

## Creating Course Evaluations

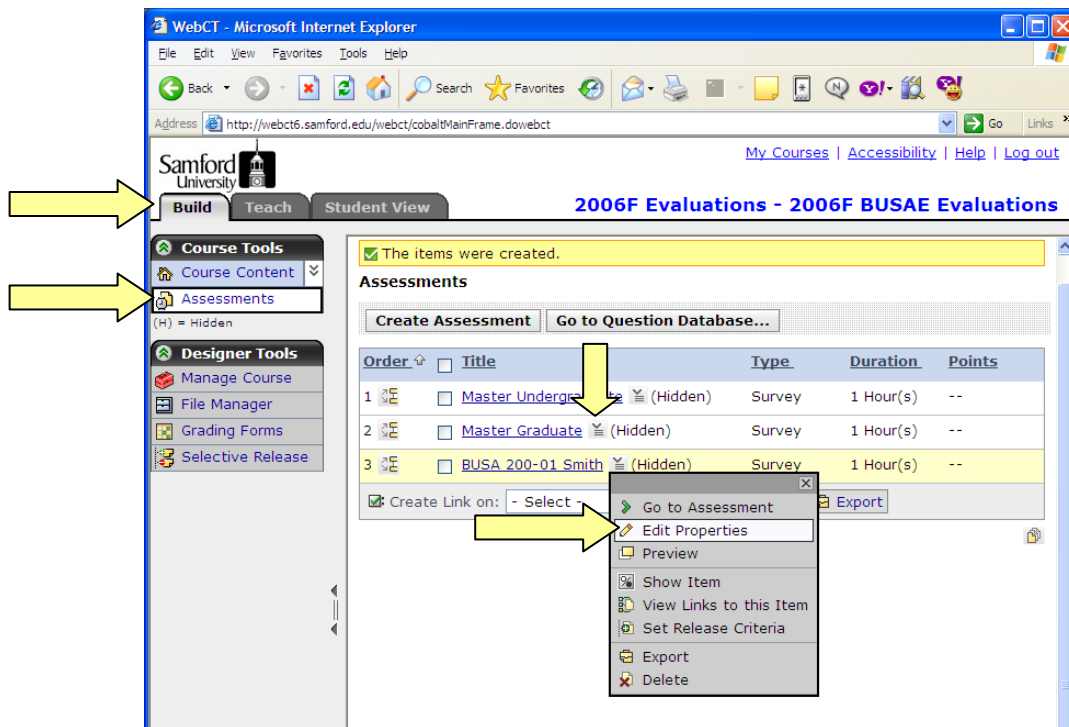
Each term, the course evaluation “courses” are created and populated with the correct student and course information. You will be contacted via e-mail when your course evaluation “course” is ready. This document assumes that your master evaluations have already been created or copied from a previous term; if not, please refer to the appropriate documents or contact the Blackboard support team.

### Overview

1. Edit properties for each master evaluation.
2. Create evaluations for each course.
3. Edit properties for each evaluation.
4. Set release criteria for each evaluation.
5. Create icons on the home page.
6. E-mail faculty and students concerning the availability of the evaluations.

### Detailed steps

1. **Edit properties for each master evaluation.**
  - a. Log in to the evaluations course for the current term, click the **Build** tab, then **Assessments**.
  - b. Click the grey ActionLink icon next to the master evaluation and select **Edit Properties**.



## Handout 6b: Creating Course Evaluations

- c. Under **Question delivery**, uncheck **Display question titles**.
- d. Under **Duration**, set the time to 30 minutes.
- e. Click **Dates Available** to expand this section and set a **Start Time** and **End Time**. (The recommended availability period is two weeks.)
- f. Click the **Save** button at the bottom of the page. (You may have to scroll down to see it.)

WebCT - Microsoft Internet Explorer

Address: <http://webct6.samford.edu/webct/cobalt/MainFrame.dowebct>

Samford University

Build Teach Student View

2006F Evaluations - 2006F BUSAE Evaluations

ZBUSA 200-01 Smith

The Grade Book column name appears in Grade Book as a column header for this assessment.

