Adding a Survey Link to Your Blackboard Course Site

You will soon receive an e-mail proving the links to your course evaluation. There are several ways for your students to access the course evaluation through your Blackboard course site. In this tutorial we will look at adding the survey through an announcement or button in your course menu.

Through a Blackboard Announcement

1. Log into your Blackboard account.
2. Click on your course site link.
3. Click the **Create Announcement** button.

4. Enter a subject (for example: CCC 110 Course Evaluation).
5. Paste the following text:

   In keeping with our efforts to improve the quality of education, Central Carolina Community College regards student evaluations of instructors and courses as extremely important. CCCC asks that you evaluate this course and the instructor's teaching techniques, evaluation process, and interactions with students. Your instructor will NOT see this evaluation form. Please complete the evaluation for this course by clicking the link below and selecting your instructor's name from the list:

   Click here to take the survey.

6. Highlight the text "Click here to take the survey."

7. Click the **Insert/Edit Link** button .

1. Announcement Information

Subject CCC 110 Course Evaluation   Black

Message

In keeping with our efforts to improve the quality of education, Central Carolina Community College regards student evaluations of instructors and courses as extremely important. CCCC asks that you evaluate this course and the instructor's teaching techniques, evaluation process, and interactions with students. Your instructor will NOT see this evaluation form. Please complete the evaluation for this course by clicking the link below and selecting your instructor's name from the list:

Click here to take the survey.

Path: p   Words:76

8. An "Insert/Edit Link" window will appear once you click the button.
9. Navigate to your e-mail and copy the survey link.

More ▾

Recipients

Phone: (919) 718-7349
Fax: (919) 718-7407

Schedule an appointment with me!

1105 Kelly Drive - Sanford, NC - 27330

Email correspondence to and from this address may be subject to North Carolina Law and may be dis

On Thu, Oct 30, 2014 at 1:24 PM, Jill Gillette <jgill119@cccc.edu> wrote:

Dear Instructor:

Below, please find the URL's for the two classes to be evaluated for the Fall 2014
students to go to these links and click on your name to evaluate your class. The e
to take the time to evaluate your class. The information gleaned from these evalua

The URL's are:

Class	URL
CCC 110 LN1	https://www.surveymonkey.com/s/DeanName

Go to link: https://www.surveymonkey.com/s/Athans | Change | Remove

Thank you.

Open link in new tab	
Open link in new window	
Open link in incognito window	
Save link as...	
Copy link address	
Undo	Ctrl+Z
Redo	Ctrl+Shift+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Paste as plain text	Ctrl+Shift+V
Delete	
Spell-checker options	▸
Writing Direction	▸
Select all	Ctrl+A
Go to https://www.surveymonkey.com/s/☐DeanName	
Print...	
Inspect element	

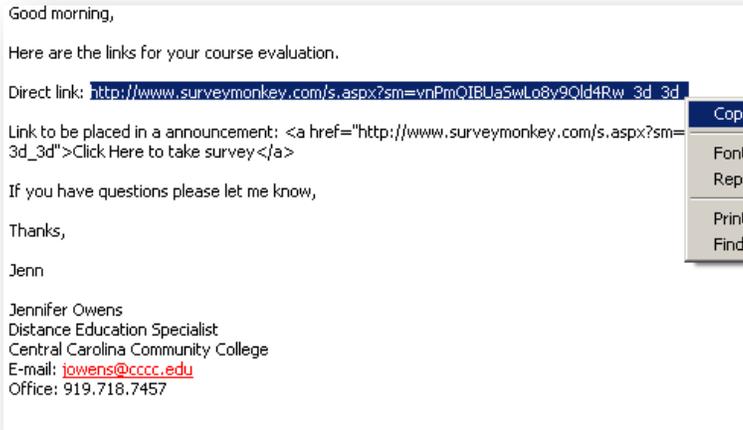10. Clear the "Link Path" box and paste the link.
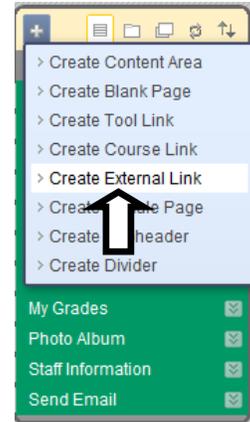
11. Click **Insert.**

12. In "Web Announcement Options," select both *Display after* and *Display until.*
13. Enter the start and end dates for the survey.
14. Click **Submit.**

Through a Blackboard Button

1. Log into your Blackboard account.
2. Click on your course site link.
3. Click **Add Menu Item** button.
4. Click **Manage Course Menu.**
5. Click **External Link** option from the drop down menu.
6. Enter the name of the button (for example: "Course Evaluation").
7. Copy the survey link.

Good morning,

Here are the links for your course evaluation.

Direct link: http://www.surveymonkey.com/s.aspx?sm=vnPmQIBUaSwLo8y9Qld4Rw_3d_3d

Link to be placed in a announcement: <a href="http://www.surveymonkey.com/s.aspx?sm=
3d_3d">Click Here to take survey

If you have questions please let me know,

Thanks,

Jenn

Jennifer Owens
Distance Education Specialist
Central Carolina Community College
E-mail: jowens@cccc.edu
Office: 919.718.7457

8. Paste the link in to the box labeled "URL."

9. Check "Available to Users."
10. Click **Submit.**