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. 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.	
3. Click "Build Content" 4. Click "Student Evaluations" at the bottom of the drop-down menu.	
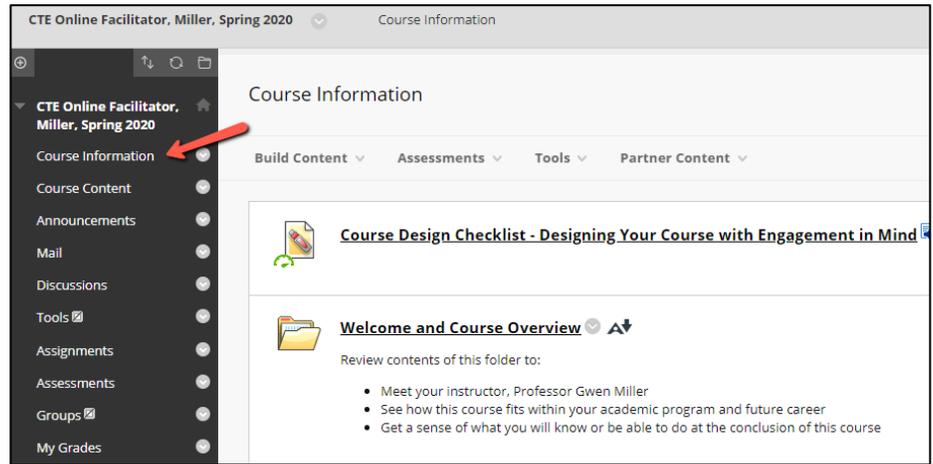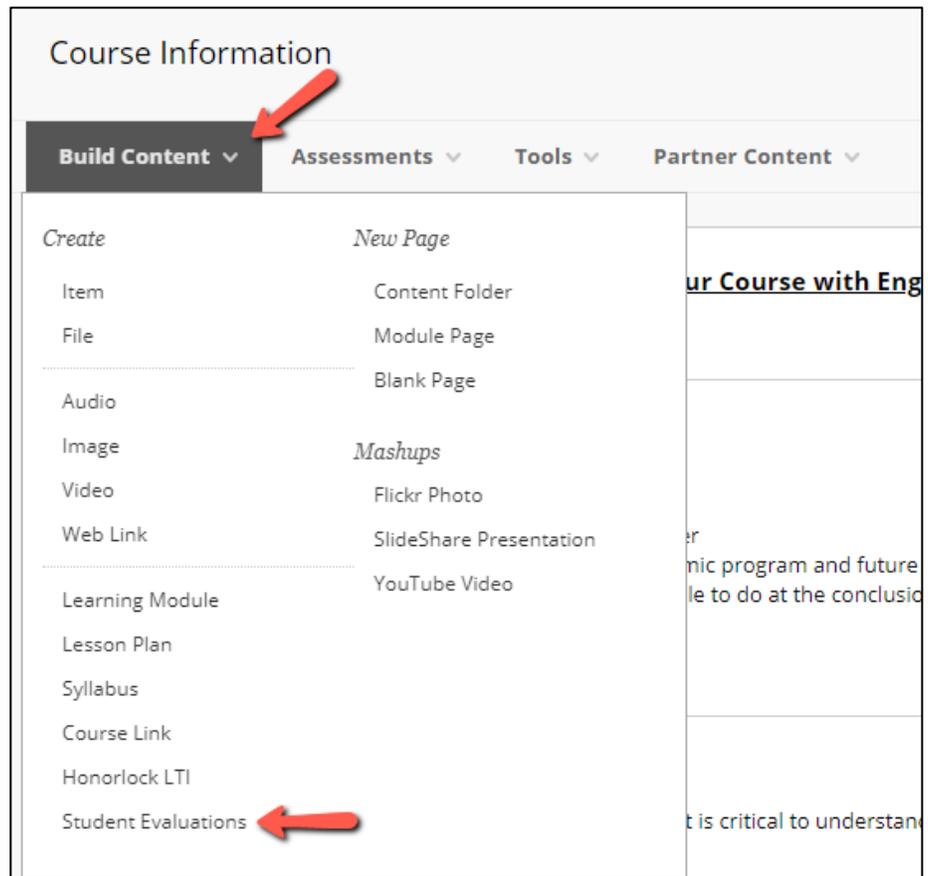
| Steps	Screenshots
5. Type in a Name. *Example:* Click here to complete the Student Evaluation of Instruction! 6. (Optional) Type in a description. *Example:* Clicking this link will take you to the Student Evaluation of Instruction survey for this course. I appreciate your feedback! 7. Click the "Submit" button.	
8. 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. 9. 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	

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11. 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.**
12. 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 Black 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
13. Select "Not Date Restricted" to post the announcement immediately. 14. (Optional) Select "Email Announcement" to send a copy to the students' email account associated with Blackboard 15. Click Submit to post.	**WEB ANNOUNCEMENT OPTIONS** Duration ⦿ Not Date Restricted ◯ Date Restricted Email Announcement ☑ Send a copy of this announcement immediately Students are still notified of this announcement even if this option is not selected.