**Question delivery**

- Deliver questions all at once.
- Deliver questions one at a time and allow questions to be revisited.
- Deliver questions one at a time and do not allow questions to be revisited.
- Display question titles.

**Display Assessment**

- In the same browser window
- In a new browser window

**Duration**

- Unlimited
- Time: 30 Units: Minute(s)
- Disallow answer submission if time has expired.

**More Options** (Click on the arrow icons to expand or collapse these optional settings.)

**Dates Available**

Start Time: 12/04/2006 8:00 AM

End Time:  Unlimited

12/14/2006 8:00 PM

*End Time indicates when a Student can no longer access the assessment. However, if the Student starts the quiz before the End Time, they are allowed the full duration to complete the assessment.*

Create a corresponding event in the Calendar

If you also set release criteria, this assessment will be available only when both release criteria and availability dates are met. Ensure that availability dates do not conflict with release criteria.

**Submission Properties**

**Security Properties**

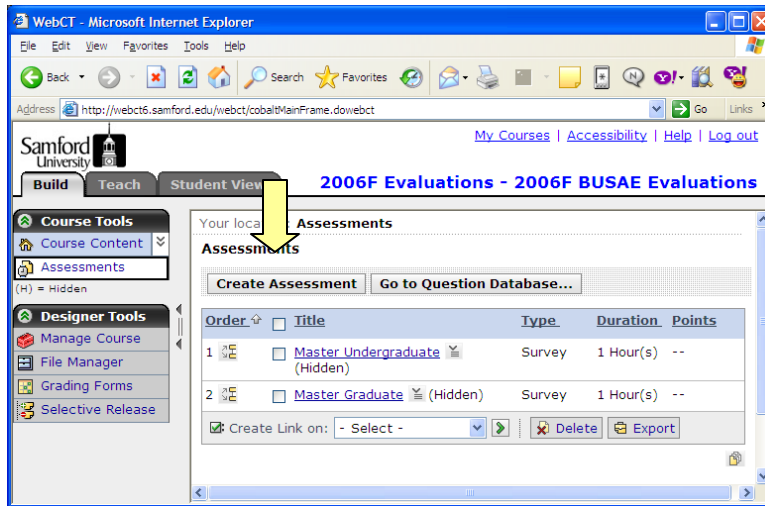
**Custom Instructions**

Save Cancel

## Handout 6b: Creating Course Evaluations

### 2. Create evaluations for each course.

#### a. Click **Create Assessment**.



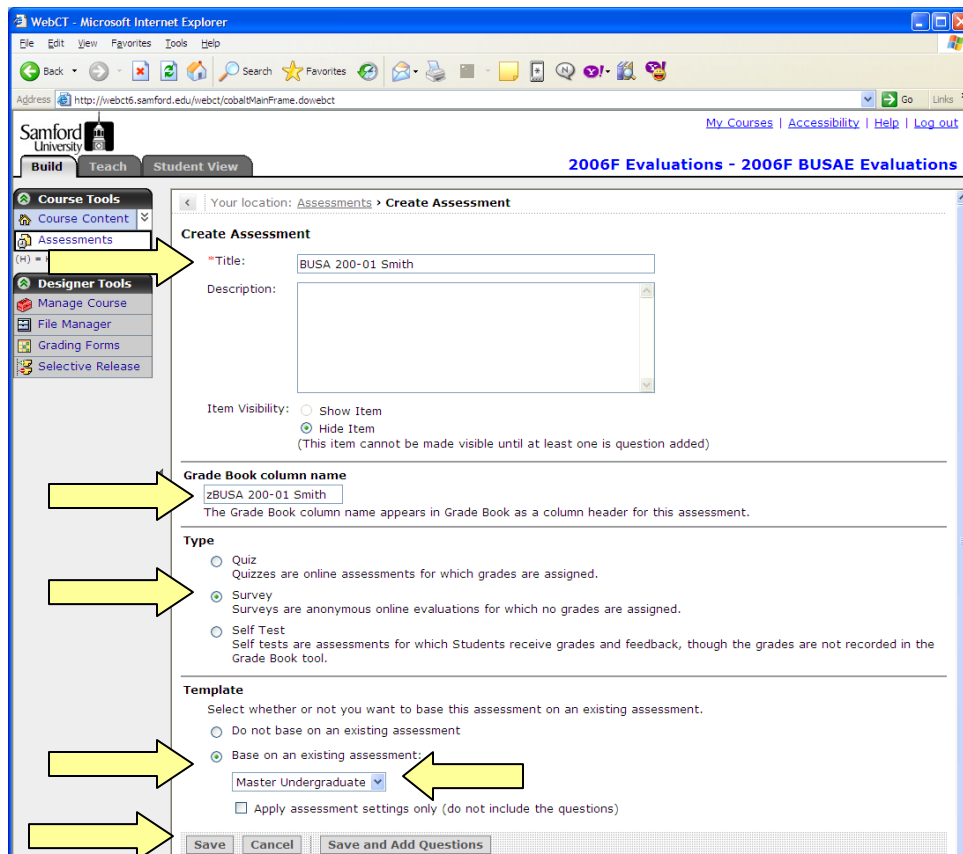
#### b. Type a title that includes the course id, section number, course title, and professor (e.g., BUSA 200-01 – Principles of Accounting -- Smith).

