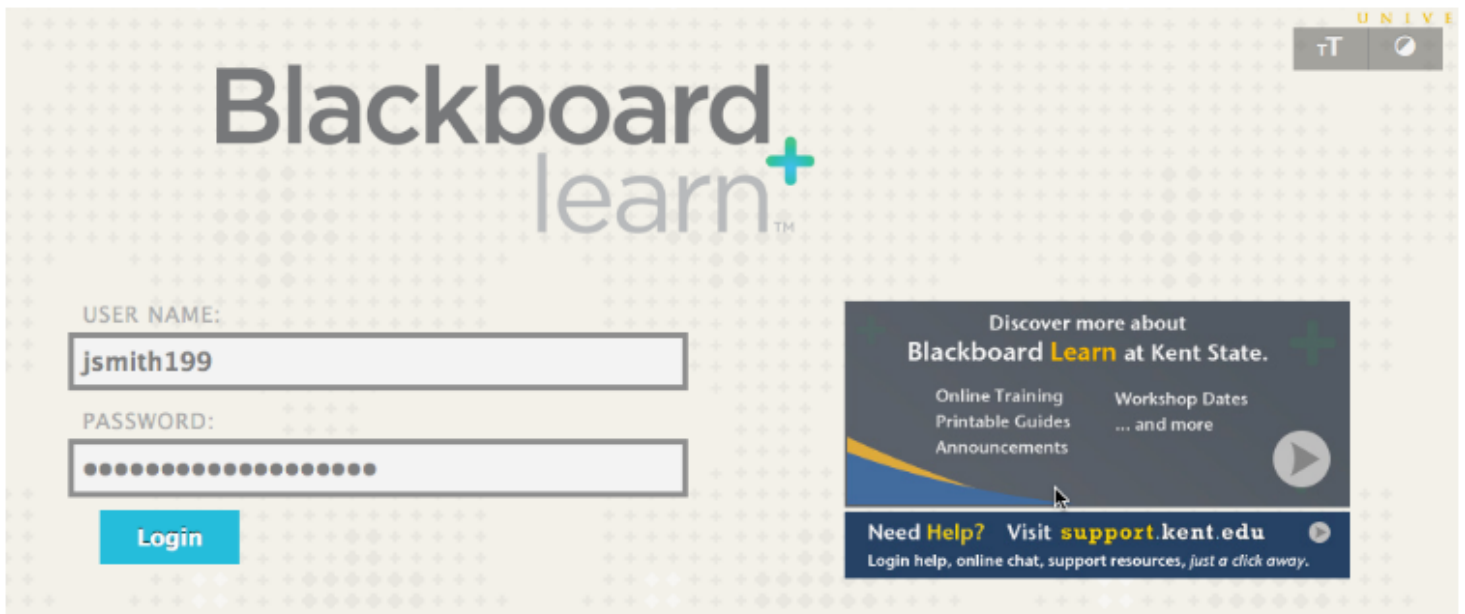


Flash Survey Course Evaluation - Blackboard Tool for Students

This guide provides faculty and instructors with an overview of the process for inserting the Flash Survey Course Evaluation into an existing Blackboard Learn course. "Flash Survey" is the marketing term for the electronic administration of the Student Survey of Instruction (SSI), is the end-of-course student survey at Kent State University for online courses. NOTE - this guide only details steps to insert a link for students. Faculty or instructors who wish to see the results of their own course surveys, should visit <http://www.kent.edu/flashsurvey>.

