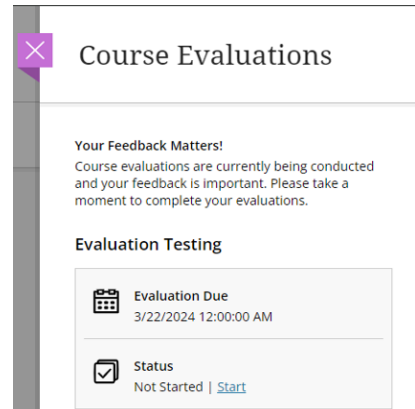


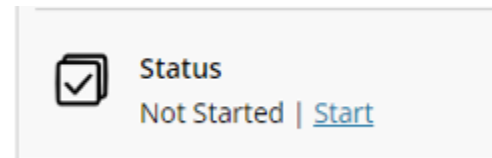
# Student Instructions for Accessing Course Evaluations Through Blackboard

1. Log into Blackboard. If course evaluations are open, a pop out section with information about the current course evaluations will appear. **Please note that course evaluations will not be able to be submitted after the due date.**



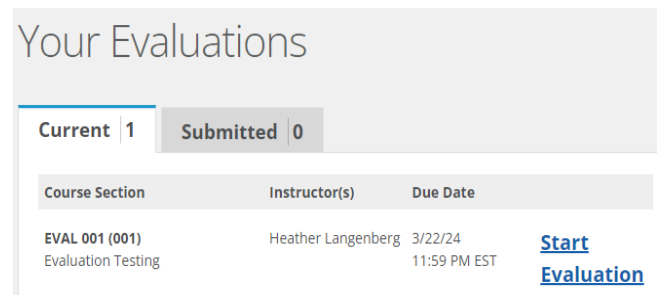
A screenshot of a Blackboard pop-up window titled "Course Evaluations". It contains a message: "Your Feedback Matters! Course evaluations are currently being conducted and your feedback is important. Please take a moment to complete your evaluations." Below this is a section for "Evaluation Testing" with a calendar icon and "Evaluation Due 3/22/2024 12:00:00 AM". There is also a status section with a checkmark icon and "Status Not Started | [Start](#)".

2. Click on "Start".



A screenshot of a Blackboard button with a checkmark icon and the text "Status Not Started | [Start](#)".

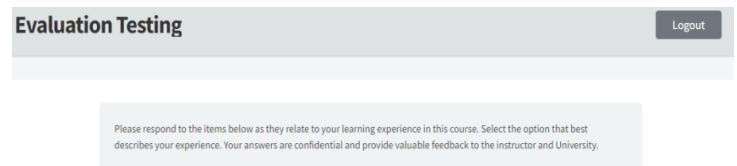
3. This will open the course evaluation home page. The "Current" tab will list the course sections that are available to be evaluated. Click on "Start Evaluation".



A screenshot of the "Your Evaluations" page in Blackboard. It shows two tabs: "Current" (with a count of 1) and "Submitted" (with a count of 0). Below the tabs is a table with columns for "Course Section", "Instructor(s)", and "Due Date".

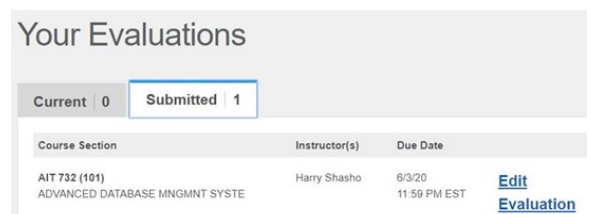
Course Section	Instructor(s)	Due Date	
EAVAL 001 (001) Evaluation Testing	Heather Langenberg	3/22/24 11:59 PM EST	<a href="#">Start Evaluation</a>

4. Answer the questions on the course evaluation and click on submit when finished. Make sure to fill out a course evaluation for each course section that is available.



A screenshot of the "Evaluation Testing" page in Blackboard. It features a "Logout" button in the top right corner. Below the page title is a message: "Please respond to the items below as they relate to your learning experience in this course. Select the option that best describes your experience. Your answers are confidential and provide valuable feedback to the instructor and University."

5. Once a course evaluation has been completed for a specific course section, it will move from the "Current" tab to the "Submitted" tab. Please note that changes cannot be made after the evaluation due date. Logout of the system when finished.



A screenshot of the "Your Evaluations" page in Blackboard after completion. The "Current" tab now shows a count of 0, and the "Submitted" tab shows a count of 1. The table below shows the course section has moved to the submitted state.

Course Section	Instructor(s)	Due Date	
AIT 732 (101) ADVANCED DATABASE MNGMNT SYSTE	Harry Shasho	6/3/20 11:59 PM EST	<a href="#">Edit Evaluation</a>