#### c. Under **Type**, select **Survey**.

#### d. Type a “z” in front of the automatically generated Grade Book column name.

#### e. Select **Base on an existing assessment** and choose the appropriate master evaluation.

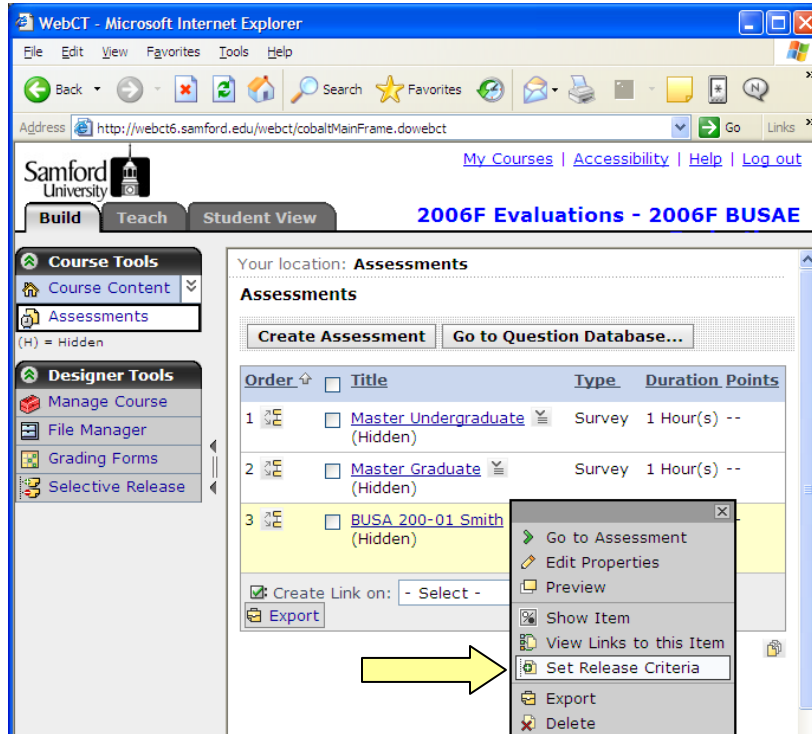
#### f. Click **Save**.



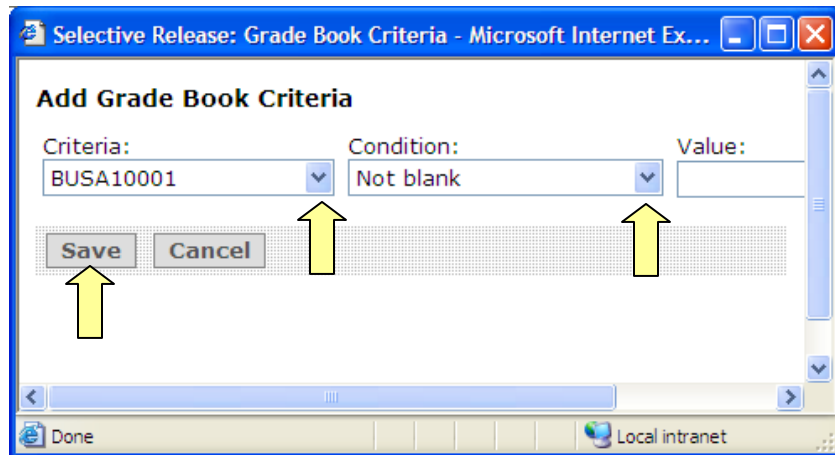
#### g. Repeat steps 2a through 2f for each course.