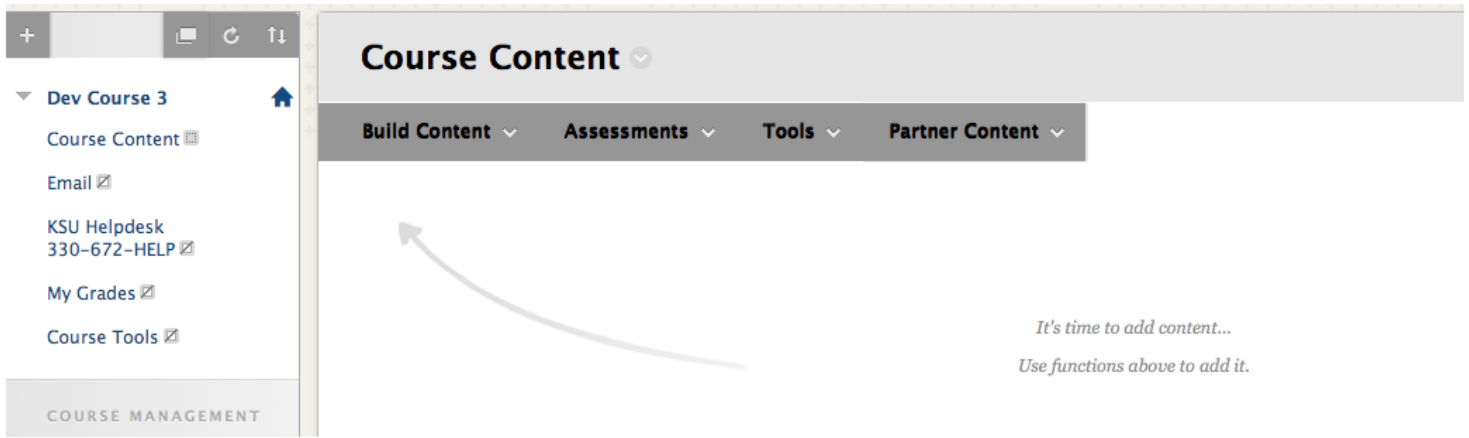
Step 1: Open web browser (Firefox, Chrome, or Safari) and locate course.

In your web browser, enter the following URL to login to Blackboard Learn, <http://learn.kent.edu>. Please make sure to use your Flashline username and password (pictured). Once logged into Blackboard Learn, locate the course in which you wish to place the link.



Step 2: Open course and navigate to folder

Once you have located your course, click on the name of the course to enter. Navigate to where you want the Flash Survey Tool Link to appear in your course. In our example (pictured) we have navigated to the Course Content folder. It is recommended that the Flash Survey Tool Link be placed at a top level or somewhere that is easy for students to locate.

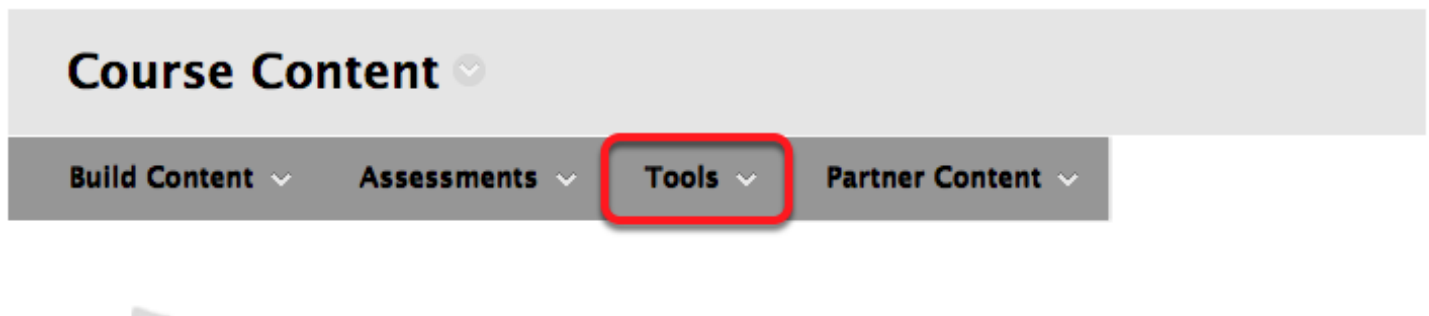


Step 3: Add Flash Survey Tool Link

Now that you have successfully navigated to the place in the course in which you wish to place the link, you can insert the link into the page.

