



# Guide to Digital evaluation in Blackboard – Report

**WELCOME TO BLACKBOARD AT AARHUS UNIVERSITY**

As a student or staff at Arts, Health and Science & Technology, Blackboard is your Learning Management System (LMS) at Aarhus University.

Here you can access support and information for all your learning and teaching activities.

To find more information about logging in or to get help with password problems, please look under **"Need help"** at the right.

**LOG IN HERE**

You are not logged in  
Please click the [button below](#) to login with [WAYF](#).

**LOGIN**

**NYT I BLACKBOARD/ NEWS IN BLACKBOARD**

🇬🇧 A new module has been implemented. When logged in, you will see "My AU Courses" in the upper left corner. It is a semester sorted list of all courses you are enrolled in this semester and the ones you have been enrolled in the previous semesters (since Spring 2015). For further information click [here](#) (in Danish)

🇩🇰 Vi har implementeret et nyt modul. Når du logger ind vil du i øverste venstre hjørne se "My AU Courses", som er en semester sorteret list over de kurser du er tilmeldt eller tidligere kurser du har deltaget på (siden foråret 2015). For yderligere information klik [her](#)

**BLACKBOARD SUPPORT**


[Do you need support?/Brug for support?](#)

**OPERATING STATUS/DRIFTSTATUS**

[Problems with the system?/Problemer med systemet?](#)

1: Start by going to [www.bb.au.dk](http://www.bb.au.dk) and click on login

WAYF.AU.DK English



### Indtast brugernavn og adgangskode

En web-tjeneste har bedt om, at du tilkendegiver dig. Indtast venligst brugernavn adgangskode.

Brugernavn

Adgangskode

**LOGIN**

### Hjælp! Jeg har glemt min adgangskode

Din identitet er den samme som på AU's selvbetjening, [mit.au.dk](http://mit.au.dk).

**Dit brugernavn** er dit danske CPR-nummer eller dit AU-studienummer eller en e-post adresse, kendt af AU.

**Din adgangskode** er den, du har på AU's selvbetjening, [mit.au.dk](http://mit.au.dk).

Læs mere om [WAYF på AU](#).

> [Glemt adgangskode?](#)

> [Registrér ny bruger](#)

