

Copying Course Evaluations Questions

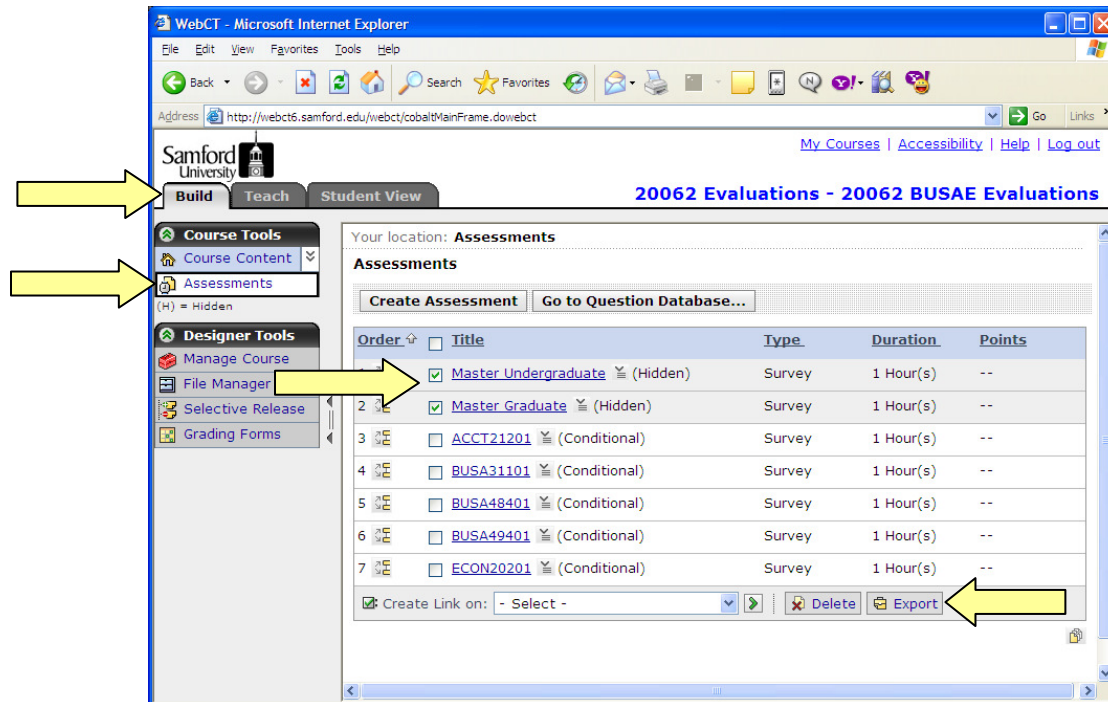
Each term, the course evaluation “courses” are created and populated with the correct student and course information. You will be contacted via e-mail when your course evaluation “course” is ready. If this is the first time you are using Blackboard for course evaluations, you will add the evaluation questions manually. If you used Blackboard for course evaluations last term, you can use the import/export feature put the questions into the new course. Using this feature will save you from retyping the questions each term. As a reminder, the following instructions are for departments who have been using Blackboard for course evaluations for at least one term.

