

Adding or Editing a Course Evaluation Link

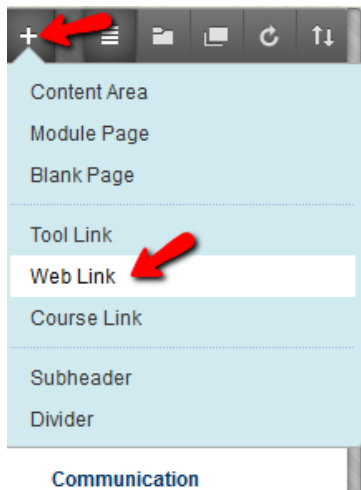
You can readily **create or edit** a left menu item that will take students to the online end-of-course evaluation tool. The link for all online end-of-course evaluations except for those in the College of Business (COB) is <https://apps.uhcl.edu/OnlineEvals>

Courses in the College of Business should use the IDEA Collector Tool, available as a menu item on the course menu. Please contact the Support Center if you require assistance with the IDEA Collector Tool and your request will be routed to our team's designated Instructional Designer (ID) for all COB courses/instructors.

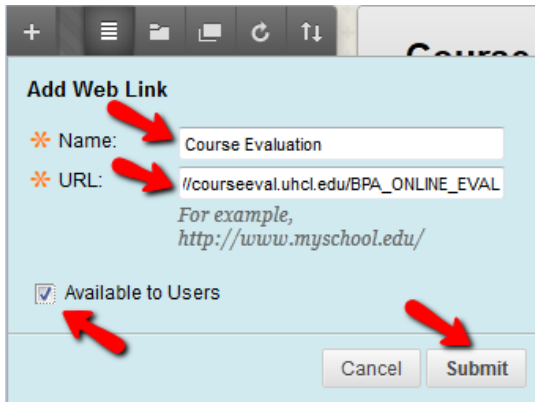
Adding a Course Evaluation Link

Once you have copied the URL provided above, you are ready to create an external link on the left menu that will take students to the end-of-course survey system.

1. Hover over the "+" in the upper left corner of the course menu and click on Web Link.



2. At the Add External Link dialog box: (1) type in a name for the link (e.g., Course Evaluation), (2) type or paste the URL provided earlier in this document, (3) click the box next to Available to Users, and (4) click the Submit button complete the process.



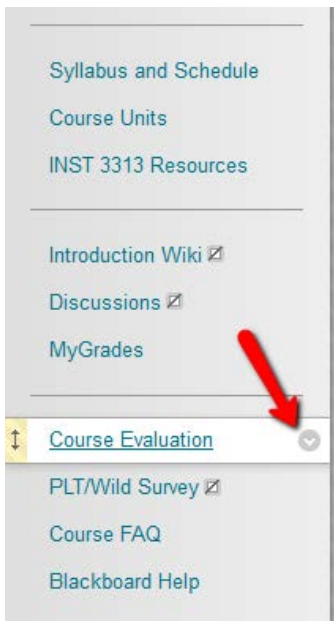
If the Submit button is greyed out/unavailable, place your cursor at the end of the URL field and press the SPACE bar. This should activate the Submit button so that you can finish creating the link.

Note: New links are always added to the bottom of the Menu. You may rearrange the new links using the drag-and-drop arrows to logically fit the new link into your Course Menu.

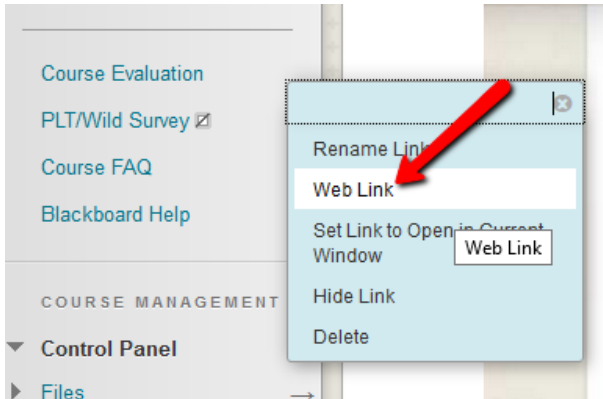
Editing a Course Evaluation Link

UHCL changed the location (URL) of the course evaluation tool in 2016 and, although the old links may be working through a process known as a “re-direct,” they will eventually no longer function. We recommend that all instructors who use the online course evaluation tool in their Blackboard classes use the following procedure to update to the new URL.

