Instructors who teach fully online courses using RamCT Blackboard can add a link to the online course survey for their class to their RamCT Blackboard course. Instructors will copy a customized web link from the CSU Survey web site that they can add as a URL/ web page location to their RamCT Blackboard course.

An individualized course survey link can be created for each instructor of a course/section.

If you have multiple course sections which have been combined or crosslisted in RamCT Blackboard, you can create a separate survey link for each section in your RamCT Blackboard section, and label it clearly so students can easily identify which one to select. Also, if more than one instructor will be evaluated, a link is needed for each instructor in each section.

This allows quick and easy access to the online survey for your students from your RamCT Blackboard section. When a student accesses the survey link via RamCT Blackboard, they will enter their eID and be able to take the course survey.

**NOTE:** If you used a course survey link in a previous RamCT Blackboard section and then copied your content into a new RamCT Blackboard section, you will need to DELETE the old course survey link.

**Contents**

I. Find and Copy the Appropriate Course Survey URL / Web Address .................. 2
II. Add A Course Survey Link to your RamCT Blackboard Course.......................... 4
III. Test Your Survey Link...................................................................................... 5
IV. Make Course Survey Link Available/Unavailable to Your Students............... 6
V. Course Survey Support – TILT.......................................................................... 7
VI. RamCT Blackboard Support............................................................................. 7
I. Find and Copy the Appropriate Course Survey URL / Web Address

a) Login to the Course Survey Information web page at: http://coursesurvey.colostate.edu/info/

b) If you see the General Regulations page, read the information and then click on the “I Agree” at the bottom of the page.

c) On the Course Information page, make the Online Survey Links visible by clicking on the Change item.

The value will change from Hidden to Visible.

d) Search for the courses you teach this term to find the correct URL / web address to add to your RamCT Blackboard section.

You can search by: Course Name, Course Title, Instructor Name or the 5 digit Reference Number for your course/section.

e) Type in your course/section information for one of the criteria listed on the page. In our example, we are going to use a course reference number to look up our course/section information.

I entered the Course Reference Number.
I selected the correct term and year.

f) Click Search.

The results for the courses that you teach will appear on the bottom of the page.
A separate Course Survey can be created for every instructor in a class. Be sure to identify the specific instructor for which you are creating a course survey.

g) Click on the View Online Survey Info link associated with the name of a specific instructor to see the appropriate survey URL / web address for that corresponding RamCT Blackboard section.

h) Use your mouse to select the entire web address that begins with “https://wsnet.colostate.edu...”

The following URL may be used to create a link to the Online Course Survey from a RamCT class:

```
https://wsnet.colostate.edu/cwis262/survey/default.aspx?cm=18660&ci=A
```

i) Copy the web address by doing the following:

On a Windows PC, the shortcut to Copy an item is to press the Control key and the “c” key at the same time.

On a Macintosh, the shortcut to Copy an item is to press the Command key and the “c” key at the same time.

j) Click Close Window.
II. Add A Course Survey Link to your RamCT Blackboard Course.

Having followed the steps in section I of these instructions, you will add the URL / web address for your specific course into the appropriate RamCT Blackboard section.

a) From a Content Area page in your RamCT Blackboard course, under the Build Content drop down menu, select URL.

b) Name: Type a name for the link that will appear on your page. e.g. Please fill out the course survey.

c) URL: Paste the URL/ web page address that you copied in the section I portion of this document.

On a Windows PC, the shortcut to Paste an item is to press the Control key and the “v” key at the same time.

On a Macintosh, the shortcut to Paste an item is to press the Command key and the “v” key at the same time.
d) **Permit Users to View this Content:**
   Select Yes to allow your students to see this link to the course survey.

e) **Open in New Window:** We recommend that you select Yes.

f) **Track Number of Views:** We recommend that you select Yes.

g) **Click Submit.**

### III. Test Your Survey Link

a) **Click** on the survey link you created.

b) **Enter** your eID.

c) **Click Continue.**

The Course Survey page should open to the survey that is specific for that instructor’s name and course/section.
To avoid confusion, please make sure that instructors and TA’s do NOT submit a course survey!

Error Message?

From the Teach tab, if you receive an error message when you click on the course survey link you created, we recommend repeating the steps in section II to be sure you copied and pasted the entire, correct survey web address into the course survey item in your RamCT Blackboard section.

IV. Make Course Survey Link Available/Unavailable to Your Students

The link to the survey for this specific course/section and this specific instructor appears on the RamCT Blackboard page and is automatically available/visible to your students.

You may wish to make this link unavailable to your students until you are ready for them to take the survey. To make the course survey link unavailable, do the following:

a) Click on the drop down menu next to the course survey link you created and select Edit.

b) Under Permit Users to View this Content click NO.

The words “Item is not available” will now appear next to the course survey link.
c) To **allow your students to see the course survey link**, click on the **drop down menu** next to the item and select **Edit**.

d) Under **Permit Users to View this Content** click **Yes**.

e) **Click Submit**.

The survey link will then be available/visible to your students.

V. **Course Survey Support – TILT**

If you have any questions regarding the use of Course Survey@CSU, you can contact TILT:

Website: [http://coursesurvey.colostate.edu/index.cfm](http://coursesurvey.colostate.edu/index.cfm)

Email: cosurvey@colostate.edu  Phone: 491-2276

VI. **RamCT Blackboard Support**

If you have questions about how to add a course survey link to a RamCT Blackboard section, you can obtain support from:

**RamCT Blackboard Help Web Site**
[http://help.ramct.colostate.edu](http://help.ramct.colostate.edu)

**Blackboard’s On Demand Learning Center**

**College RamCT Coordinators**
[http://help.ramct.colostate.edu/ramctsupport_faculty.aspx](http://help.ramct.colostate.edu/ramctsupport_faculty.aspx)

**Central RamCT Support**
ramctsupport@colostate.edu