for your specific course.
- The link will disappear from the student's list once they have completed the survey either by email or through Blackboard.
- Evaluations are closed at the start of Final Exam Week at which point students will no longer be able to access their evaluations in Blackboard.

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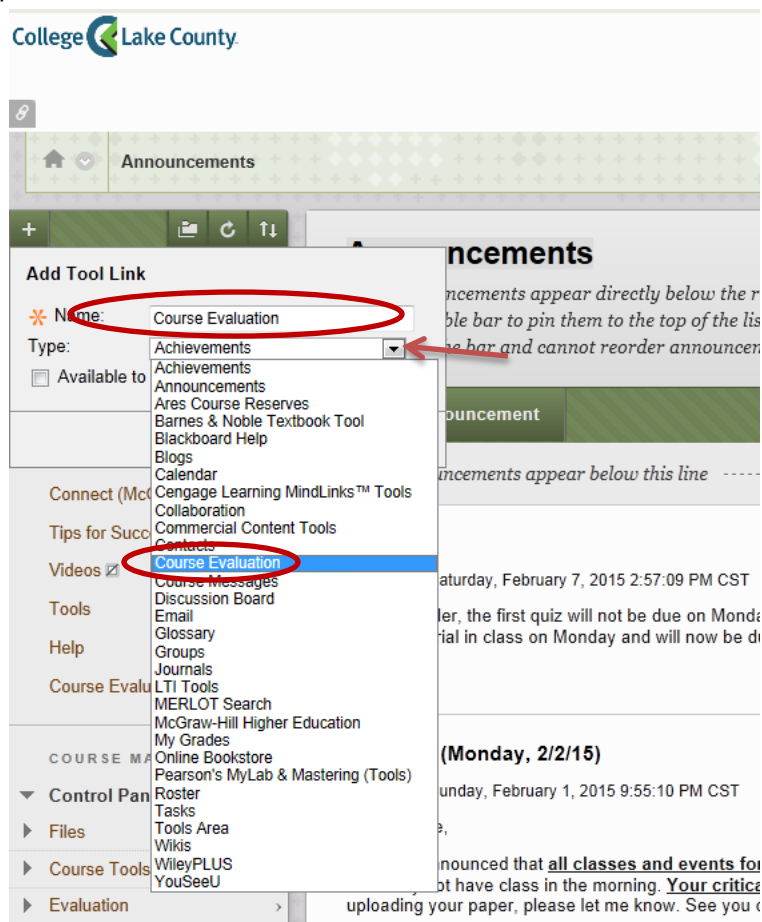
<sup>1</sup> Emails are still sent to students with links to access their evaluations. Blackboard is simply another way in which students can access evaluations.

## To move the Course Evaluation link to the Course Menu:

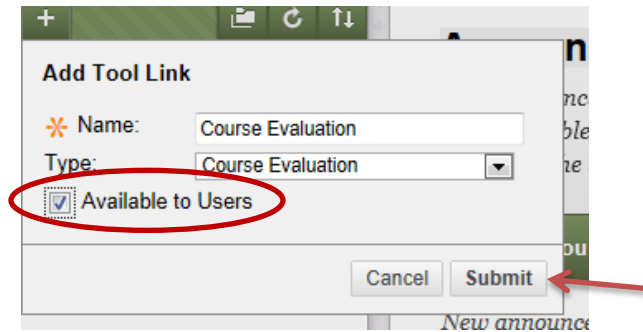
1. Click the plus sign at the top left corner of the *Course Menu* pane and select the *Tool Link* option (note: make sure you are in *Edit Mode*).



2. Enter a name for your new link (note: you can call it whatever you like). Click the drop down menu for *Type* and select the *Course Evaluation* tool.

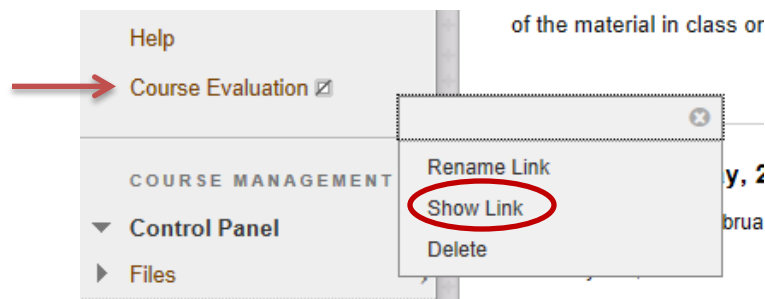


3. If you are ready to make the link available to students<sup>2</sup>, check the *Available to Users* box before submitting (if you don't want the link to be available until the evaluations are distributed to students, you can leave this box unchecked for now).

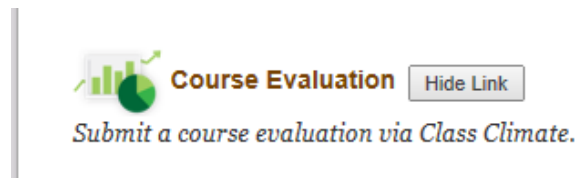


**Your new link should now appear in the Course Menu pane.**

4. If your link was hidden from students, you can make it visible by clicking the arrow for the link and selecting *Show Link*<sup>2</sup>.



5. If you choose not to move the link to your *Course Menu* pane, you can direct students to the *Tools* page to find the *Course Evaluation* link as it appears below.



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<sup>2</sup> Nothing will appear when you click on the link until the evaluations are distributed by IEPR. Once evaluations are distributed, students will see a list of all the online evaluations available to them for the term.