



Setting up Mid-Course Evaluations in Blackboard Learn

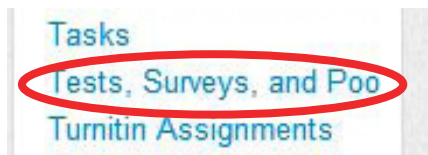
The first step is to download the package file containing the Mid-Semester Course Feedback survey to your computer. Go to the bottom of the OTLT website section on Mid-Course Evaluations

<http://www.bu.edu/sph/faculty-staff/resources/teaching-resources/otlt/mid-course-evaluations/>

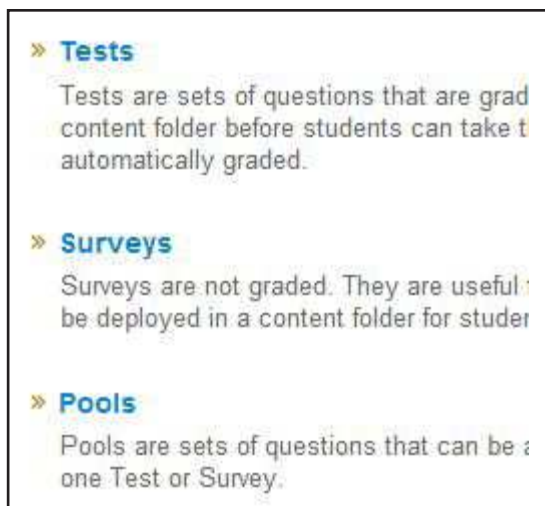
Save the .zip file to the preferred location on your computer such as your network drive, a local drive, or a portable USB drive. (On a Mac, make sure the "Open Safe" files option is unchecked in the general settings tab under browser preferences. The Zip file needs to remain compressed). There is both a longer and short form available. This package file is a compressed archive, or a "zip" file that is formatted for Blackboard use. If you open it, you will find data that is not easily interpreted - that's OK, Blackboard will know what to do with it.

Now that you have saved the package file, the next step is to import the package into your Blackboard course site.

Log in to Blackboard Learn and click on Course Tools in the Control Panel.



Find the link to Tests, Surveys and Pools

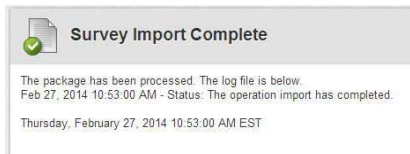
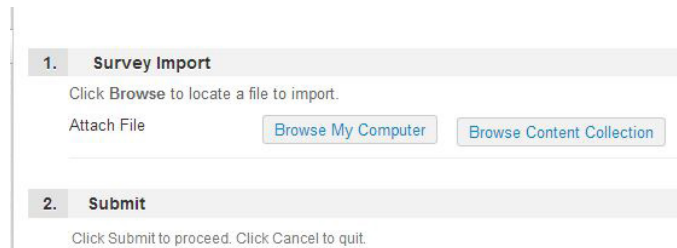


Click on Surveys.



Choose "Import Survey."

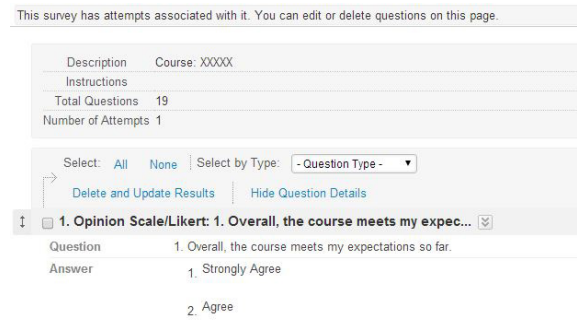
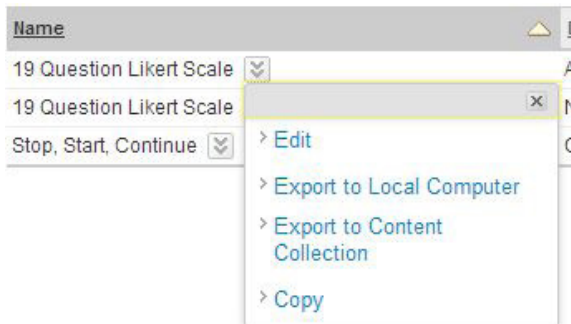
Browse your computer to find the survey zip file you previously downloaded. Then hit Submit.