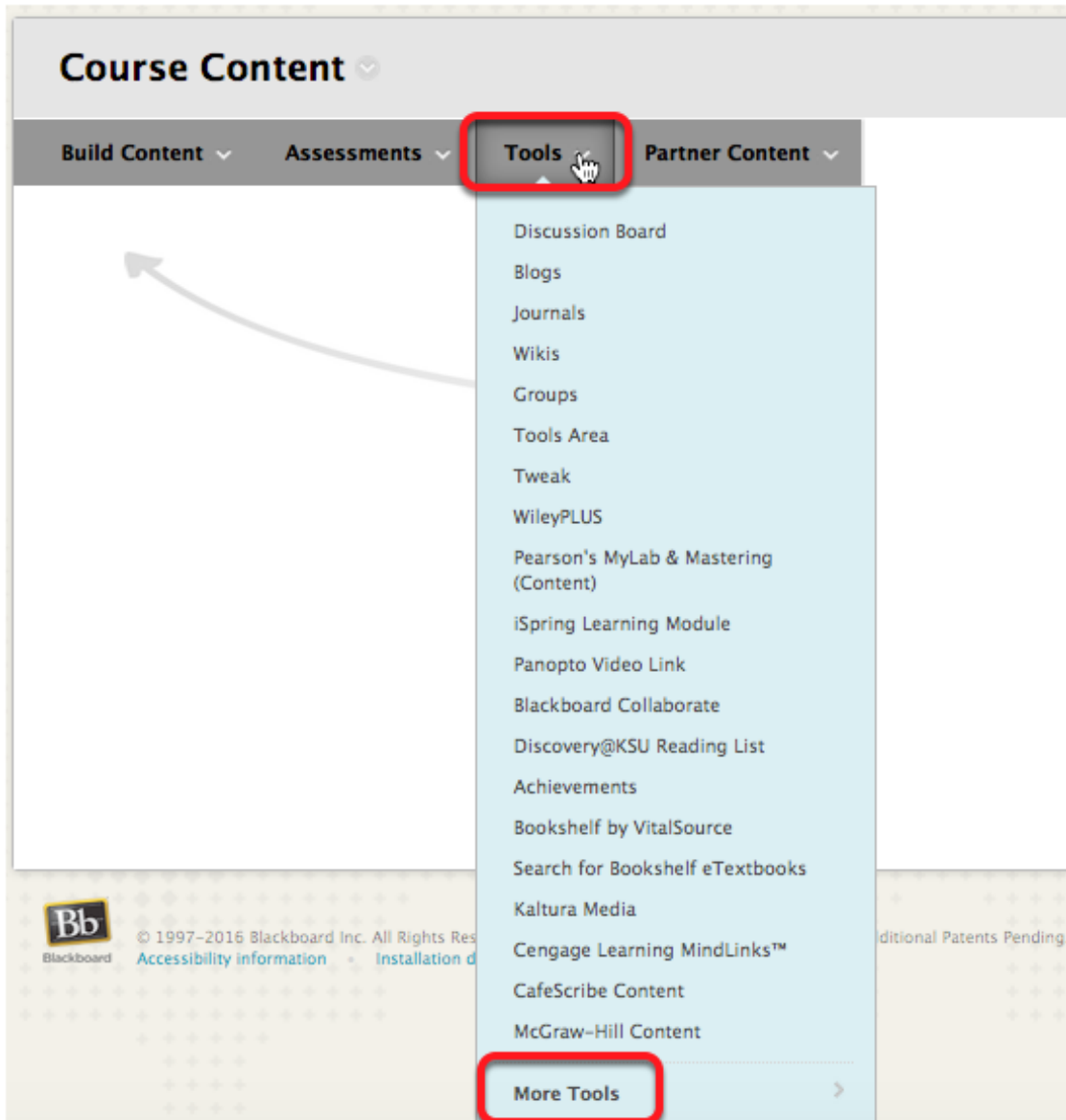
Step 3a: Find Tool dropdown

First, locate Tools on the drop down menu (pictured).