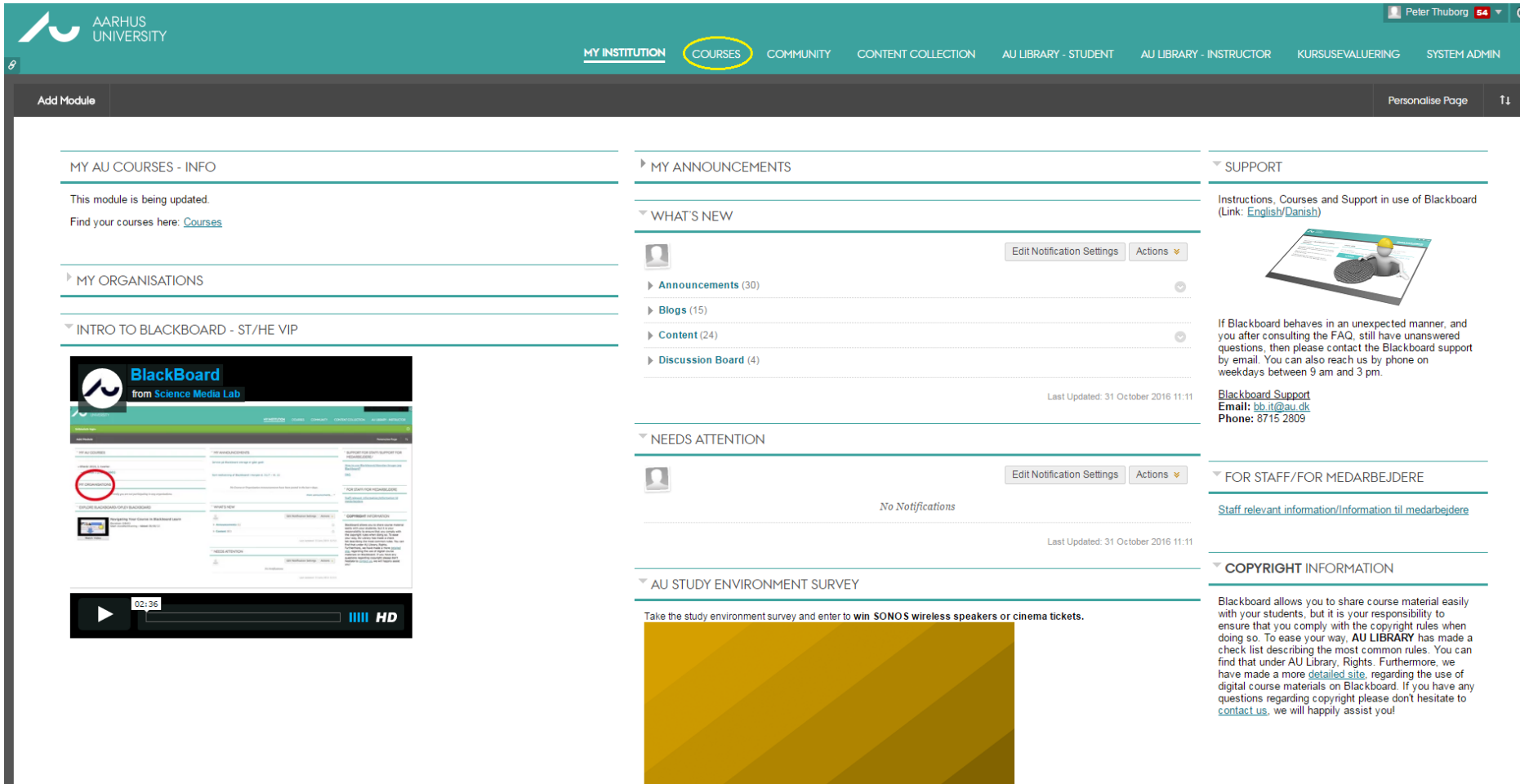
HENVENDELSE OM DENNE SIDES INDHOLD  
REVIDERET 11.07.2014

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Aarhus Universitet Nordre Ringgade 1 8000 Aarhus C	E-mail: <a href="mailto:au@au.dk">au@au.dk</a> Tlf: 8715 0000 Fax: 8715 0201	CVR-nr: 31119103 EAN-numre: <a href="http://www.au.dk/eannumre">www.au.dk/eannumre</a>	AU på sociale medier <a href="#">Facebook</a> <a href="#">LinkedIn</a> <a href="#">Twitter</a> <a href="#">YouTube</a>	© — Henvendelser til <a href="#">webredaktør</a> <a href="#">Cookies på au.dk</a>
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2: Type your login info and login (WAYF login)

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**MY AU COURSES - INFO**

This module is being updated.  
Find your courses here: [Courses](#)

**MY ORGANISATIONS**

**INTRO TO BLACKBOARD - ST/HE VIP**

**MY ANNOUNCEMENTS**

**WHAT'S NEW**

- Announcements (30)
- Blogs (15)
- Content (24)
- Discussion Board (4)

Last Updated: 31 October 2016 11:11

**NEEDS ATTENTION**

No Notifications

Last Updated: 31 October 2016 11:11

**AU STUDY ENVIRONMENT SURVEY**

Take the study environment survey and enter to win **SONOS wireless speakers or cinema tickets**.

**SUPPORT**

Instructions, Courses and Support in use of Blackboard  
(Link: [English/Danish](#))

If Blackboard behaves in an unexpected manner, and you after consulting the FAQ, still have unanswered questions, then please contact the Blackboard support by email. You can also reach us by phone on weekdays between 9 am and 3 pm.

