PART I: Importing the Teamwork assessment

Do not unzip the Teamwork ,zip file – Blackboard will unzip it automatically when it is uploaded.

- 1. Open Blackboard.
- 2. In the left hand column, scroll down and open (click on the triangle) to open **Control Panel**.
- 3. Open Course Tools.



4. Scroll down to **Tests**, **Surveys**, **and Pools** and click to select.

-	Course Tools
	Accessibility Report
	Achievements
	Announcements
	Basic LTI tools
	Blackboard Collaborate Ultra
	Blogs
	Brainfuse HelpNow
	Cengage Learning MindLinks™
	Contacts
	Content Market Tools
	Course Calendar
	Course Messages
	Date Management
	Discussion Board
	EAC Visual Data
	Glossary
	Goal Performance
	Goals
	Hawkes Sync Tool
	Journals
	McGraw-Hill Higher Education
	Pearson's MyLab & Mastering
	Qwickly Attendance
	Respondus LockDown Browser
	Rubrics
	SafeAssign
	Send Email
	SoftChalk - Synchronize Copied Content
	SoftChalk Publish with ScoreCenter
	Tasks
	Tests, Surveys, and Pools
	Wikis

5. Click on Surveys.



Tests

Tests are sets of questions that are graded to measure student µ reviewed in the Grade Center. Note that some question types ar

Surveys

Surveys are not graded, and student responses are anonymous. content folder for students to respond to the survey.

Pools

Pools are sets of questions that can be added to any Test or Sur

6. Select Import Survey.



7. Select **Browse my computer** and navigate to where you saved the downloaded Teamwork assessment.

Survey Import Survey Import adds an exported survey created at other institutions, and surve	ν to the set of surveys. This is ys created with older versioι	a useful way to reuse a su as of Blackboard Learn ca	urvey. C n be im
SURVEY IMPORT			
Click Browse to locate a file to i	import.		
Attach File	Browse My Computer	Browse Course	
Click Submit to proceed.			

Name	Size	Kind
Survey_ExportFile_PD-PSCI_SAFETY_Group Participation Survey-Fall 2020.zip	9 KB	ZIP archive

8. Click Submit.

SURVEY IMPORT			
Click Browse to locate a file to	import.		
Attach File	Browse My Computer	Browse Course	
Selected File	File Name	Survey_ExportFile_PD-PSCI_SAFETY_Group Participation Survey-Fall 2020.zip	
	Do not attach		
Click Submit to proceed.			Cancel Submit

9. When this screen appears, click on the **OK** at the bottom.

Survey Import Complete
The package has been processed. The log file is below. Oct 5, 2020 11:47:47 AM - [WARNING] Status: The operation import has completed.
Monday, October 5, 2020 11:47:47 AM CDT

Part II: Adding the Teamwork assessment to a Content Area

1. Navigate to where you want to add the Teamwork assessment. I chose to add it to **Useful Links.**



2. Select Survey.



3. From the Teamwork assessment window, select the imported Group Participation Teamwork assessment and click **Submit**.

Create Survey After you create a survey, the next step i	s to deploy it. First, you add the survey to a o
ADD SURVEY	
Create a new survey or select an	existing survey to deploy.
Create a New Survey	Create
Add an Existing Survey	Select Survey Below Group Participation Survey-Fall 2020

- 4. The Teamwork assessment Options window opens with the Name Group Participation-Fall 2020. Please check these options:
 - a. Show survey description to students....
 - b. Show instructions to students....
 - c. Open survey in new window....

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Conte	ent Lin	k Des	cript	ion											
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🖌 Sh	iow su	rvey	descr	iption	to st	about	Com their s befo	mun parti ore th	ity Col cipatio ney be;	lege i on in gin th	s int grou e su	eres ip ac rvey	ted tivi	in gr ties.	oup act
✓ Sh Surve	iow su ey Instr	rvey	descr	iption	to st	udents Please	Com their s befo seleo	ore th	ity Col cipatio ney be; e answ	lege i on in g gin th	s int grou e su r ead	eres ip ac rvey ch q	ted tivi	in gr ties. tion t	oup act

- 5. Survey Availability Options
 - a. Make available to students
 - b. Add a new announcement for this Teamwork assessment
 - c. You can add Display after and Display until dates if you wish
 - d. Do not check any other boxes

