

Setting up the Module Evaluation area on Shared Courses

Module Convenors are required to



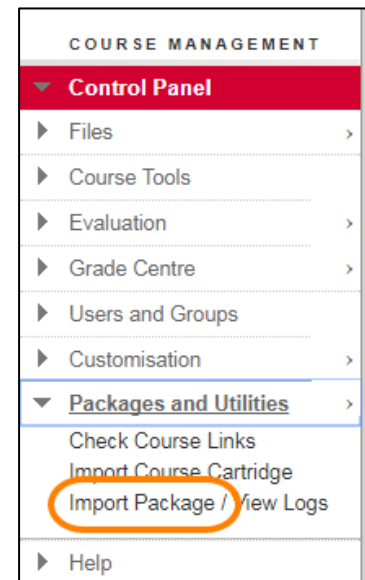
- write a brief commentary on the Module Evaluation, providing a synopsis of the responses to open-ended questions, responding to the feedback and issues raised, and indicating any actions to be taken in the light of the feedback.
- ensure that the results and commentary are uploaded to Blackboard.

To facilitate this, every Blackboard course representing a 2017-18 RISIS module was set up with a Module Evaluation area at the bottom of the course menu.

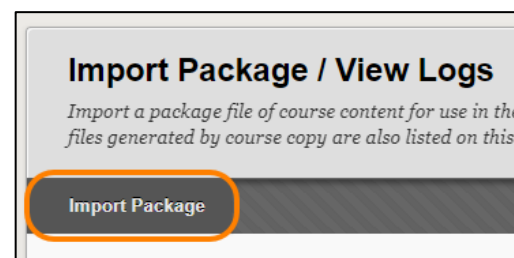
Shared Courses do not have this Module Evaluation area, but it is possible to add it following the simple steps below.

1. Click on this link https://www.bb.reading.ac.uk/bbcswebdav/xid-8520729_4 to download a zip file containing the required Blackboard course content. If you are not already logged in to Blackboard, you will be asked to enter your username and password.
2. Save the zip file to your computer.
3. Go into your Shared Course on Blackboard.

Go to
Control Panel > Packages and Utilities > Import Package



4. Click on Import Package.



5. **Browse** to locate and select the zip file downloaded in steps 1-2

6. Tick the box next to **Content Areas** then **Submit**.

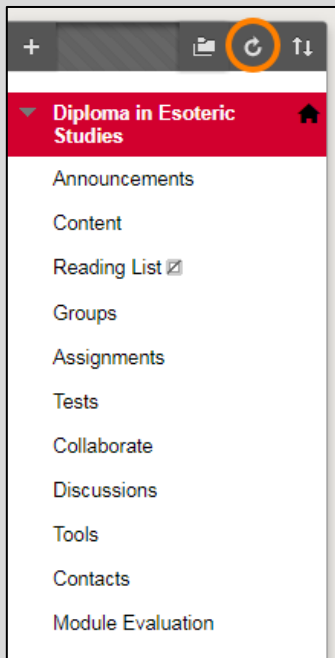
7. You will see two messages at the top of the screen.

8. You will receive an email shortly to confirm that the import is complete.

If you now check your Blackboard course, you will see that the Module Evaluation area has been added at the bottom of the menu.



If this area is not immediately visible, click on the **Refresh** icon to reload the menu with the new content.



Further help

If you require further help, please log a ticket with the IT Service Desk via <http://www.reading.ac.uk/it>



This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International Licence](https://creativecommons.org/licenses/by-nc-sa/4.0/)