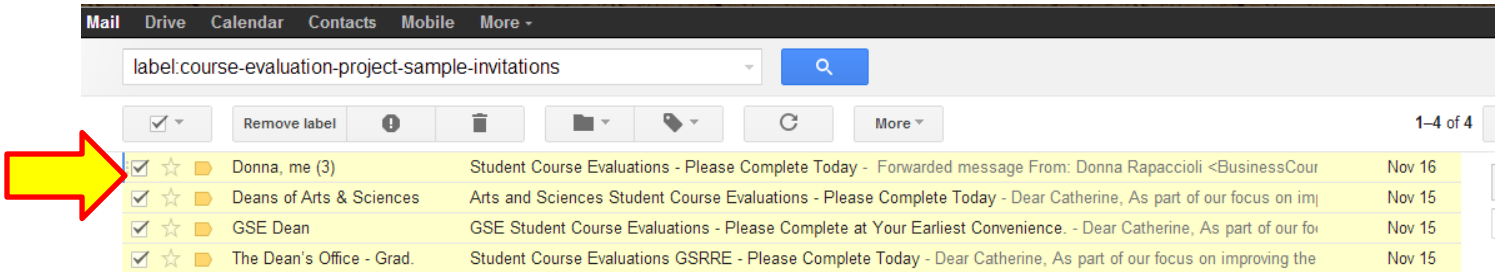


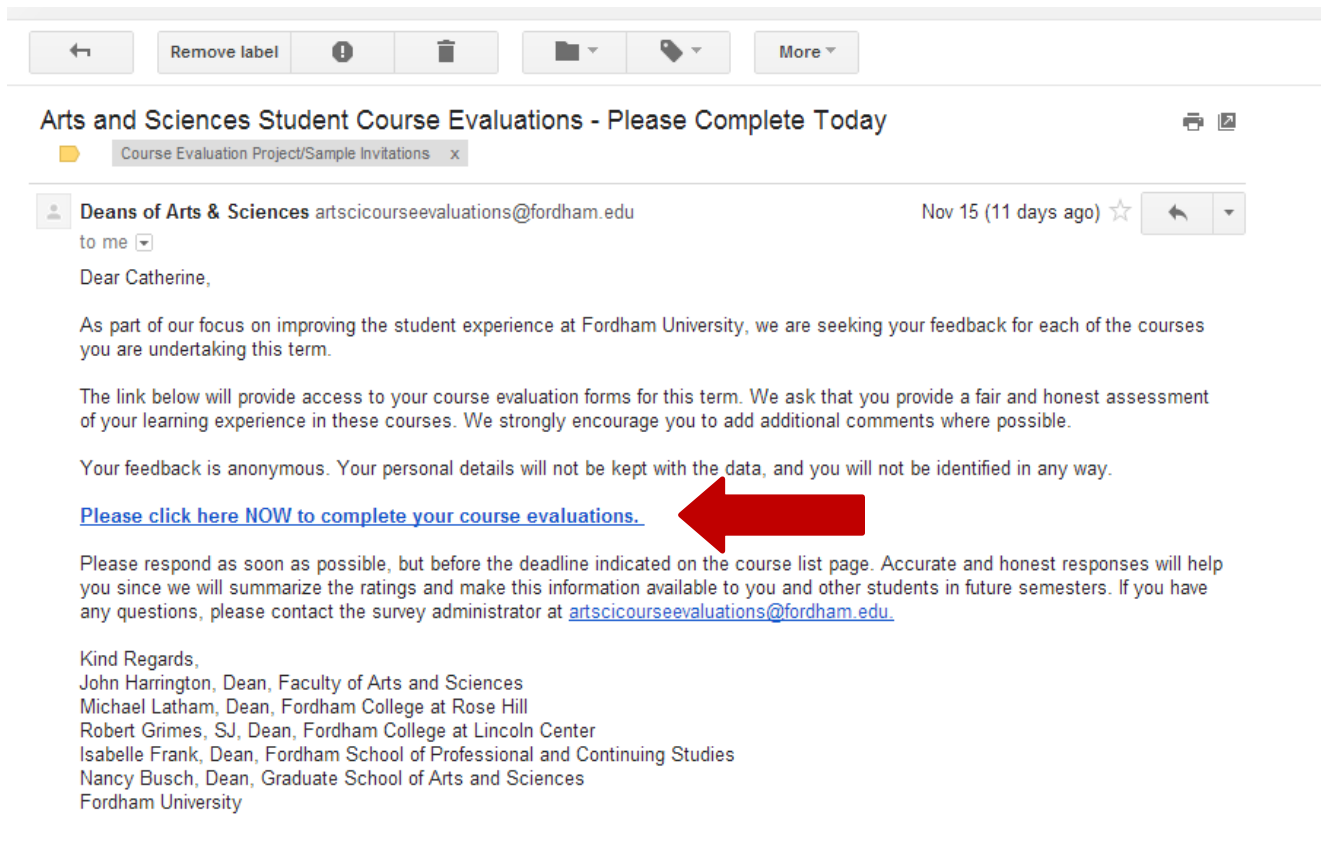
Step-by-Step Instructions with Screen Shots

