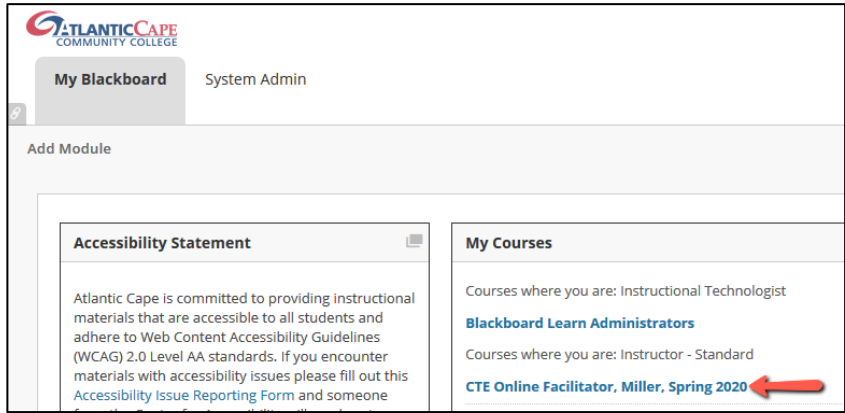
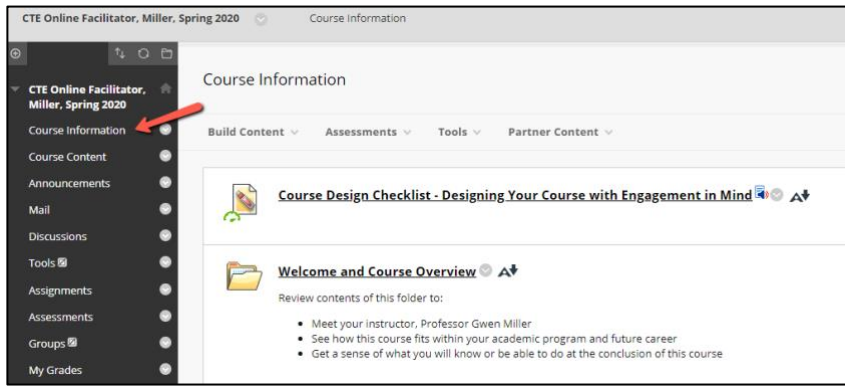
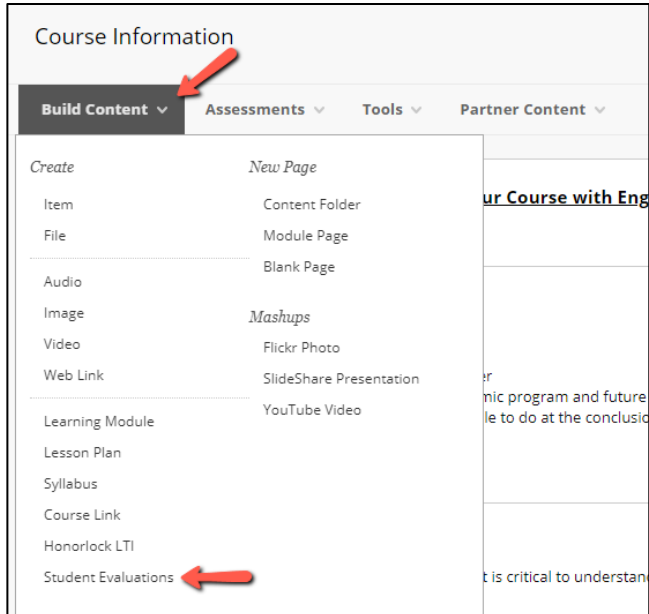


# Adding the Student Evaluation tool to Blackboard courses and sending an Announcement to students

Steps	Screenshots
<ol style="list-style-type: none"> <li>1. Log-in to Blackboard.</li> <li>2. From the “My Blackboard” Page, click on the course(s) to be evaluated this semester.</li> </ol>	
<ol style="list-style-type: none"> <li>3. In the left-hand menu, select the page where the Student Evaluation of Instruction tool should appear. It is recommended that you select the page students see when entering your course. This instruction sheet uses the “Course Information” page.</li> </ol>	
<ol style="list-style-type: none"> <li>4. Click “Build Content”</li> <li>5. Click “Student Evaluations”</li> </ol>	

## Steps

6. Type a Name in the “Name” field.

*Example:* Click here to complete the Student Evaluation of Instruction!

7. Type in a description (optional).

*Example:* Clicking this link will take you to the Student Evaluation of Instruction survey for this course. I appreciate your feedback!

