

## Instructions on How to Import the Learner Survey of Teacher Effectiveness

1. Go to the Office of Quality Enhancement webpage  
[http://www.angelina.edu/QEP/institutional\\_effectiveness.html](http://www.angelina.edu/QEP/institutional_effectiveness.html)
2. Select **Assessment Tools**
3. Select **Learner Survey of Teacher Effectiveness** to download. Save the file to your desktop.
4. Login to **Blackboard** and select your course.
5. Select the **Build** tab, which appears at the top left area of your screen.
6. Go to your **Designer Tools** menu and select **Manage Course**.
7. Select **Import**.
8. A popup window will appear. Select **My Computer**. Browse your desktop to locate the **learner\_survey\_teacher\_effectiveness.zip** file and select.
9. At this point the system should show you the import is in progress. Select **Return**.
10. Once the import is complete, you should see the **Learner Survey for Teacher Effectiveness** listed with your course assessments. Select the **Assessment** link to verify the file was imported.
11. There will be a notation at the end of the assessment title indicating the test is **hidden** from your students. Select the arrow that is located in front of “hidden” to access the drop down menu. Select **Show Item**.

### IF YOU ARE IMPORTING THE SURVEY INTO A COURSE THAT HAS NOT BEEN SET UP, PERFORM THE FOLLOWING STEPS:

1. Login to Blackboard and select your course.
2. You will see the **Assign Course Content** page.
3. The default is **Set up a Blank Course**. Click **Continue**.
4. The next page is **Quick Start** for **Tools**.
5. Select **Assessments** and then **Save**.
6. Select the **Build** tab, which appears at the top left area of your screen.
7. Go to your **Designer Tools** menu and select **Manage Course**.
8. Select **Import**.
9. A popup window will appear. Select **My Computer**. Browse your desktop to locate the **learner\_survey\_teacher\_effectiveness.zip** file and select.
10. At this point the system should show you the import is in progress. Select **Return**.
11. Once the import is complete, you should see the **Learner Survey for Teacher Effectiveness** listed with your course assessments. Select the **Assessment** link to verify the file was imported.
12. There will be a notation at the end of the assessment title indicating the test is **hidden** from your students. Select the arrow that is located in front of “hidden” to access the drop down menu. Select **Show Item**.