To complete your online course evaluation surveys, please follow these steps.

1. Open the invitation email asking you to complete your online course evaluation survey(s). (These emails will be sent only to your Fordham Gmail account; please check for invitations once surveys are announced.)

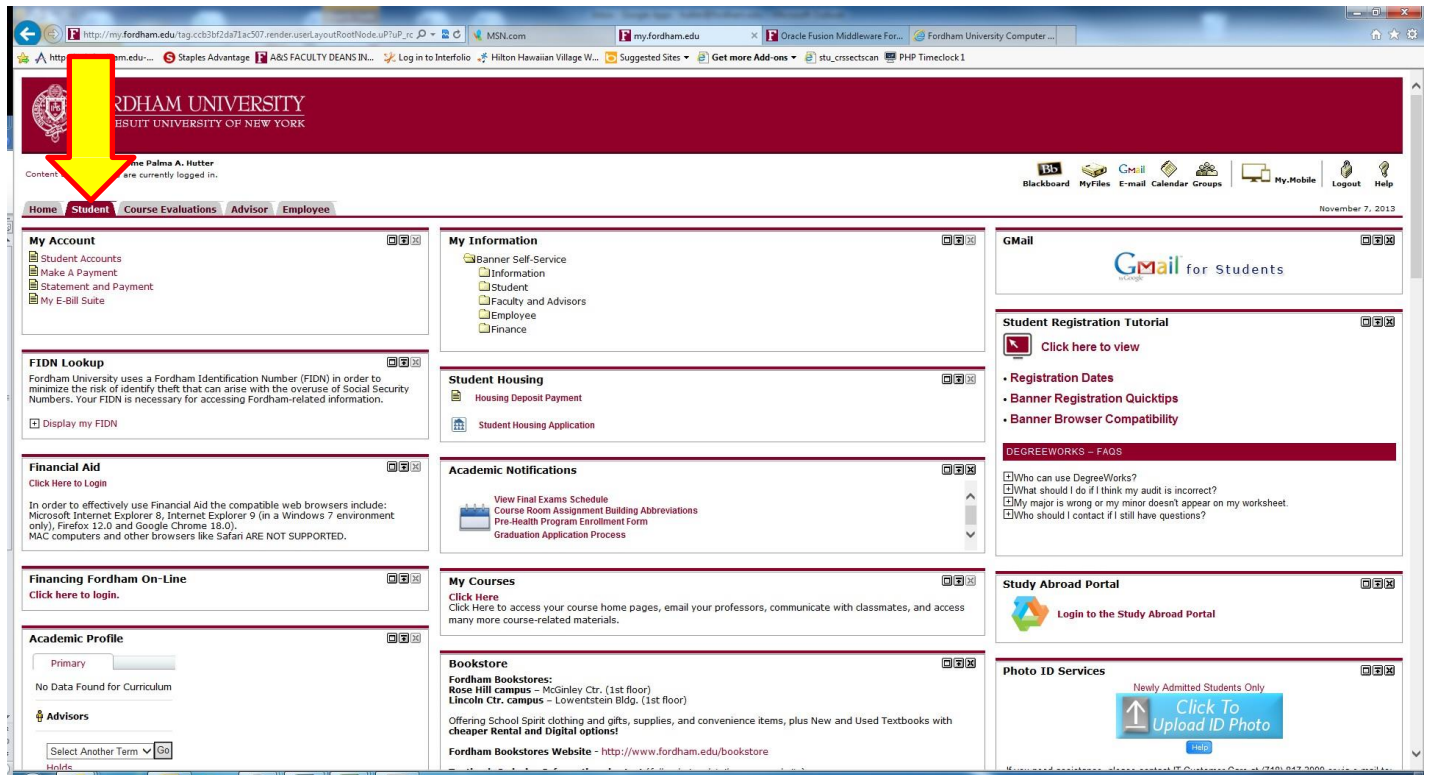


2. In the invitation email, click on the **Please click here NOW to complete your course evaluations** statement.

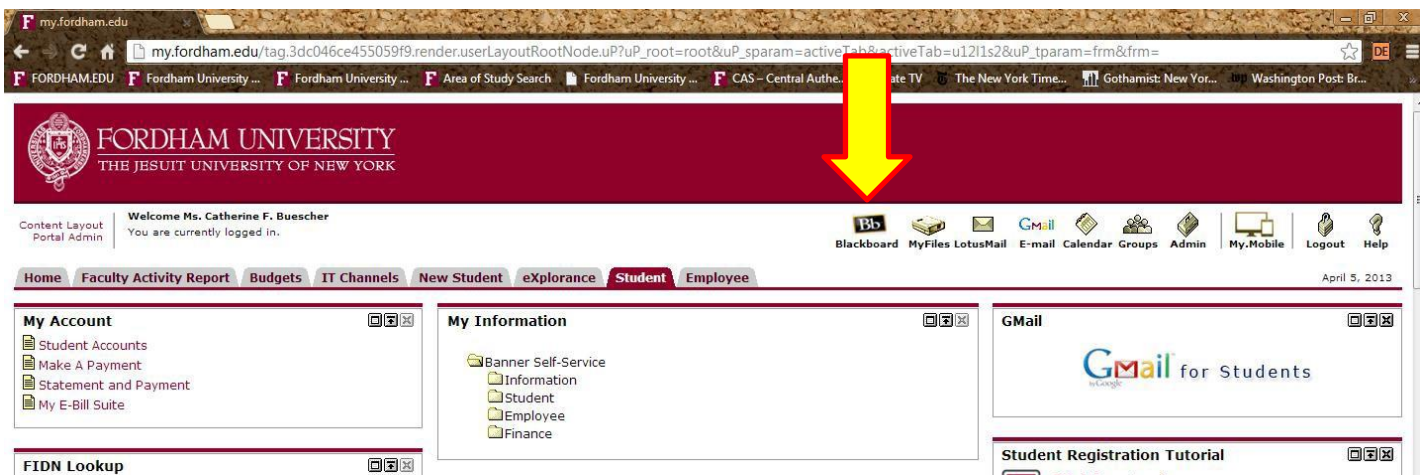


3. Alternatively, you can access the course evaluations by logging into my.fordham.edu and clicking on your student tab. Scroll to the





4. A third alternative available for accessing the course evaluations is through Blackboard. Click on the Blackboard icon in the upper left corner of my.fordham.edu.



5. In Blackboard, navigate to the Fordham University page if you are not automatically directed there.

The screenshot shows the Blackboard Learn interface. At the top, there is a navigation bar with the Fordham University logo and the name 'FORDHAM UNIVERSITY'. Below this, there are links for 'Fordham University', 'Courses', 'Organizations', and 'Notifications'. The user's name 'Catherine Buescher' is visible in the top right corner. The main content area is divided into three columns:

- Browser Test:** A section with a heading 'Browser Test' and a sub-heading 'Use the button below to check if your web browser is properly configured to use Blackboard'. It contains a 'Test your Browser' button.
- Alerts:** A section with a heading 'Alerts' and a sub-heading 'Edit Notification Settings'. It contains three rows of alerts: 'Past Due' (No Notifications), 'Early Warning System' (No Early Warnings), and 'Activity Alerts' (No Notifications). Each row has an 'Actions' dropdown menu.
- My Courses:** A section with a heading 'My Courses'. It contains two sub-sections: 'Courses where you are: Instructor' (listing three unavailable interviews) and 'Courses where you are: Student' (listing three unavailable courses).