Overview

1. Export evaluation questions from a previous term.
2. Import evaluation questions for the new term.

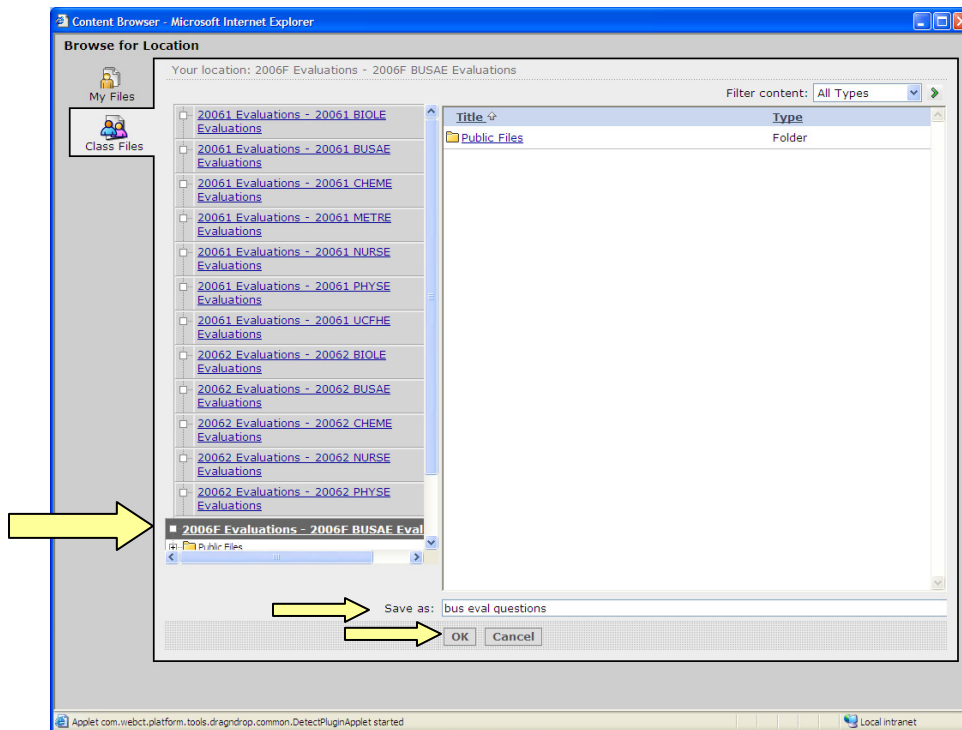
Detailed steps

1. **Export evaluation questions.**
 - a. Log in to Blackboard and enter the course evaluation course from the previous term.
 - b. From the **Build** tab, click **Assessments**.
 - c. Click beside each Master Evaluation to select it.
 - d. Click **Export**.

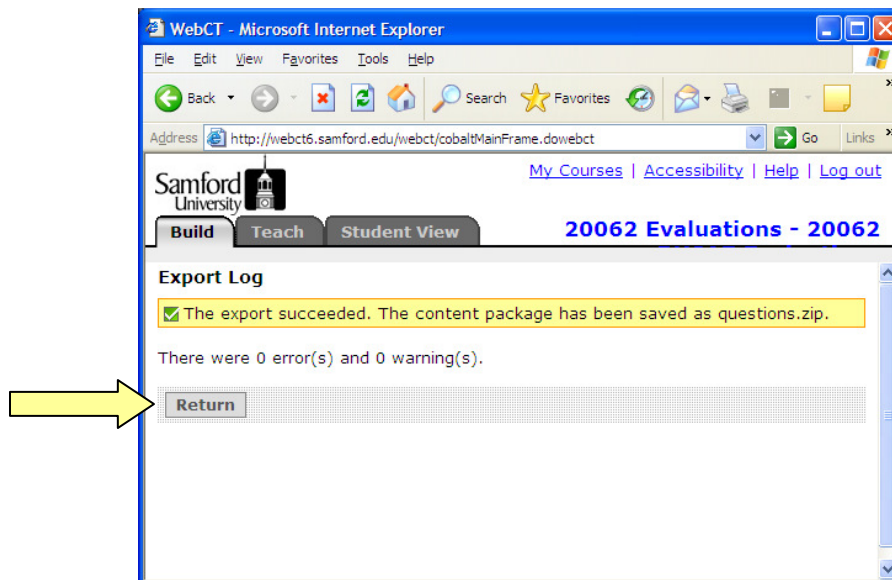


Handout 6a: Copying Course Evaluation Questions

- e. Within the Content Browser, locate the evaluation course for the current term and click it one time to select it.
- f. Type a name for the file (e.g., "bus_eval_questions") in the **Save as** field, then click **OK**.