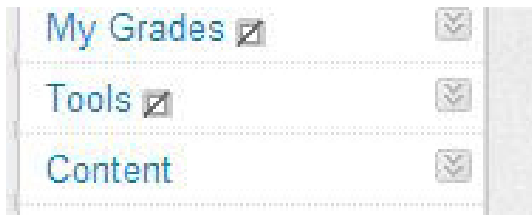


You should see a receipt once the import is complete. If there is an error check that you chose the correct zip file and try again.

The survey provided is intended to be used as a template. You should edit the survey to fit your needs. You can do this by clicking on the menu button (double down arrows) and choosing Edit.

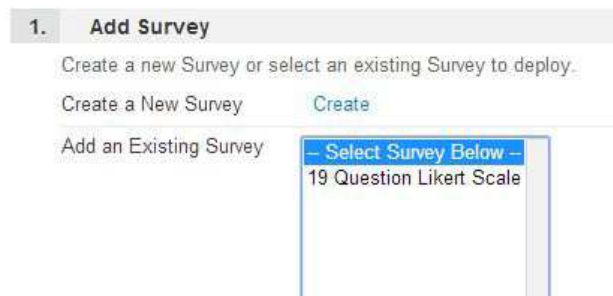
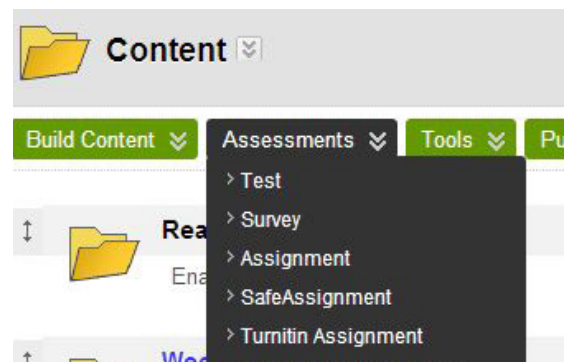
You will be taken to the survey where you can change any of the questions, or remove questions that are not applicable to your course.





When you are satisfied with the survey it is time to deploy it. Navigate to a content section of your site.

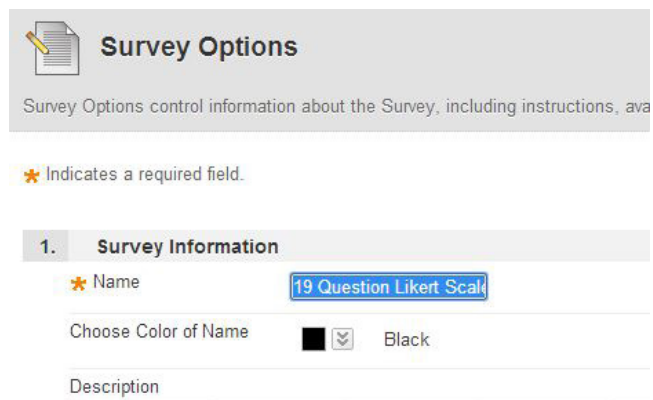
Hover over the Assessments tab and click on Survey.



You will be presented with a list of available surveys. Choose the one you have just created and click submit.

You will be presented with the standard options screen. Make the selections you would like to use and click submit.

Remember to make the Survey available at this time or in the future so your students will see it.



If you have any problems or questions don't hesitate to contact Liam Hunt (liamhunt@bu.edu) or Rob Schadt (rschadt@bu.edu).