6. Scroll down the page until you see the Course Evaluations channel. Your surveys will be listed in this channel. Click on the link for the survey you wish to complete (Links to surveys will not appear until the survey opens for particular courses).

The screenshot shows the Blackboard Learn interface with the 'Course Evaluations' channel selected. The navigation bar is the same as in the previous screenshot. The main content area is divided into three columns:

- On Demand Help and Learning Catalog:** A section with a heading 'On Demand Help and Learning Catalog' and a sub-heading 'Learn more about the Blackboard Academic Suite through short clips that demonstrate the key features and functionality. To obtain a listing of all of the quick tutorials available for download, visit the Quick Tutorials Catalog. Using Blackboard Learn, Release 9 or just want to learn more about it? Visit the On Demand Learning Center with over 50 Quick Tutorials and Getting Started Guides.'
- My Organizations:** A section with a heading 'My Organizations' and a sub-heading 'Organizations where you are: Leader'. It contains a list of organizations: 'Hobsons/GAPPS Committee', 'Core Curriculum Development Committee', 'Online Learning Group', 'University Assessment Committee', 'Fordham IT | UISO Security Training', 'Faculty Technology Committee', and 'Web Policy Committee'.
- Course Evaluations:** A section with a heading 'Course Evaluations' and a sub-heading 'List of Evaluations'. It contains a table with columns 'Task type', 'Description', and 'End date'. The table is currently empty, with the text 'No tasks found' displayed below it. A yellow arrow points to the 'Course Evaluations' section.

7. Once you click on a link to a survey, you will see an Instruction screen with a message from your dean(s). Click the Next button at the bottom of the screen to begin your course evaluation. See screen shot on next page for a sample of what this screen may look like.

Fordham University Student Course Evaluation for THEA1100 C01- INVITATION TO THEATRE

As part of our focus on improving the student experience at Fordham University, we are seeking your feedback on the courses in which you are currently enrolled. This feedback is critical, providing us a better understanding of your classroom and educational experiences. This better understanding is the foundation for improving those experiences to meet the needs of all of our students.

Instructions:

- Select the response which best reflects your experiences of the course. If you have no experience of a particular question, please select 'Not Applicable' for that question.
- To save your answers and move onto the next section, just click the **NEXT** button.
- Please remember to click the **SUBMIT** button after you complete each survey.
- Please use the space provided after each section if you wish to comment further about any aspect of this course.
- If you are unable to complete the survey in one session, make sure to save your review by clicking the **SAVE** button.
- If your session times out prior to submitting, please return to your original email.
- To resume a previously saved survey, return to your original email containing the link to your course evaluations.

Because your feedback is important, we may send reminders after a few days if we haven't received your reply. We greatly appreciate your cooperation.

Sincerely,

John Harrington, Dean, Faculty of Arts and Sciences

John Harrington, Interim Dean, Fordham College at Rose Hill

Robert Grimes, SJ, Dean, Fordham College at Lincoln Center

Isabelle Frank, Dean, Fordham School of Professional and Continuing Studies

Eva Badowska, Interim Dean, Graduate School of Arts and Sciences

Please click on the “NEXT” button now, and complete your evaluation.

Back to Course List	Save	Previous	Next	Submit
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8. Follow the instructions for on each page for how to complete the rest of the survey and then click the Submit button when done. This will return you to the list of course evaluations.

9. Returning to your list of course evaluations, you should now see that the survey for the course is “Completed.”

10. If you have other course evaluations listed that are still “Open,” click the link and follow the steps as outlined above and online.