

# CoursEval Set-Up Instructions

Before students can take the Student Assessment of Instruction Surveys, faculty must set-up a link to CoursEval in their Blackboard courses.

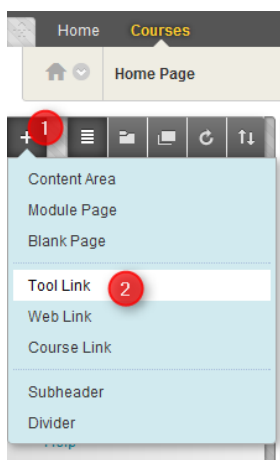
## Step 1

Access the Blackboard course where you will be creating the CoursEval link and make sure that Edit Mode is ON.



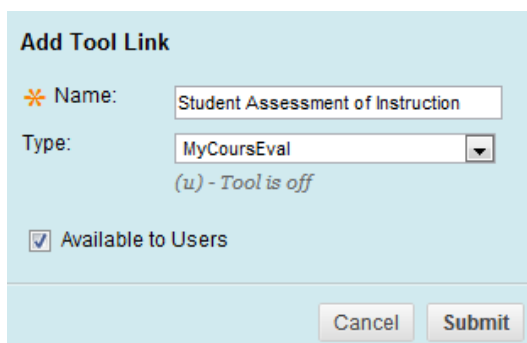
## Step 2

Click on the + at the top of the course menu and select TOOL LINK.



## Step 3

Type "Student Assessment of Instruction" (without quotes) in the NAME field and select "MyCoursEval" from the TYPE menu. If you would like for the link to be available to students right away, make sure you check the box next to AVAILABLE TO USERS.

A screenshot of the 'Add Tool Link' form in Blackboard. The form has a light blue background and contains the following fields: 'Name' with the text 'Student Assessment of Instruction', 'Type' with a dropdown menu set to 'MyCoursEval', and a checkbox labeled 'Available to Users' which is checked. Below the form are 'Cancel' and 'Submit' buttons. A small note '(u) - Tool is off' is visible below the Type dropdown.

## Step 4

Click SUBMIT. The new link will be added at the bottom of your course menu. You may at this point relocate it further up the menu if you wish.