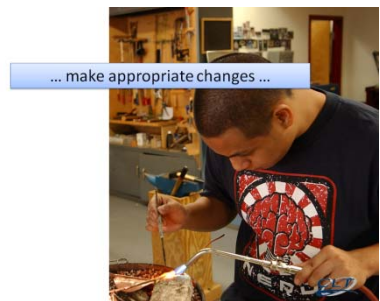
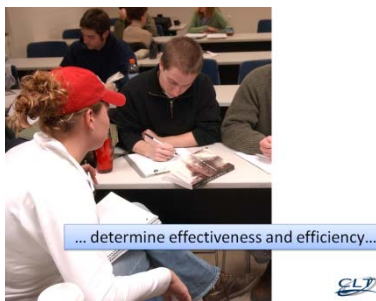


# Mid-Semester Course Evaluation – Blackboard Implementation Designed for Faculty and Teaching Assistants at Old Dominion University



There's always room for improvement in even the most carefully developed course, and the instructor must recognize the need for revision. The purpose of course revision is to determine the effectiveness and efficiency of an instructional program and then to make the appropriate changes. Using a variety of methods to gather feedback and evaluate your course content and delivery is beneficial.



This tutorial will take you through the steps required to implement a mid-semester course evaluation tool provided by the Center for Learning Technologies for your convenience.

## Let us hear from you

Thank you for viewing this tutorial. Please let us know if you have questions or would like to share your experience using a mid-semester course evaluation.



Center for Learning Technologies  
Old Dominion University  
Phone: 757-683-3172  
Email: [clt@odu.edu](mailto:clt@odu.edu)  
Online: <http://clt.odu.edu>

However you decide to implement the evaluation process, giving your students an opportunity to give you feedback and assessing the results will inevitably contribute to your excellence in teaching.

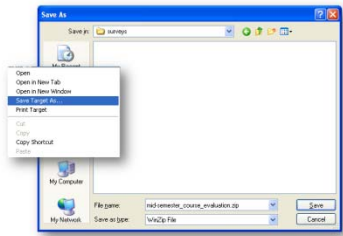
# Mid-Semester Course Evaluation – Blackboard Implementation

## Designed for Faculty and Teaching Assistants at Old Dominion University

### Step by Step Instructions

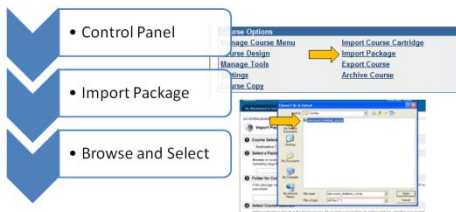
The first step is to download the package file containing the Mid-Semester Course Feedback and Student Feedback surveys to your computer.

#### Step 1: Download the Package



Save the zip file to the preferred location on your computer such as your network drive, a local drive, or a portable USB drive. For this tutorial, the file will be saved in the folder Surveys on the H network drive. If you prefer your desktop, your documents folder, one of your local drives, or a portable drive, you will save it to the appropriate location. 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.

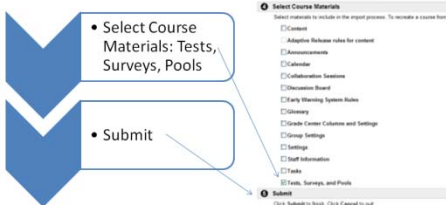
#### Step 2: Import Package in Blackboard



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 and open the control panel in the destination course.

In Course Options, click Import Package. Browse for and select the file that was previously downloaded. In this tutorial the package is located in a folder named Surveys; you will look in the location where you downloaded it.

#### Step 2: Import Package in Blackboard




The next step is to select the part of your Blackboard course site that should receive the package contents. Scroll down the page, if necessary, to view the options for selecting the type of Course Materials to import. Click 'Tests, Surveys, and Pools' as the type of course material. Click 'Submit' to begin the import process. This process will import the contents of the package from your local computer to your course site on the Blackboard server. If you want to confirm the import of the surveys or to modify them, you can locate them in the Survey Manager.

# Mid-Semester Course Evaluation – Blackboard Implementation

## Designed for Faculty and Teaching Assistants at Old Dominion University

### Step 3: Create a Link to the Survey

- Control Panel
- Open a Content Area
- TIP: Consider a new content area

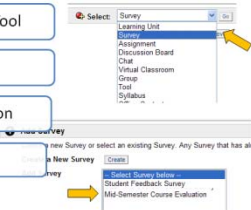


In this tutorial, you have seen the steps necessary to import the package containing both the Mid-Semester Course Feedback and the Student Feedback surveys into your course site. After following these steps, both surveys will be listed in the Survey Manager, however, they will not be available to your students automatically.

To make one (or both) of the surveys available to the student, you will add a link to your course site to the survey(s). Return to the Control Panel. Open the Content Area of your choice – This is where you want the students to locate the link to the survey.