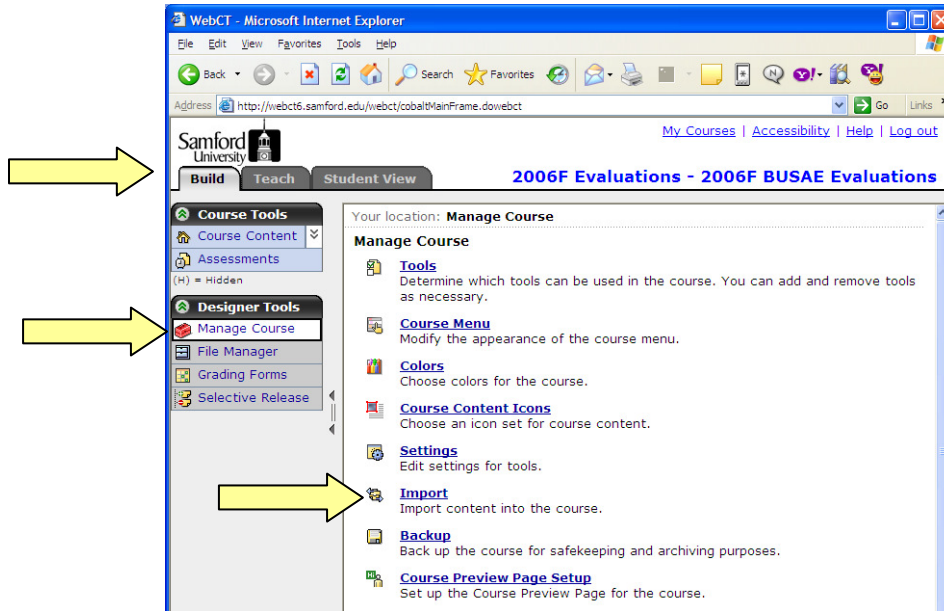


- g. Click **Return** to close the Export Log

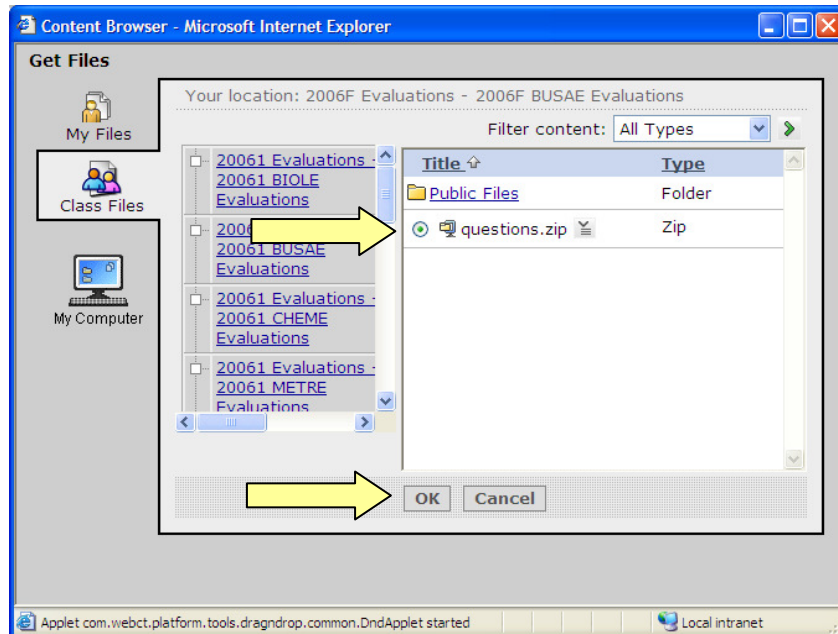


2. Import evaluation questions

- a. Click **My Courses** in the upper right-hand corner.
- b. From the course list, click the name of your evaluation course for the current term.
- c. Click the **Build** tab.
- d. Click **Manage Course**.
- e. Click **Import**.

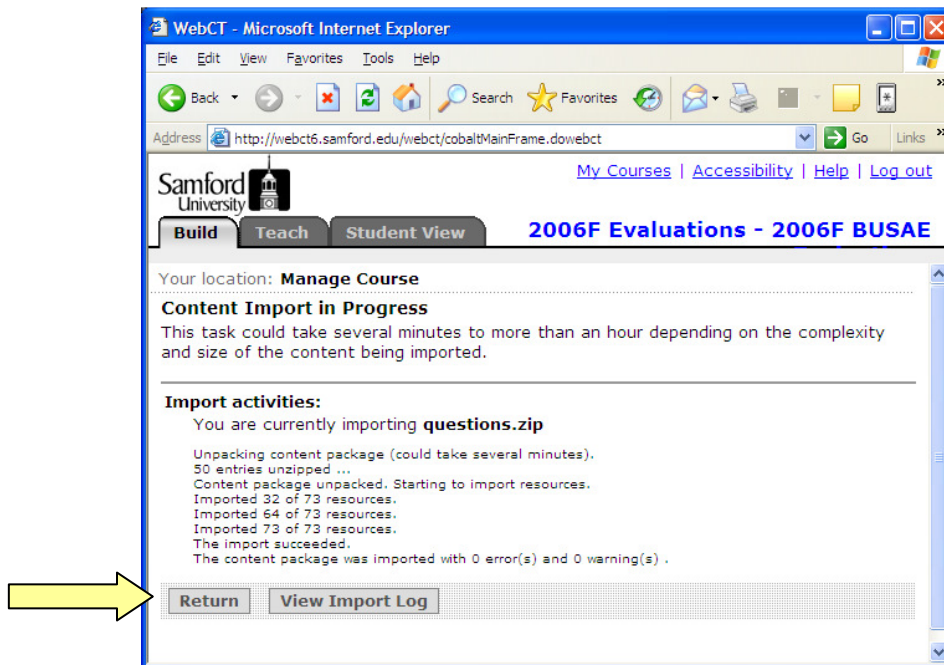


- f. Select the file you saved in the previous section and click **OK**.



Handout 6a: Copying Course Evaluation Questions

- g. When you receive the message “The import succeeded,” click **Return**.



Need more help?

For additional assistance with Blackboard, please contact Lisa McNeal or Joe Zellner:

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