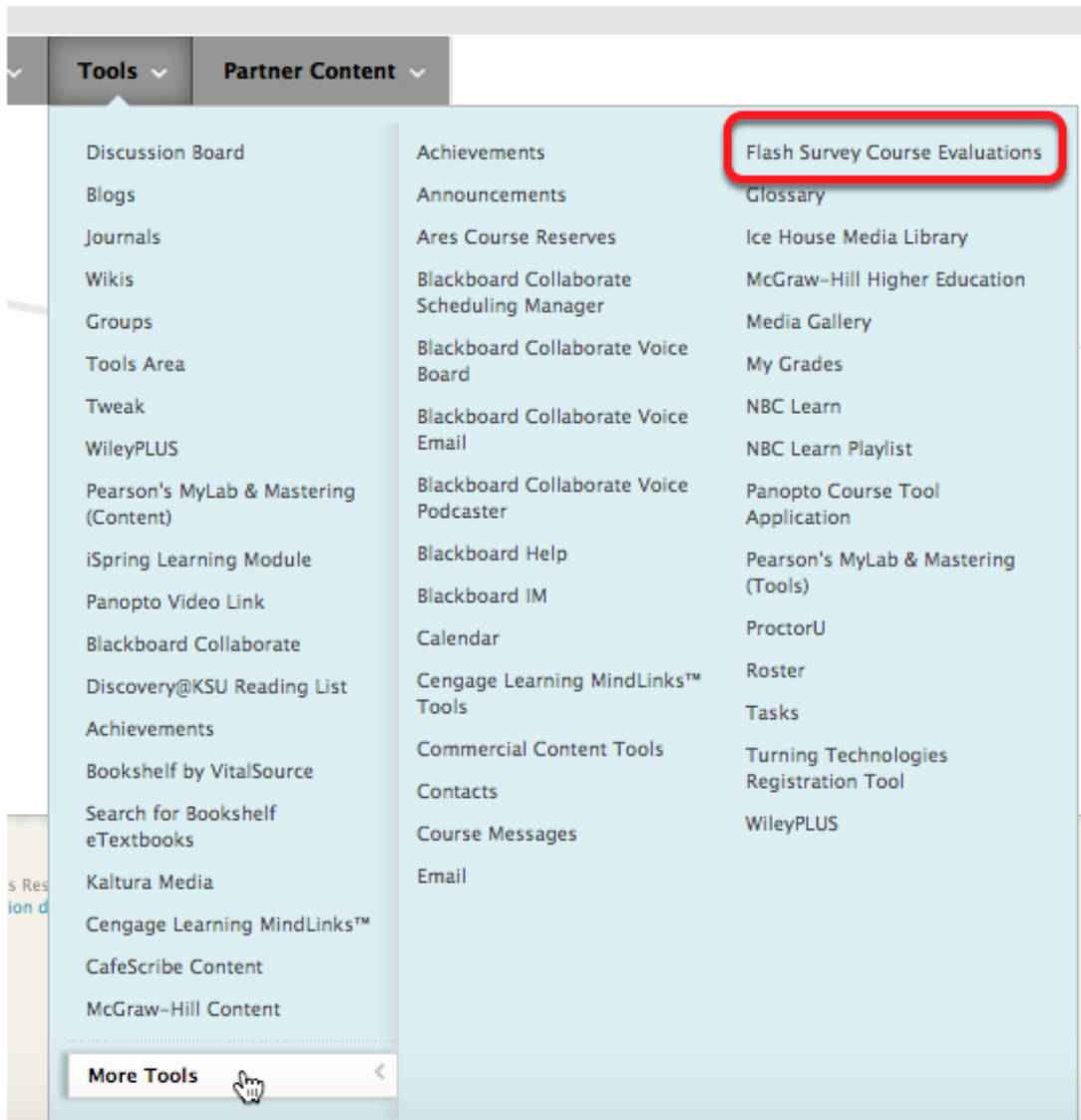
Step 3b: Display Tools and More Tools menus

Hover over Tools to display the Tools Drop-Down (pictured). Then, click on More Tools (pictured).



Step 3c: Locate Flash Survey Course Evaluations

After clicking on More Tools, a menu will expand (pictured).



Step 3d: Click on Flash Survey Course Evaluations

After clicking Flash Survey Course Evaluations, you will see the Create Link: Flash Survey Course Evaluations screen (pictured). First, add descriptive text if desired (such as encouraging students to complete their Flash Survey) and then click the Submit button.

Create Link: Flash Survey Course Evaluations

* Indicates a required field.

