

Course Evaluation Instructions

Students

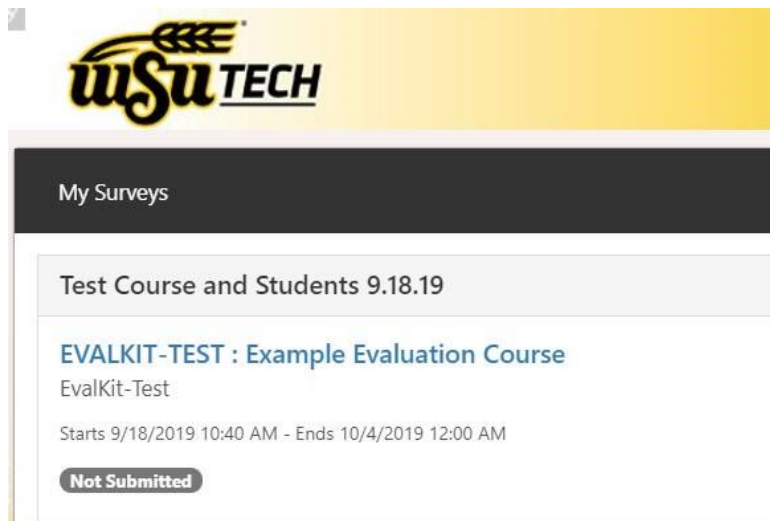
1. Log in to Blackboard.
2. A window will pop up asking you to complete the course evaluation. Select **Go To Survey** to be taken to the My Surveys page

Please Complete Your Course Evaluations

Course evaluations are currently being conducted, and your feedback is important. Please take a moment and fill out the requested surveys, just click the below button and Go to Survey.

[Go To Survey](#) [Do It Later](#)

3. On the My Surveys page, **select the title of the course to begin the evaluation.** The date the evaluation began and the date it is due are displayed below the title of the course. NOTE: If there is more than one course to evaluate, multiple courses will be listed.



4. If a course has multiple instructors, select the checkbox next to the instructor you wish to evaluate, then select the **Next button**. You may choose to evaluate both instructors if you wish. NOTE: This screen will not appear if there is only one instructor to evaluate.



EVALKIT-TEST : Example Evaluation Course

Please choose your instructors from this course to evaluate.

- Casey Eubank
- Krystal Iseminger

Exit

Next ▶

5. The evaluation questions will appear for you to complete. **Remember:** Faculty will not be able to view survey results until after final grades have been posted.



The course assignments adequately reflected the goals of the course.

Strongly Agree

Agree

Neutral

Disagree

Strongly Disagree

Not Applicable

The course materials were presented in a logical manner.

Strongly Agree

Agree

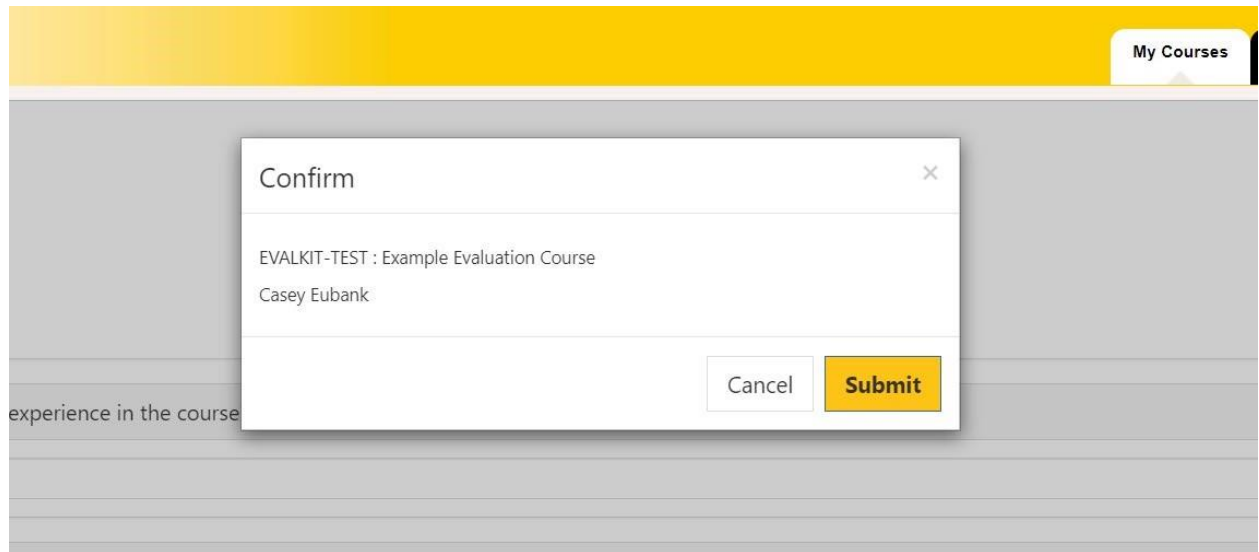
Neutral

Disagree

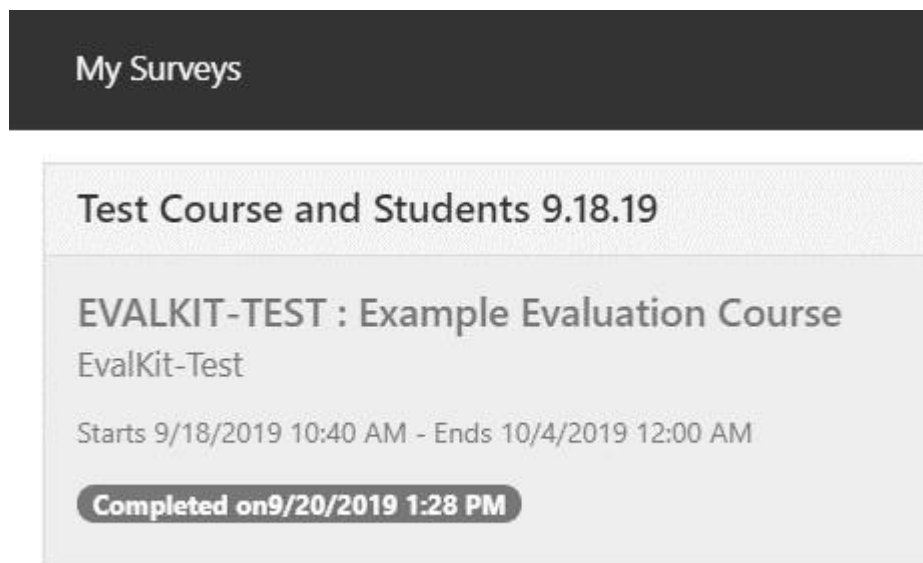
Strongly Disagree

The course materials were comprehensive.

6. When finished, **select the Submit button at the end of the evaluation.**
7. **Select the Submit button again** on the next window to confirm submission of the evaluation. Otherwise, select the Cancel button if you wish to go back and change your answers, or answer questions you may have missed.



8. The next screen will verify the completion of the evaluation along with the date and time it was completed.



9. To return to your courses, select the **My Courses tab** at the top of the screen.

My Courses

My Organizations

Student Resources

