Setting up your Group Decision Center (GDC) Student Rating of an Instructor (SROI) survey in Blackboard

Assumption: You have already worked with the Group Decision Center to set up a “Student Rating of Instructor” course survey and the URL to your custom online survey has been sent to you. If you haven’t already done this, contact Linda Charlton at the GDC.

In Blackboard:

1. In the Control Panel, click on Survey Manager.

2. In the Survey Manager, click Add Survey.
3. Type a name for the survey in the **Name** box. In the **Description** box type any descriptive text that helps you identify the survey (this information will not be shown on the screen to students taking the survey).

4. Type your instructions in the **Instructions** box: (below is one instructor’s example)

   a. In order to continually improve teaching and provide effective learning, it is important that course instructors receive student feedback concerning the quality of both the instructor and the course. This electronic form was created to help you with this evaluation process. The information that you provide is anonymous. A summary of the results of your responses will be created and shared with both the Instructor and the Department Chairman, once the final course grades have been recorded. The course instructor will use the summary information to improve the course content and delivery.
5. Click **Submit**

6. In the **Survey Canvas** select **Essay** from the **Add** drop down menu and click **Go**
7. In the Question Text box type: Click here to take the survey

8. Highlight the text you just typed
9. Click the **drop-down arrow** on the upper left side of the question text box – a new menu bar will appear.

10. Click on the hyperlink icon (a world with chain links)
11. Delete any text in the URL box

12. Paste (or enter manually) the link you received from the GDC in the URL box (remember to include the http://)
13. Click **Submit** – **Submit**

14. Click **OK**

15. Return to the **Control Panel** and select the Content Area where you would like to deploy the survey (remember to **Make the link available**).
16. Click "Modify the Survey options to open the Modify Survey page."
Be sure to check “Yes” for the “Open Survey in new window” option to avoid potential problems for students using Internet Explorer 8 to take the survey.

17. Click Submit. Your SROI survey will then be available for your students to complete.