3. **Set release criteria for each evaluation.**

- a. Click the grey ActionLink next to the evaluation title and choose **Set Release Criteria**.

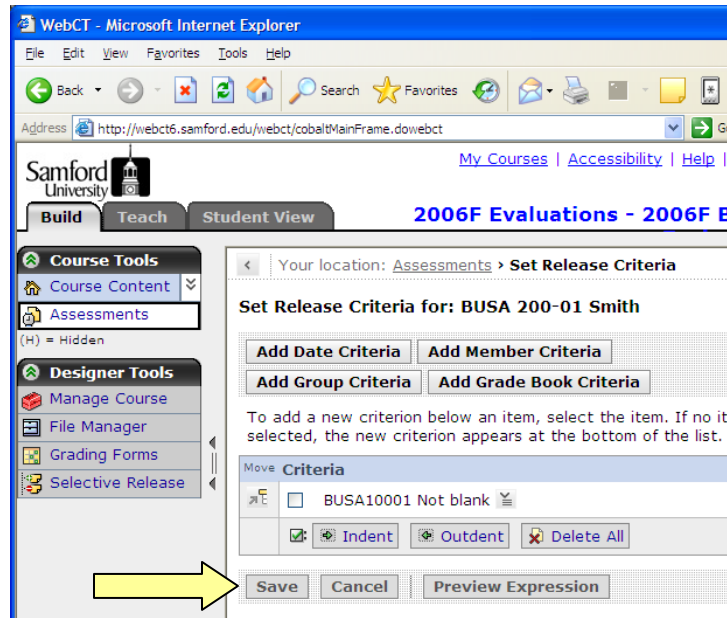


- b. Click **Add Grade Book Criteria**.
- c. Use the pull-down arrows to select the course id as the criteria and the condition as **Not blank**.
- d. Click **Save**.

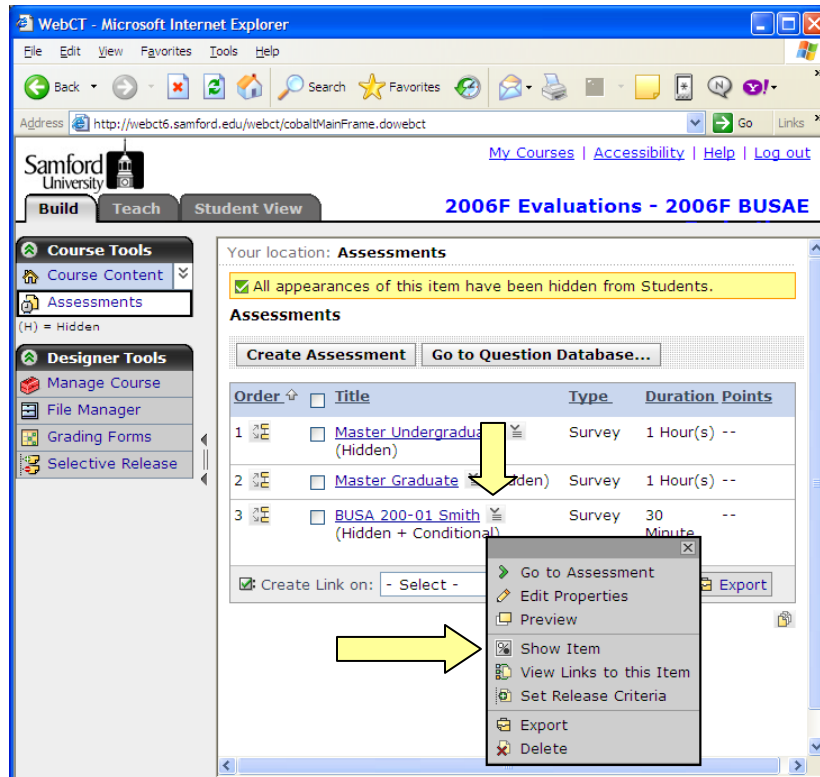


Handout 6b: Creating Course Evaluations

e. Click **Save** again.



