

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. The electronic survey form was created to help you complete 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 Chair 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 in the gray area on the upper left side of the question text box – a new menu bar will appear
10. Click on the hyperlink icon on the new menu bar (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. Choose **Survey** from the **Select** drop-down menu. Remember to **Make the link available** when you **Modify the Survey Options**
16. Your SROI survey will then be available for your students to complete