Cancel

Submit

2

1. Link Information

* Link Name

Color of Name

Link Tool: Flash Survey Course Evaluations

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

A rich text editor toolbar with various icons for text formatting, alignment, and editing. The font is set to Arial, size 12pt. The text area below the toolbar is empty.

Add descriptive text here

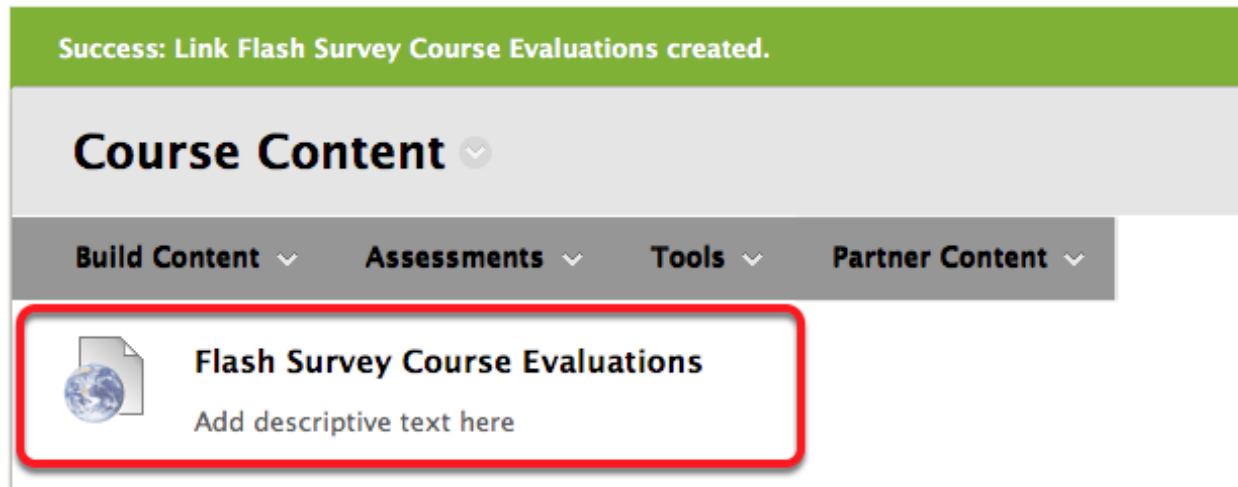
1

Path: p

Words:4

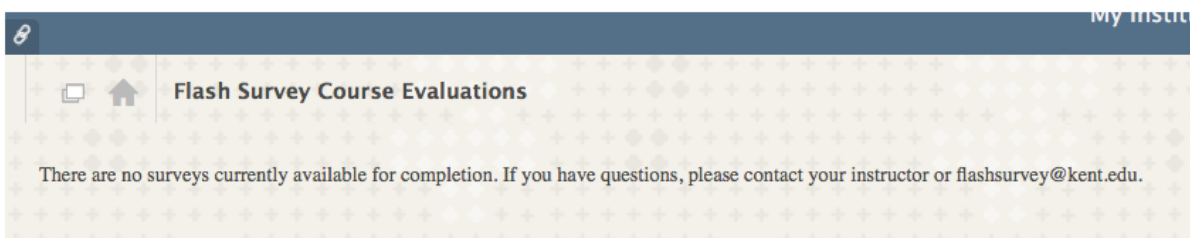
Step 4: Flash Survey link is placed

After you click the Submit button, the link will be placed into the course (pictured).



Step 5: Use of link by students

When students click on this link they will be taken to the Flash Survey Course Evaluation system and will be presented with any available surveys for completion. If there are **no surveys available** for the student to complete, they will see the following message indicating no surveys are available (pictured). If there **are surveys available** for completion, they will see the name of their course and link they can click to complete the survey (pictured). **Flash Survey will automatically open and close surveys with no instructor interaction required.**



Flash Survey - Course Evaluations for Completion

Online course surveys

Search Description Search Button

Number of Items (1) << < 1 / 1 > >>

Description	End date	Status
20679 - PRINCIPLES OF MARKETING	2016/01/17	Open

QUESTIONS?

If you have any questions or need additional support, please contact flashsurvey@kent.edu.