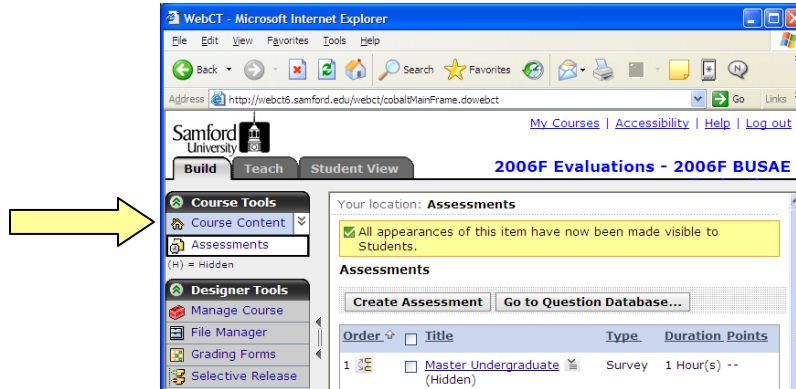
f. Click the ActionLink next to the evaluation title and select **Show Item**.



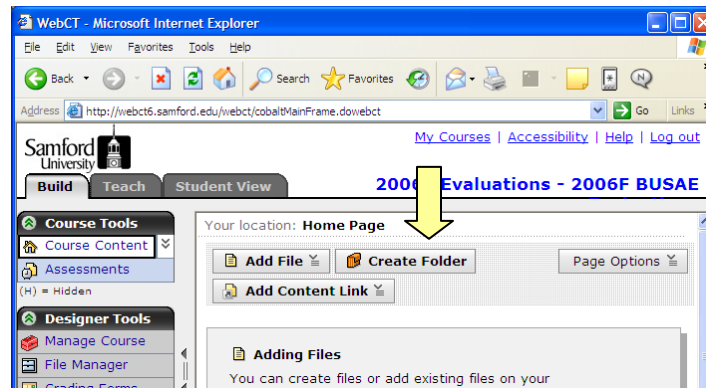
g. Repeat steps 3a through 3f for each course evaluation.

## Handout 6b: Creating Course Evaluations

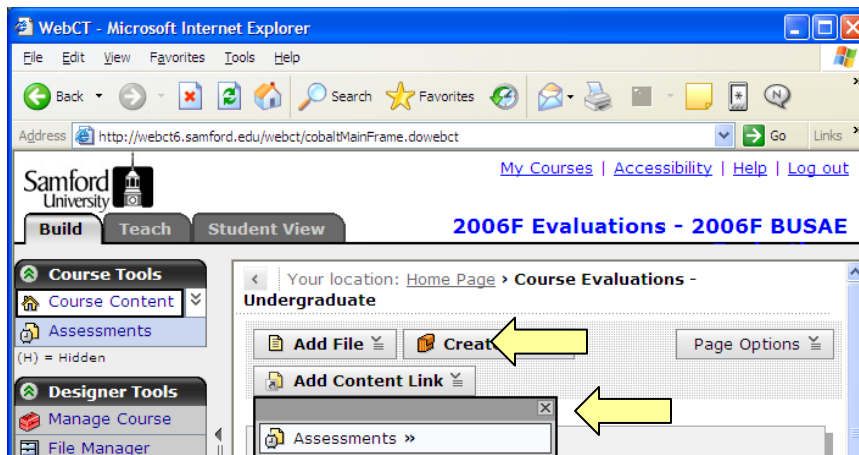
4. **Create icons for the home page.** (It is recommended that you create all the evaluations before proceeding to this step.)
  - a. Click **Course Content** to go to the course home page.



- b. Click **Create Folder** and give it a title (e.g., Course Evaluations – Undergraduate) and click **Save**.

