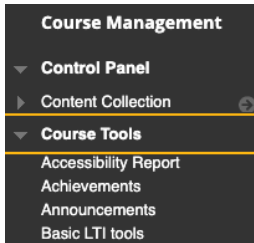


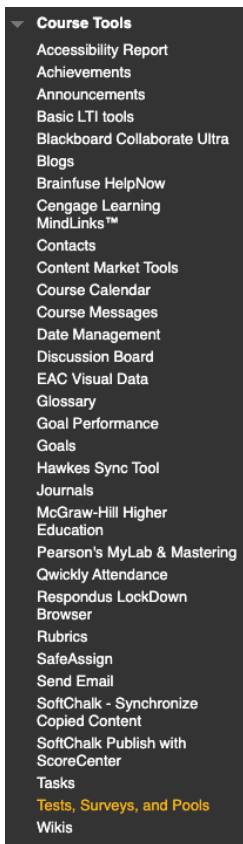
PART I: Importing the Teamwork assessment

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

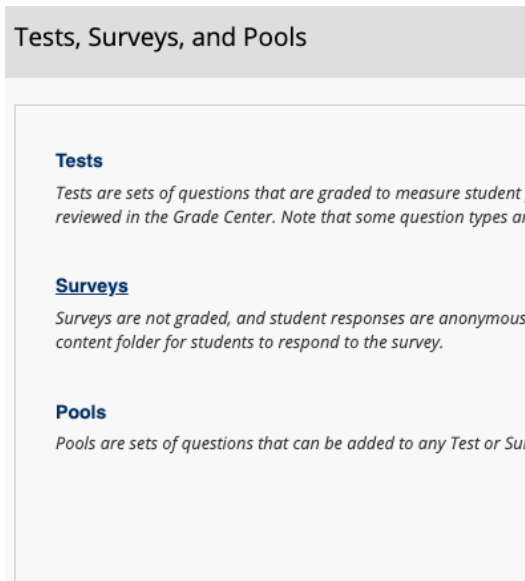
1. Open Blackboard.
2. In the left hand column, scroll down and open (click on the triangle) to open **Control Panel**.
3. Open **Course Tools**.



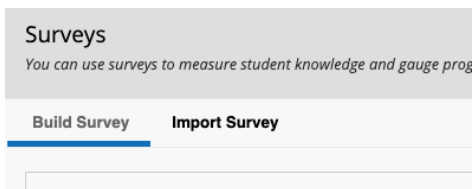
4. Scroll down to **Tests, Surveys, and Pools** and click to select.



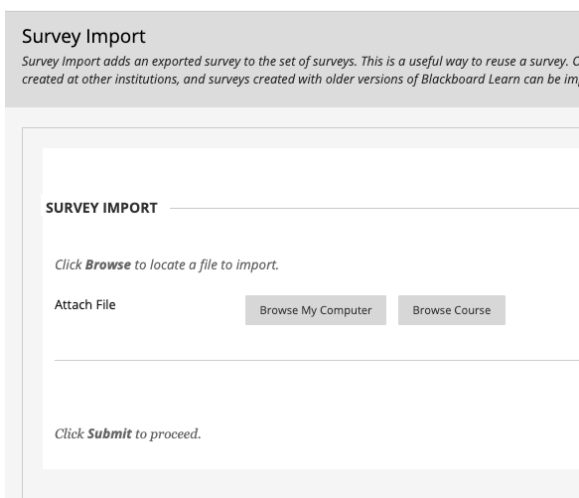
5. Click on **Surveys**.




6. Select **Import Survey**.



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



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

Selected File File Name **Survey_ExportFile_PD-PSCI_SAFETY_Group Participation Survey-Fall 2020.zip**