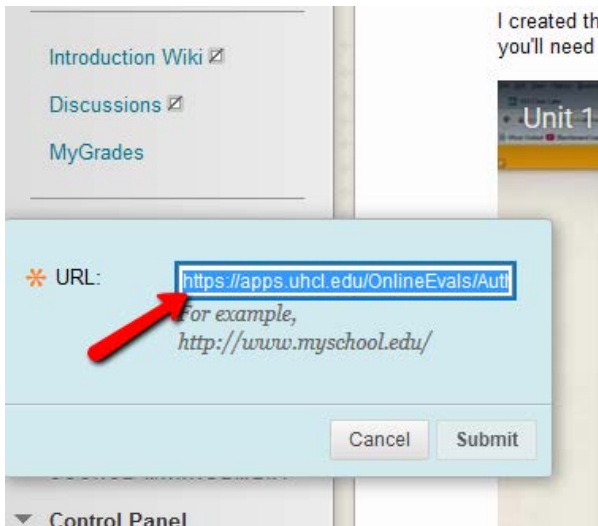
1. Hover over the “Course Evaluation” link (you may have given it a different name) in the course menu to reveal its edit icon to the right of the link name.



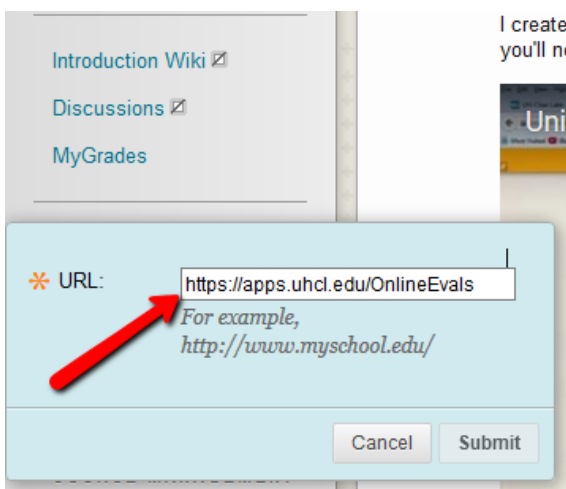
2. Click the edit icon and then select Web Link from the resulting menu.



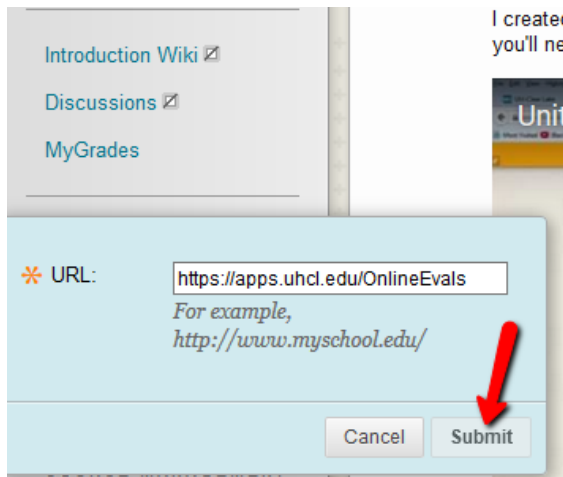
3. Highlight and delete the existing URL.



4. Copy the correct URL from the top of page 1 in these instructions and paste the new URL into the now blank field.



5. Click the Submit button to save your changes and complete the update.



If the Submit button is greyed out/unavailable, place your cursor at the end of the URL field and press the SPACE bar. This should activate the Submit button so that you can finish creating the link.