Printing Course Evaluation Results

Please follow these steps to print course evaluation results for your department.

- 1. Log in to Blackboard.
- 2. Click the name of your department's evaluation course, e.g., **2007S Evaluations 2007 NURSE Evaluations**.
- 3. Click the **Teach** tab.
- 4. Click Assessment Manager.

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n Course Content 🗧 🍣		Assessme	ent Manager	•										
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Assessment Manager														

5. Click on the double lines to collapse the **Course Menu.**

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☆ Course Content ×	Assessment Manager					
Announcements	Graded Not Graded Not Submitted All	View by:				
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🖈 Discussions	⊗ NURS 346-01 - Dr. Moffett ≚	3 Completed -				
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🕒 syl	Indicates the Assessment content has been modified since attempt was submitted. To undate the grades for these					
🚯 Web Links 🛛 🕄	attempts based on the latest content, choose U	pdate Outdated				
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6. Go to the first course, then click the grey ActionLink icon. \bowtie

Note: The ActionLink icon appears next to content items. Clicking this icon reveals a menu of options, which include editing, previewing, moving, and other tasks.

7. Select View Reports.

Build	Teach Student View - WebCT for Course Designers
8	Your location: Assessment Manager
	Assessment Manager
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	NURS 202-01 - Dr. Ida ≚ Second and
	NURS 300-01 - Dr. Vee View Reports
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	[‡] Indicates the Assessment content has been modified since the attempt was submitted. To update the grades for these attempts based on the latest content,
*** [2]	choose Update Outdated Attempts from the context menu.

8. Select **Overall Statistics** by clicking the radio button, then click **Run Report**.



Handout 9: Printing Course Evaluation Results

9. Click Printable Statistics View.

Build Teach Student View - WebCT for Course Designers							ers	
⊗ &	Your location: <u>Assessment Manager</u> > <u>Assessment Reports</u> > Overall Statistics							
2	Overall Statistics							
බ	D Title: NURS 202-01 - Dr. Ida							
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	Printable Statistics View							
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8		2	4.Sophomore	a.3.5 to 4.0	1.A	1.Female	5.S	
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10. Click Print.

Build	Teach	Student View - WebCT for Course Designers
8 A	< Your Summary	location: <u>Assessment Manager > Assessment Reports</u> > <u>Overall Statistics</u> > Detail
©	Question	Statistics Cancel nt title: NURS 202-01 - Dr. Ida title: 01 typer rank as a student? 1. Graduate 0.2. Senior 3. Junior 4. Sophomore
₩ 	0	5. Freshman
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	3.	2 (66.7%)
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11. Click Assessment Manager.

Build	Teach	Student View - WebCT for Course Designers				
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2 3	Questio	n Statistics				
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	Assessment title: NURS 202-01 - Dr. Ida Question title: 01 What is your rank as a student?					
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	0	 Graduate O 2. Senior O 3. Junior O 4. Sophomore Freshman 				
8	Respons	e Summary				
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Applet com.we	ebct.platform.t	ools.dragndrop.common.DetectPluginApplet starte 🛛 🖉 🛛 😜 Local intranet 🔍 100% 🝷				

12. Go to the next course and repeat steps 6 through 11.

Need more help?

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

Lisa McNeal Joe Zellner lamcneal@samford.edu jmzellne@samford.edu 726-2138 726-2108