Unit Surveys

Background

This guide is intended for students. It explains how you can access your online Unit Surveys through Blackboard.

These instructions are only valid if your School/degree programme has opted to use the online Unit Survey. If you have any questions about whether you should be completing an online or paper-based survey, please speak with a School/Programme administrator.

Access from Blackboard landing page

You can access all of your online Unit Surveys from the main landing page in Blackboard. After logging into My Manchester (my.manchester.ac.uk), click on the My Blackboard tab. This tab displays the Blackboard landing page or main dashboard area.

To access all of your online Unit Surveys, select ‘Click here to complete your course evaluations’ from the EvaluationKIT Course Evaluations box (in the upper left corner).
By clicking on this link, you will be taken to a page that lists all of your course units that have an online Unit Survey.

This window will tell you how long a survey will be available (i.e. start and end dates) and whether you have completed a survey. When a survey still needs to be completed, the link will be shown in blue and the status will be listed as ‘Not Submitted’.

Once you have completed the survey, the link will no longer be available and the status will change to ‘Completed’.

Access from within a Blackboard course unit

You can also access a Unit Survey from within individual course units in Blackboard. Access from within a course will depend on whether the course tutor has enabled these links in the course.

1. **Navigation menu**
   In some Blackboard course units, there will be a link to the Unit Survey from the course navigation menu on the left side. Again, this link may not appear if the course tutor has not enabled the link.
2. **Home page**

For Blackboard course units that use a home page (similar to the example below), there may be a window that provides a link to the Unit Survey.
Note

If a survey is no longer available for your course unit, you will see the following message if you click on a Unit Survey link.

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