**Blackboard Support**  
Email: [bb\\_it@au.dk](mailto:bb_it@au.dk)  
Phone: 8715 2809

**FOR STAFF/FOR MEDARBEJDERE**

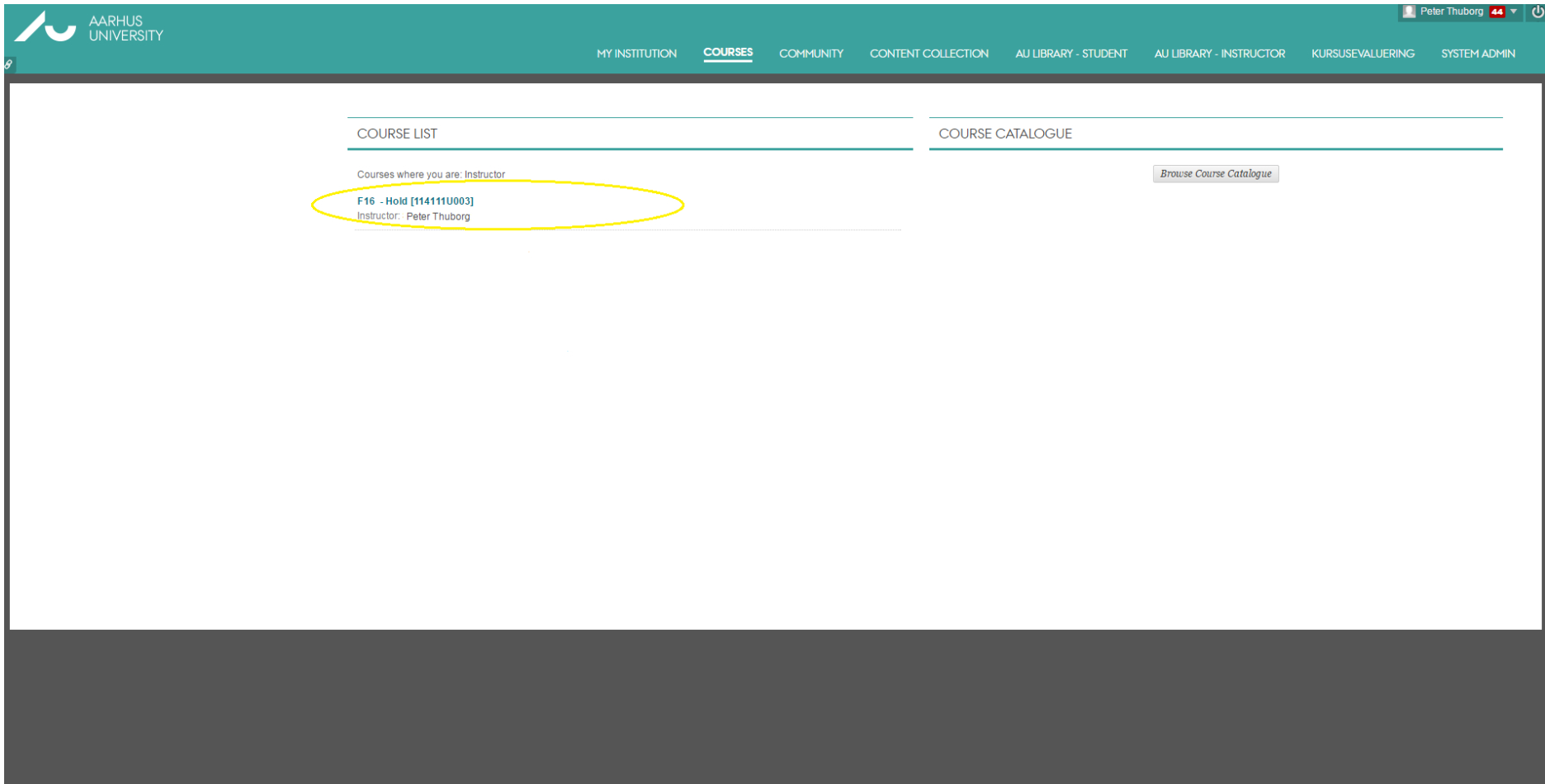
[Staff relevant information/Information til medarbejdere](#)

**COPYRIGHT INFORMATION**

Blackboard allows you to share course material easily with your students, but it is your responsibility to ensure that you comply with the copyright rules when doing so. To ease your way, **AU LIBRARY** has made a check list describing the most common rules. You can find that under AU Library, Rights. Furthermore, we have made a more [detailed site](#), regarding the use of digital course materials on Blackboard. If you have any questions regarding copyright please don't hesitate to [contact us](#), we will happily assist you!

3: Click on "Courses" in the top menu

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The screenshot displays the Blackboard interface for Aarhus University. The top navigation bar includes links for MY INSTITUTION, **COURSES**, COMMUNITY, CONTENT COLLECTION, AU LIBRARY - STUDENT, AU LIBRARY - INSTRUCTOR, KURSUSEVALUERING, and SYSTEM ADMIN. The user is logged in as Peter Thuborg.