SURVEY AVAILABILITY
Make available to students 💿 Yes 🔿 No
Add a new announcement for 💿 Yes 🔿 No this survey.
Multiple Attempts Allow Unlimited Attempts Number of Attempts
Force Completion (Not Recommended) Once started, this survey must be completed in one sitting. If a student's network connection is interrupted they will not be able to complete t assessment.
 Set Timer Set expected completion time. Selecting this option also records completion time for this survey. Students will see the timer option before the the survey. 60 Minutes Auto-Submit OFF ON OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.
Display After 10/05/2020
Enter dates as mm/dd/yyyy. Time may be entered in any increment.
Display Until 10/05/2020
Enter dates as mm/dd/yyyy. Time may be entered in any increment.
Parquerd
Require a password to access this survey.
······································
Restrict Location No restrictions (Test can be taken by the user anywhere)

- e. Add Due Date (No later than December 11, 2020).
- f. Uncheck STATUS under Show Survey Results And Feedback...
- g. Check Survey Presentation All at Once.
- h. Please do not check Randomize Questions.

Due Date			
ter dates as mm/dd/yyyyy. Time ma	y be entered in any increment.		
Do not allow students to st	art the Survey if the due date has p	bassed.	
Students will be unable to start	the Survey if this option is selected.		
OW SURVEY RESULTS AND FE	EDBACK TO STUDENTS		
rvev results and feedback are av	ailable to students after they compl	ete a survey. Set up to two	o rules to show results and feedback. Rul
,	, , , , ,		
/HEN 👔		STATUS 👔	ANSWERS (j)
/HEN (1) After Submission		STATUS 👔	ANSWERS (i)
/HEN () After Submission		STATUS 👔	ANSWERS (2)
/HEN (j) After Submission		STATUS (j)	ANSWERS () All Answers Submitted
/HEN () After Submission ✓ Choose ✓		STATUS (j)	ANSWERS (2) All Answers Submitted All Answers Submitted
/HEN () After Submission Choose RVEY PRESENTATION		STATUS (j)	ANSWERS () All Answers Submitted
/HEN (1) After Submission Choose RVEY PRESENTATION		STATUS (j)	ANSWERS () All Answers Submitted
After Submission After Submission Choose RVEY PRESENTATION All at Once Present the entire survey on one s	⊖ One at a Tin creen. Present one of	STATUS ()	ANSWERS () All Answers Submitted
After Submission After Submission After Submi	One at a Tin creen. Present one q □ Prohibit Back	STATUS ()	ANSWERS () All Answers Submitted
After Submission After Submission Choose RVEY PRESENTATION All at Once Present the entire survey on one s	○ One at a Tin creen. Present one q □ Prohibit Back Prevent chang	STATUS (j)	ANSWERS () All Answers Submitted

6. Click Submit.

7. The Teamwork assessment should now be listed on the **Useful Links** page (or the link you are using). Click on the triangle next to the Teamwork assessment name, and check that the Teamwork assessment is available to students.

Part III: Exporting the Teamwork assessment Results

Note: Teamwork assessment responses are anonymous, so you will not be able to see who completed the Teamwork assessment.

1. In Course Management/Control Panel/Course Tools, scroll down to **Tests, Surveys, and Pools.**



2. From the Tests, Teamwork assessments, and Pools window, select Surveys.

Tests, Surveys, and Pools

Tests

Tests are sets of questions that are graded to measure a reviewed in the Grade Center. Note that some question

Surveys

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Pools

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3. From the Surveys window, mouse over the down arrow at the end of the Group Participation Teamwork assessment-Fall 2020 Teamwork assessment, and select **Export.**

Surveys		
You can use surveys to measure student kn	owledge and gauge progress. Surv	veys are not g
Build Survey Import Survey		
		C
Group Participation Survey-Fall 2020	0	ι
Teamwork	0	E
	Edit	
	Export	
	Сору	
	Delete	

4. Choose a place of your computer to download to, and click **Save.** The survey (Teamwork assessment) downloads as a .zip file.

IMPORTANT

- 5. Navigate to where you saved the survey file.
- 6. Right-click on the file and select **Rename**.
- 7. Use this naming convention:

CourseNumber-Instructor'sLastName-Group Participation Teamwork assessment Fall 2020.

(e.g. PHYS 1401-Watson-Group Participation Teamwork assessment-Fall 2020)

Instructors names will be removed before the data is added to the results.

8. Attach the file to an email and send to jmullin@austincc.edu.