

Instructions on How to Access the Learner Survey of Teacher Effectiveness Report Template

1. Log in to Blackboard and select your course.
2. Operating under the **Teach Tab**, select **Assessments**.
3. Find Learner Survey in your list and access the drop down menu.
4. Select **View Reports**. Your default option is **Overall Statistics**.
5. Select **Run Report**.
5. Select **Download Record**.
6. Select **Open**. Save this file (performance statistics) to your desktop.
7. Go to the Office of Quality Enhancement website http://www.angelina.edu/QEP/institutional_effectiveness.html
8. Select **Assessment Tools** (located in the menu on the right)
9. Select **Learner Survey of Teacher Effectiveness Report**. Open the file. A security warning (**data connections have been disabled**) may appear above the template. If so, select **Options**. Select **Enable this content**.
10. The Import Text File window should appear. From this window, access your desktop, locate the file that was saved (performance statistics) and select. After selecting the file click on **Import**.
11. Your data from the Learner Survey should import to the Learner Survey Report template.

Please consult with your division director regarding the submission of your report.