"How to Install and Distribute Course Evaluations using Blackboard"

The following document provides step-by-step instructions for Part 1) Installing your course evaluations into Blackboard and Part 2) Distributing course evaluations to your students in Blackboard. The new course evaluation tool is called “IDEA Online Connector” and is accessible only via Blackboard.

Before you begin, make sure your course is available for your students. To do so:
1. Login to Blackboard.
2. Click on the course to be evaluated.
3. Click on Control Panel.
4. Click on the "Settings" link in the "course options" section of the control panel.
5. Click on "Course Availability.
6. Click the button next to "Yes.
7. Click "Submit"
8. Your course is now available for your students.
You can watch a tutorial of this process by clicking here.

PART 1: INSTALLING COURSE EVALUATIONS INTO BLACKBOARD

1. Log in to Blackboard: http://technology.uaa.alaska.edu/blackboard/
2. Click on the course to be evaluated.
3. Click on Control Panel.
4. Click on "Manage Course Menu."
Next, select "IDEA Online Connector."

7. Add a name in the "Name" box, such as "Course Evaluations."

8. UNCHECK the box labeled "Available for Student/Participant users." This will allow you to control when your students can access the evaluations anytime before your course ends.

9. Click "Submit" in the lower right corner.
10. Click "OK."
11. Your course evaluation has now been installed into your Blackboard course.
PART 2: DISTRIBUTING COURSE EVALUATIONS TO STUDENTS VIA BLACKBOARD

After you install your course evaluations, you need to make them visible to your students so they can be distributed and completed in Blackboard. Here are the steps.

1. Log in to Blackboard: [http://technology.uaa.alaska.edu/blackboard/](http://technology.uaa.alaska.edu/blackboard/)
2. Click on the course to be evaluated.
3. Click on Control Panel.
4. Click on “Manage Course Menu.”
5. Locate the “Course Evaluations” (It should be located at the bottom of the screen.)
6. Click on “Modify.”
7. Place a check in the box next to “Available for Student/Participant users.”
8. Click “Submit.”
9. Click “OK.”

The course evaluations are now available for your students.

Questions? Please contact either the (907) 786-4646 or Toll Free (877) 633-3888 callcenter@uaa.alaska.edu or Jerry Voltura @ (907) 786-4678 or email afjav@uaa.alaska.edu