

Adding a Course Evaluation Link

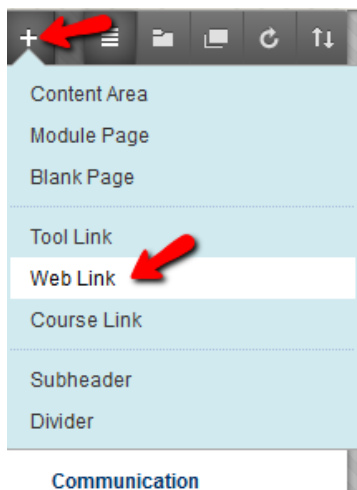
You can readily create a left menu item that will take students to the online end-of-course evaluation tool. The link for all online end-of-course evaluations except for course in the College of Business (COB) is <https://apps.uhcl.edu/OnlineEvals>

Courses in the School 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.

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.

Create an External Link

1. Hover over the "+" and click on Web Link



- 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.

Add Web Link

* Name: Course Evaluation

* URL: //courseeval.uhcl.edu/BPA_ONLINE_EVAL
*For example,
http://www.myschool.edu/*

Available to Users

Cancel Submit

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.