8. Click the “Submit” button. Options may remain as is; no attachments are needed.

9. Scroll to the bottom of the content page. Hover over the left side of the item until a purple bar appears.

10. Click and drag the item to the top of the page so that it is highly visible to students.

## Screenshots

Create Student Evaluations  
Course content link to SmartEvals.

\* Indicates a required field.

**INFORMATION**

\* Name

Color of Name

Description  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Clicking this link will take you to the Fall 2020 Student Evaluation. I appreciate your feedback!

Type a description (optional)

**ATTACHMENTS**

Select Do Not Attach to remove a selected file.

Attach File

**OPTIONS**

Permit Users to View this Content  Yes  No

Track Number of Views  Yes  No

Select Date and Time Restrictions

Display After

Display Until

Click Submit to proceed.

**Atlantic Cape Resources and Policies**

Access this folder for links to:

- The Atlantic Cape Catalog
- Technical Support / Help Desk
- Center for Accessibility Services
- Tutoring Services
- Library Services

**Career - Related Resources**

Your career planning and development is important to us! From this folder, access:

- Atlantic Cape Career Advising resources, including the online search tool: *Career Coach*
- A link to explore careers in \_\_\_\_\_

**Click here to complete the FA20 Student Evaluation!**

Clicking this link will take you to the Fall 2020 Student Evaluation. I appreciate your feedback!

CTE Online Facilitator, Miller, Spring 2020 Course Information

Course Information

Build Content Assessments Tools Partner Content

**Click here to complete the FA20 Student Evaluation!**

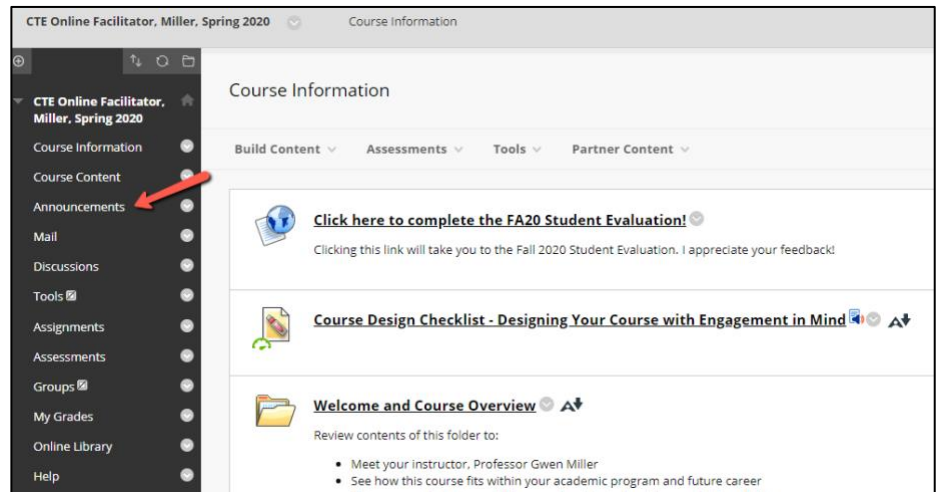
Clicking this link will take you to the Fall 2020 Student Evaluation. I appreciate your feedback!

**Course Design Checklist - Designing Your Course with Engagement in Mind**

## Steps

11. Click on “Announcements”  
in the left-hand menu

## Screenshots



CTE Online Facilitator, Miller, Spring 2020 Course Information

Course Information

Build Content Assessments Tools Partner Content

[Click here to complete the FA20 Student Evaluation!](#)

Clicking this link will take you to the Fall 2020 Student Evaluation. I appreciate your feedback!

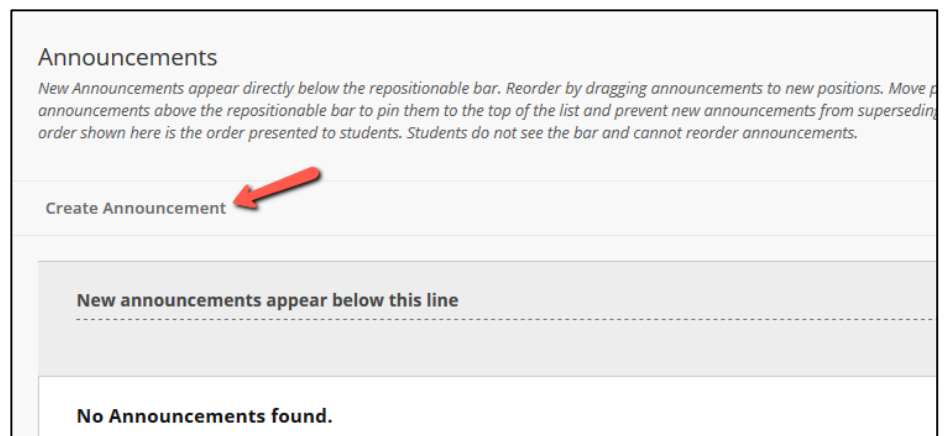
[Course Design Checklist - Designing Your Course with Engagement in Mind](#)