*Click **Submit** to proceed.*

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

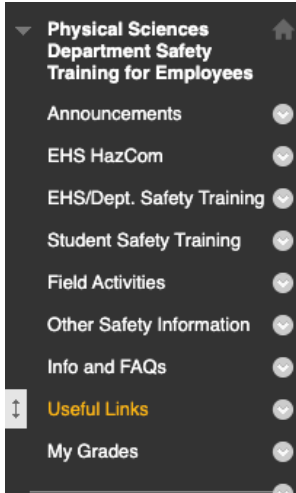
Survey Import Complete

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

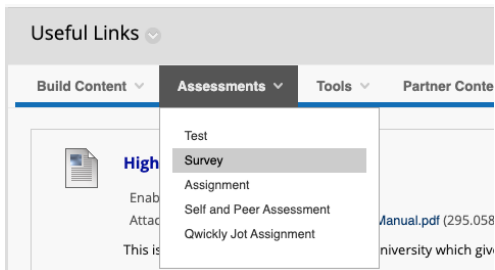
Monday, October 5, 2020 11:47:47 AM CDT

Part II: Adding the Teamwork assessment to a Content Area

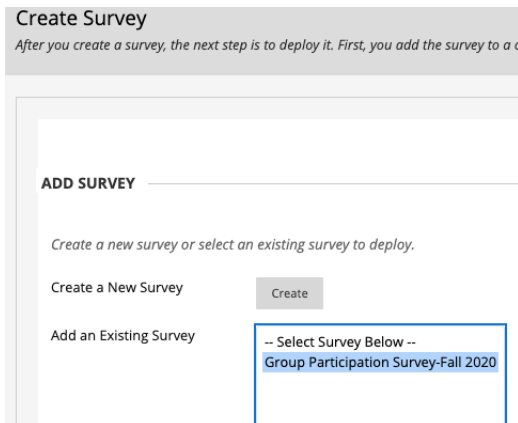
1. Navigate to where you want to add the Teamwork assessment. I chose to add it to **Useful Links**.



2. Select **Survey**.



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



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....

SURVEY INFORMATION

* Name

Choose Color of Name Black

Content Link Description

Austin Community College is interested in group activities that occur in Physics and / thoughts about their participation in group activities.

Path: p

Survey Description Austin Community College is interested in group activ about their participation in group activities.

Show survey description to students before they begin the survey.

Survey Instructions Please select one answer for each question below.

Show Instructions to students before they begin the survey.

Open Survey in New Window Yes No

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 this survey. Yes No

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 the assessment.

Set Timer

Set expected completion time. Selecting this option also records completion time for this survey. Students will see the timer option before they take the survey.

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

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Password

Require a password to access this survey.

Restrict Location

- 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.**

Submissions are accepted after this date, but are marked **Late**.

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Do not allow students to start the Survey if the due date has passed.
Students will be unable to start the Survey if this option is selected.

SHOW SURVEY RESULTS AND FEEDBACK TO STUDENTS

Survey results and feedback are available to students after they complete a survey. Set up to two rules to show results and feedback. Rules occ

WHEN <small>(i)</small>	STATUS <small>(i)</small>	ANSWERS <small>(i)</small>
After Submission <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Submitted
----Choose---- <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> All Answers <input type="checkbox"/> Submitted

SURVEY PRESENTATION

All at Once
Present the entire survey on one screen.

One at a Time
Present one question at a time.

Prohibit Backtracking
Prevent changing the answer to a question that has already been submitted.

Randomize Questions
Randomize questions for each survey attempt.

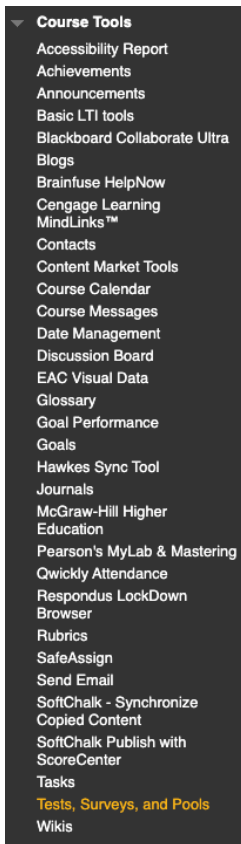
6. Click **Submit**.

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.

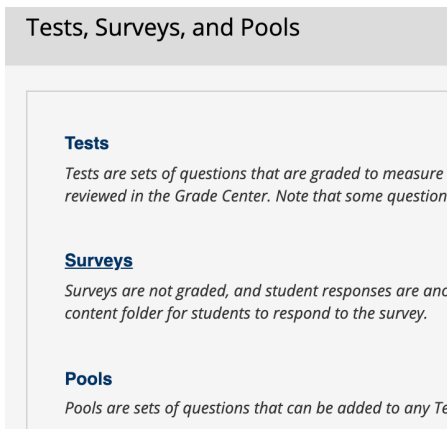
Part III: Exporting the Teamwork assessment Results

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

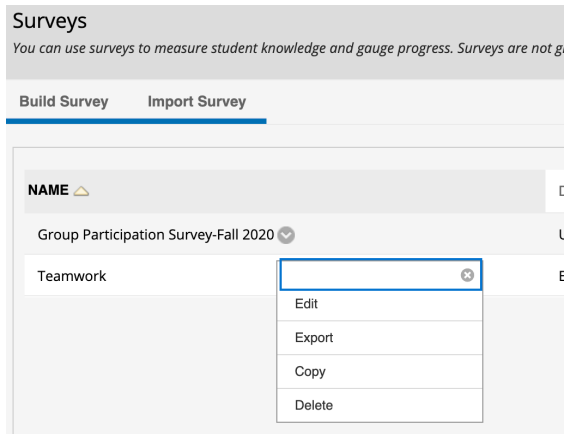
1. In Course Management/Control Panel/Course Tools, scroll down to **Tests, Surveys, and Pools**.



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



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**.



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.