How to the Course Evaluation Link to the Left Menu (BUS)

Courses in the College of Business (BUS) do not use the UHCL Online Course Evaluation tool that is employed by the other three colleges. Instead, BUS courses use the Campus Labs evaluation tool. This handout outlines the procedure for adding the Course Evaluation link to the menu in your Blackboard course and for ensuring that the link leads students to the Campus Labs evaluation.

1. Click the + sign at the top of the left menu.
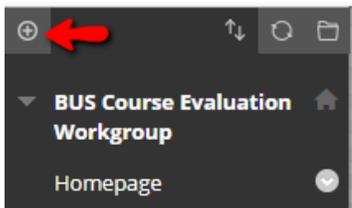
2. Select the Web Link option from the dropdown menu.
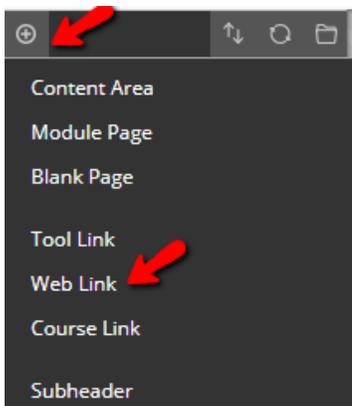
3. Enter "Course Evaluation" in the Name text box. Copy the URL by right clicking on the link below and selecting the Copy Hyperlink option.

   go to https://uhcl.campuslabs.com/courseeval/

   Paste the URL in the URL text box by right clicking in the text box and selecting Paste. Check the box next to Available to Users, then click the Submit button. The link will be added to the bottom of the left menu.

4. Click on the down arrow next to the Course Evaluation link you just created and select the Set Link to Open in a New Window option.
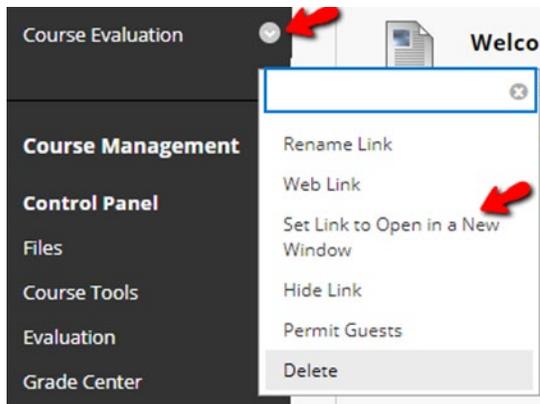
If you have questions that are not covered by this tutorial please contact the Support Center. You may contact the Support Center by email at supportcenter@uhcl.edu or by telephone at (281) 283-2828.