### Step 3: Create a Link to the Survey

- Select the Survey Tool
- Click Go
- Select the evaluation
- Submit




Locate the drop down menu of content types on the right side of the tool bar and select Survey then click GO. Then select the Mid-Semester Course Feedback from the pre-existing surveys and press submit.

View the Add Survey receipt; if no error is reported, the transaction was successful; click OK.

### Step 4: Make the Survey Available

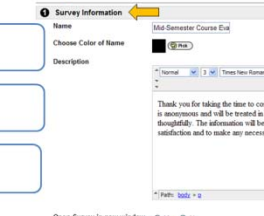
- Select the Survey Tool
- Modify Survey Options



Now that you have created the link, you must set the properties so that it is available to students. Click Modify the Survey Options. Use the fields to modify the survey as needed.

### Step 4: Make the Survey Available

- Name
- Description
- Open in New Window = No



In **Step 1 Survey Information** you are defining the survey with a title, optional description, and window type.

**Title:** Keep the original title or change as needed. Please note, if you change the title here on the link, it will NOT change the title in the Grade Center.

**Description:** *The description box is optional.*

When used, the description appears on the page with the link before students open the survey. Therefore, you would use it if you need to add instructions or commentary that your students need to know before starting the survey.

**Window:** You have the option to open the survey in a new window. To avoid potential problems with pop-up blockers and firewall settings, answer 'no.'

# Mid-Semester Course Evaluation – Blackboard Implementation

## Designed for Faculty and Teaching Assistants at Old Dominion University

In **Step 2 Survey Availability Review** the Survey Availability options and make the necessary changes. Suggested settings:

**Make the link available** = Yes

**Multiple Attempts** = do not check, this will limit the number of attempts to 1

**Force Completion** = Check

**Set Timer** = Optional, your choice. If you set a timer, you will receive information about the time taken by the student to answer the survey.

**Display After / Display Until** = Optional, your choice

If you change the dates in either Display After or Display Until, you **MUST** check the box. Also, remember, that when you copy the course site, you will need to reset dates.

**Password** = Optional, your choice. Typically passwords are not set for surveys, but you can if you feel you need to do so.

**Step 4:  
Make the Survey Available**

- Available = Yes
- Force Completion =
- Set Dates if needed

In **Step 3 Self-Assessment Options** do not check the option to include the results in Grade Center score calculations.

In **Step 4 Survey Feedback** you are identifying the information that students can see from their view of the Grade Center. Status means they will see a check mark that the survey was completed. Submitted Answers means they will see the responses they typed. *Please note, you will be able to see their responses in aggregate format only, you will not be able to associate individual students' responses to their ID.*

**Step 4:  
Make the Survey Available**

- Survey Feedback = Status
- Presentation Mode = All at Once
- Submit

In **Step 5 Survey Presentation** you are defining how the survey will be delivered to the students. The default setting is All at Once, where every item is displayed on one screen. Typically, one at a time or randomizing is not utilized on a survey, but you can use it if you need to.

In **Step 6 Submit**, please review your settings, then click Submit to finish.

Click OK to clear the Modify the Survey receipt

# Mid-Semester Course Evaluation – Blackboard Implementation

## Designed for Faculty and Teaching Assistants at Old Dominion University

### Step 5: Preview the Survey

- Go to Content Area
- Open the Survey
- Submit

To preview the survey as your students will see it, you can click the link to the survey. As instructor you will be able to answer all the questions but your responses will not be recorded. *Please note, also, that if you used the timer option, you will not the timer in the instructor preview mode.*

### Step 6: View Results Online

- Grade Center
- Attempts Statistics in Column Options

To view results of the survey go to Grade Center. In the default Grade Center view you will be able to see which students have completed the survey. Note: you will not be able to see their individual responses - only that they participated.

To view the Results to the Survey online, go to the Grade Center and select Attempts Statistics from the column options menu. This will display an aggregation of the student responses indicating the percentages for each selected choice and displaying the written comments.

### Step 6: Download Results

- Grade Center
- Download Results in Column Options
- Accept Default Settings

To download Results of the Survey for use offline, go to the Grade Center and select Download results. Typically you will select the default options of Tab Delimiter, Format results by user and download only valid attempts.

### Congratulations! Now you can...

- Add the Survey to your Course in Blackboard
- Make the Survey available to your Students
- Track Participation
- View Compiled results

Congratulations, you have completed the tutorial for using the Mid-Semester Course Evaluation Survey. You should be able to add the survey to your course site in Blackboard, make it available to your students, track participation, and view compiled results.

If you make course corrections during the semester in which you delivered the survey initially, you may consider surveying your students again at the end of the semester to compare the results.

If you make course corrections for the next time the course is delivered, you can issue the mid-semester course evaluation in that course and compare results.