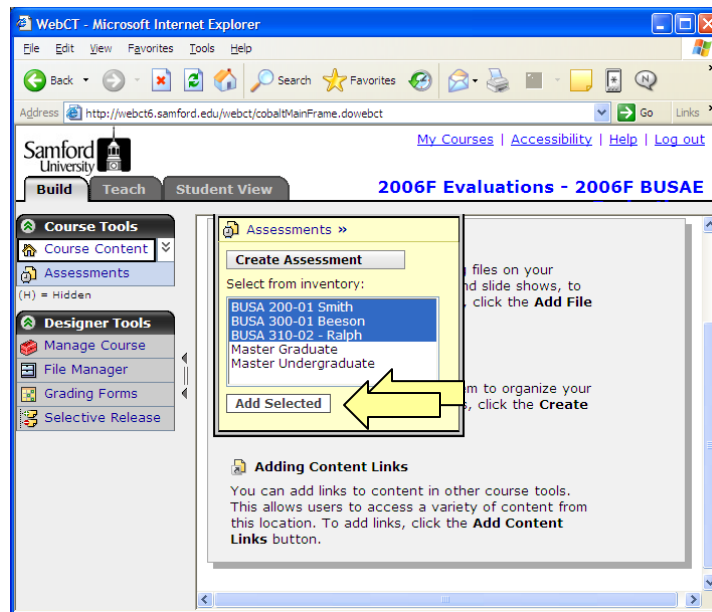


- c. Click the name of the folder and then click **Add Content Link**.
      - d. Click **Assessments**.

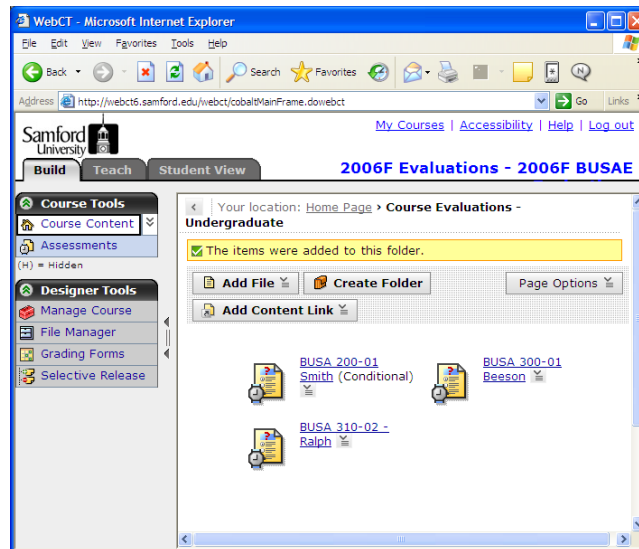


## Handout 6b: Creating Course Evaluations

- e. Select all of the course evaluations except the master evaluations and click **Add Selected**.



- f. The evaluations have now been added to the folder.



- g. Repeat this process if you need to categorize your evaluations with additional folders.

## 7. Final Steps.

- a. We highly recommend that you have another person in your department double-check the evaluations before the students access them. You can preview the evaluations and double-check the release criteria by going to **Build, Assessments**, then clicking on the ActionLink next to the individual evaluations.
- b. Contact your dean or department chair and let them know that the evaluations are ready.
- c. E-mail the faculty and the students and let them know when the evaluations will be available. Feel free to modify the following text:

*Students,*

*Please complete an online evaluation for your business\* course.*

*Just go to Samford's home page, then under "Quick Links," select "Blackboard."*

*Alternatively, you may click on the link below to go directly to Blackboard:*

<http://lms.samford.edu/>

*After logging on, click the course titled "2006F Evaluations - Business.\*" Once you are in the course, please complete a course evaluation for each course you are taking.*

*As always, evaluations will be submitted anonymously and the results will be confidential.*

*You can complete your evaluation any time from December 4, 2006 8:00 a.m. to December 15, 2006 8:00 p.m.\**

*Thank you in advance for completing your course evaluations.*

*\*Adjust as needed.*

- d. Encourage faculty to take their students to one of the computer labs to complete their evaluations. Contact Vickie Norris ([vgnorris@samford.edu](mailto:vgnorris@samford.edu)) for lab reservations.

## Need more help?

For additional assistance with Blackboard, please contact Lisa McNeal or Joe Zellner:

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