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

Steps		Screenshots								
1.	Log-in to Blackboard and click on the course(s) being evaluated.	CTE Online Facilitator,	2020 Course Information							
2.	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.	Miller, Spring 2020         Course Information         Course Content         Announcements         Mail         Discussions         Tools Ø         Assignments         Groups Ø         My Grades	uild Content        Assessments        Tools        Par         Image: Course Design Checklist - Designing You         Image: Course Design Checklist - Design Check	, ller emic program and future career						
3.	Click "Build Content"									
		Course Informa	ation							
4.	Click "Student Evaluations" at the bottom of the drop- down menu.	Build Content 🗸	Assessments V Tools V	Partner Content v						
		Create	New Page							
		ltem	Content Folder	<u>ur Course with Eng</u>						
		File	Module Page							
		Audio	Blank Page							
		Image	Mashups							
		Video	Flickr Photo							
		Web Link	SlideShare Presentation	r nic program and future						
		Learning Module Lesson Plan Syllabus Course Link	YouTube Video	le to do at the conclusic						
		Honorlock LTI Student Evaluations		t is critical to understand						

## Screenshots

5. Type in a Name. *Example:* Click here to complete the Student Evaluation of Instruction!

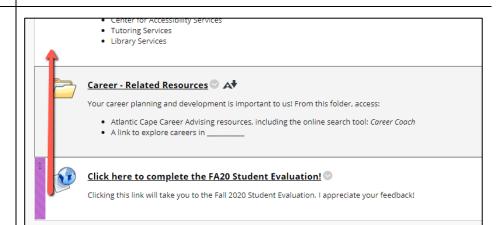
Steps

- (Optional) Type in a description.
   Example: Clicking this link will take you to the Student Evaluation of Instruction survey for this course. I appreciate your feedback!
- 7. Click the "Submit" button.
- The newly added Student Evaluation tool will appear at the bottom of the page. Hover over the left side of the item until a purple bar appears.
- Click and drag the item to the top of the page so that it is highly visible to students.

## To send an announcement to students:

10. Click on "Announcements" in the left-hand menu

Indica	ates a	required	field.																						
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CTE Online Facilitator, Miller, Spr	ing 2020 Course Information
<ul> <li>CTE Online Facilitator, Miller, Spring 2020</li> </ul>	Course Information
Course Information 🛛 💿	Build Content $\lor$ Assessments $\lor$ Tools $\lor$ Partner Content $\lor$
Course Content	
Announcements	Click here to complete the FA20 Student Evaluation!
Mail 🛛 😪	Clicking this link will take you to the Fall 2020 Student Evaluation. I appreciate your feedback
Tools 🛛 💿	
Assignments 🛛 🕤	Course Design Checklist - Designing Your Course with Engagement in Mind 🕸 🛇 🗚
Assessments 💿	
Groups 🖾 💿	₩elcome and Course Overview ◎ ▲
My Grades 😔	Review contents of this folder to:
Online Library 🛛 😒 Help 💦	<ul> <li>Meet your instructor, Professor Gwen Miller</li> <li>See how this course fits within your academic program and future career</li> </ul>

Steps	Screenshots								
11. Click "Create									
Announcement"	Announcements New Announcements appear directly below the repositionable bar. Reorder by dragging announcements to new positions. Move p 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.								
12. Type your subject line and message. 13. Select "Net Date	Create Announcements         Announcements are an ideal way to past time-sensitive information critical to course success. More Help:         • Indicates a required field.         ANNOUNCEMENT INFORMATION         • Subject         Please complete your student evaluation         • Subject         Please complete your student evaluation         • The colon, press ALT+F10 (PC) or ALT+FN+F10 (Mac).         B       I         B       I         • T								
<ul> <li>13. Select "Not Date Restricted" to post the announcement immediately.</li> <li>14. (Optional) Select "Email Announcement" to send a copy to the students' email account associated with Blackboard</li> </ul>	WEB ANNOUNCEMENT OPTIONS Duration Not Date Restricted Date Restricted Email Announcement								
Biackboard	Send a copy of this announcement immediately Students are still notified of this announcement even if this option is not selected.								
15. Click Submit to post.									