**Welcome and Course Overview**

Review contents of this folder to:

- Meet your instructor, Professor Gwen Miller
- See how this course fits within your academic program and future career

12. Click “Create  
Announcement”



**Announcements**

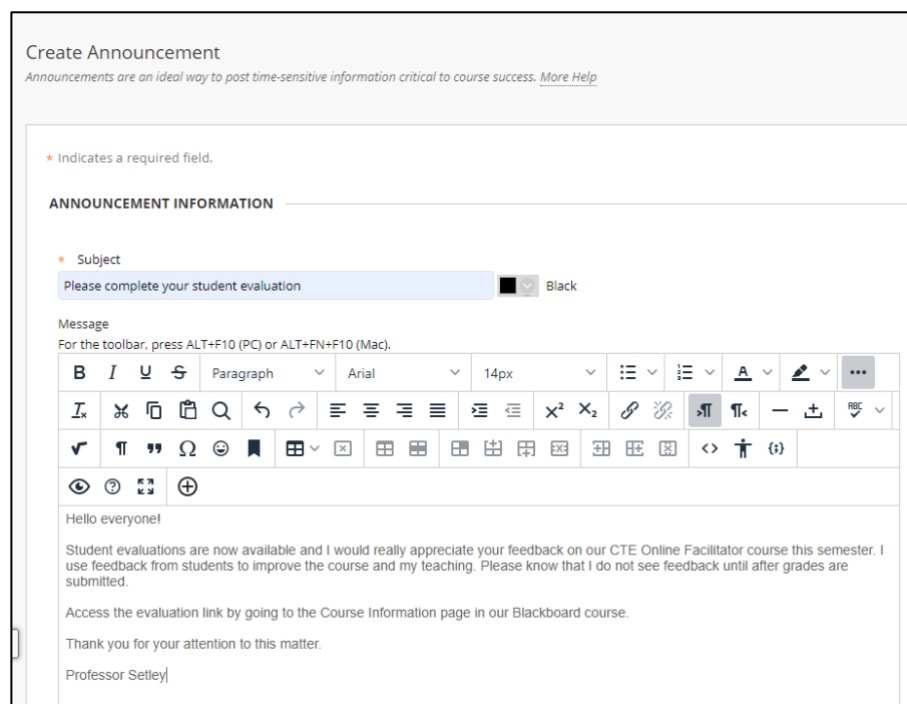
New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements.

**Create Announcement**

New announcements appear below this line

**No Announcements found.**

13. Type your subject line and  
message.



Create Announcement

Announcements are an ideal way to post time-sensitive information critical to course success. [More Help](#)

\* Indicates a required field.

**ANNOUNCEMENT INFORMATION**

\* Subject

Please complete your student evaluation

Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Hello everyone!

Student evaluations are now available and I would really appreciate your feedback on our CTE Online Facilitator course this semester. I use feedback from students to improve the course and my teaching. Please know that I do not see feedback until after grades are submitted.

Access the evaluation link by going to the Course Information page in our Blackboard course.

Thank you for your attention to this matter.

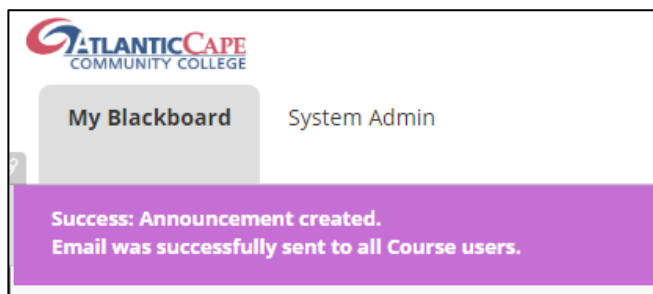
Professor Setley

## Steps

14. Select “Not Date Restricted” to post the announcement immediately.
15. Select Email Announcement to send a copy to the students’ email accounts associated with Blackboard
16. (Optional) Include a course link to direct students to the specific page in the course on which you added the Student Evaluation Link. Note: This will only appear in the announcement within the course; it will not appear in the emailed copy.
17. Click Submit when you are finished.

## Screenshots

18. A message will appear indicating that your announcement was successfully created and email successfully sent.



19. (Student Perspective) Students will see Announcements on their “My Blackboard” page.

