

Unit Surveys

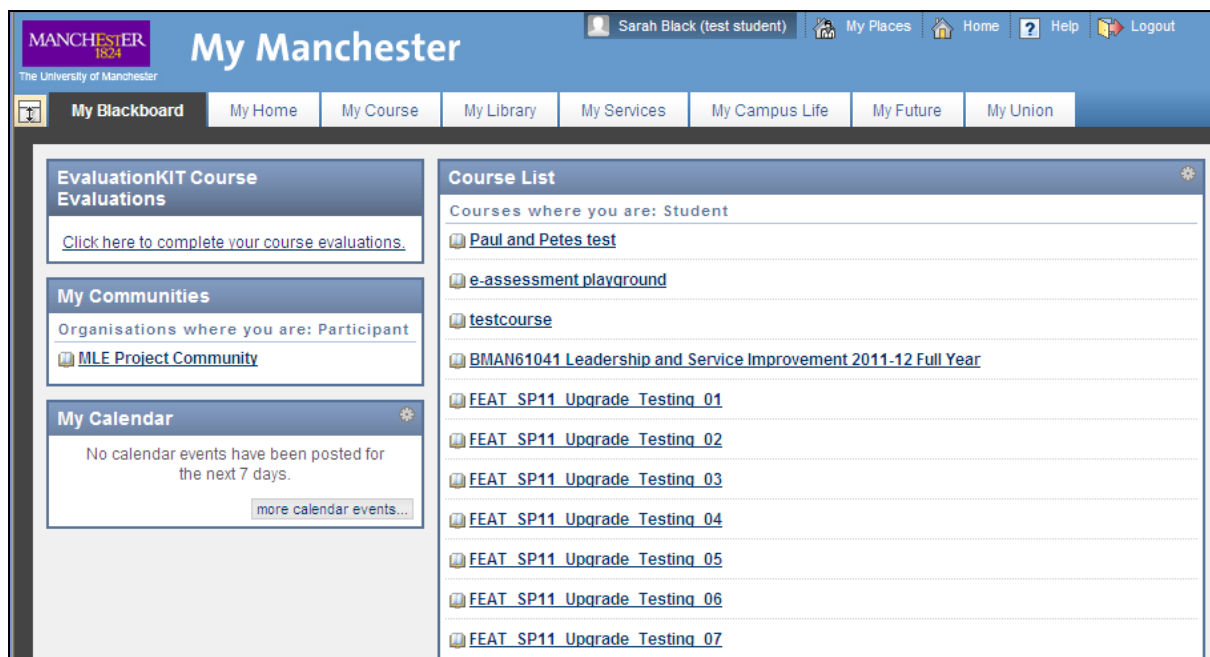
Background

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

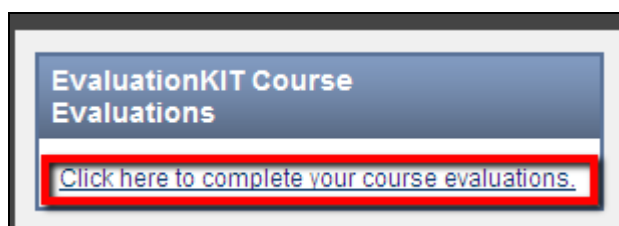
These instructions are only valid if your School/degree programme has opted to use the online Unit Survey. If you have any questions about whether you should be completing an online or paper-based survey, please speak with a School/Programme administrator.

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.



The screenshot shows the University of Manchester logo and navigation links (Contact, Sign Out) at the top. Below a purple header bar, a survey card is displayed. The card has a purple header with a clipboard icon and the title 'TAND neils new school admin test project'. Below the title, it shows 'Start Date: 28/02/13 12:00 AM' and 'End Date: 03/04/13 12:00 AM'. A blue link '> University of Manchester' is followed by 'eass10001: e-assessment playground (Not Submitted)'.

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'.



This screenshot is identical to the previous one, but the status of the survey has changed. The link now reads 'eass10001: e-assessment playground (Completed on 02/04/13 09:57 AM)'.

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.

The screenshot shows the Blackboard interface for a course titled "English Composition". At the top, there are navigation tabs: "Blackboard", "My Studies", "My Library", "My Services", "Student Life", "Thinking Ahead", and "My Union". Below these is a breadcrumb trail: "testcourse > Course Content".

On the left side, there is a navigation menu with the following items: "testcourse", "Home Page", "Announcements", "Getting Started pronto", "Units (LM)", "Assignments", "Assessments", "Unit Evaluation" (highlighted with a red arrow), "Discussions", "Journals", "Blogs", "Wikis", "Glossary", "Groups", "Course Content", "Calendar", "Media Library", "Web Links", and "Calendar".

The main content area is titled "Course Content" and features a blue header with the course name "English Composition" and a book icon. Below the header, there is a section titled " " containing a document icon and the text "Course Homepage". A welcome message follows: "Welcome to the course. Follow the links below to find information about the Course Unit, Study Materials and Reading Lists, A Discussions, Calendar and other course tools are in the menu on the left. 6031".

Below the welcome message is a search bar with the text "You can also search..." and "Enter your search word(s)". The search bar includes a text input field, a dropdown menu set to "All", and a "Search" button.

At the bottom of the main content area, there are three folder icons with the following titles: "My Assessment", "Discussion board", and "My Support".

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.

The screenshot shows the Blackboard "Home Page" interface. At the top, there is a yellow header with a document icon and the text "Home Page".

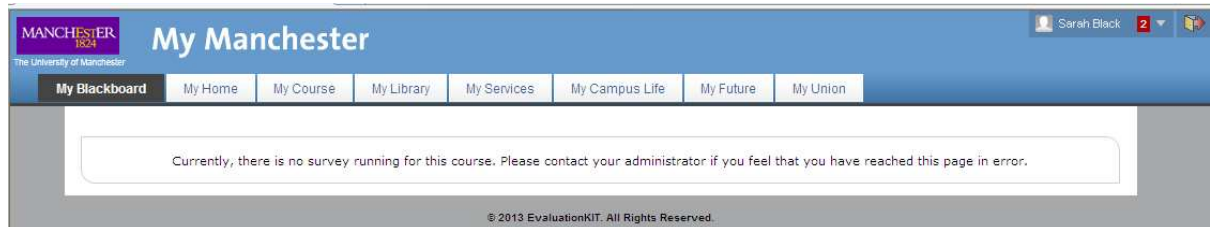
The main content area is divided into several sections:

- EvaluationKIT Course Evaluations:** This section is highlighted with a red box and contains a link: "Click here to complete your course evaluations."
- My Announcements:** This section shows "No Course Announcements have been posted in the last 7 days." and a "more announcements..." link.
- My Tasks:** This section lists tasks for "testcourse":
 - > Complete the Unit 1 Assignment
 - > Schedule individual Chat Session with the instructor
 - > Paper 1 outline due
- What's New:** This section shows a list of items:
 - Blogs (1)
 - Discussion Board (19)
 - Tests (1)
- Alerts:** This section on the right side contains:
 - Past Due:** No Notifications
 - Early-Warning System:** No Early Warnings
 - Activity Alerts:** No Notifications

The "Alerts" section also includes an "Edit Notification Settings" link and an "Actions" dropdown menu. The bottom right corner of the alerts section shows "Last Updated: 02 April 2013 10:10".

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.



Version 1.1

April 2013