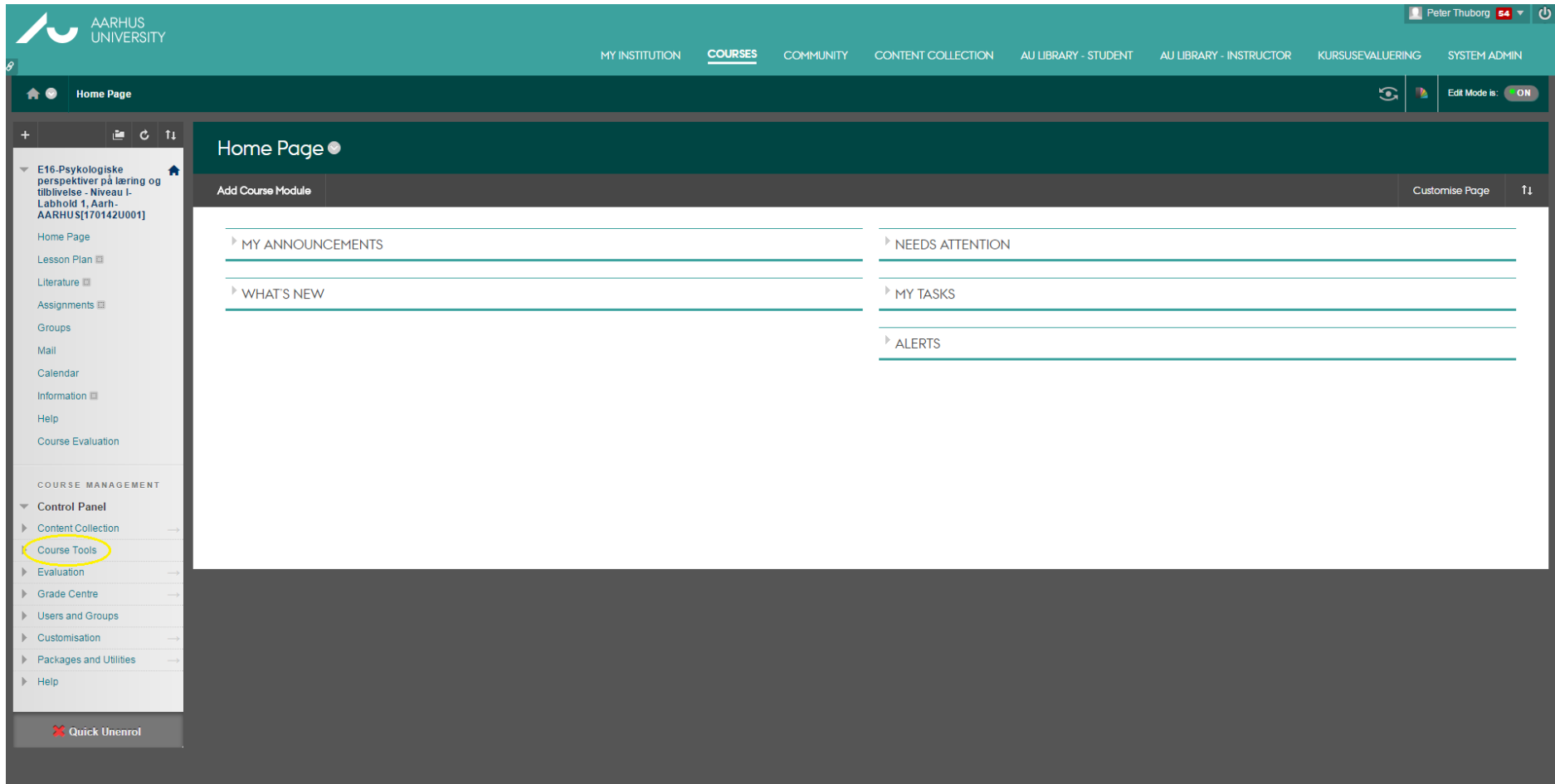
The main content area is divided into two sections: COURSE LIST and COURSE CATALOGUE. The COURSE LIST section shows a table of courses where the user is an instructor. The first course, **F16 - Hold [114111U003]**, is highlighted with a yellow circle. The instructor for this course is Peter Thuborg.

COURSE LIST
Courses where you are: Instructor
<b>F16 - Hold [114111U003]</b> Instructor: Peter Thuborg

The COURSE CATALOGUE section contains a button labeled *Browse Course Catalogue*.

4: Click on the course that you want to see the report from.

# Guide to Digital evaluation in Blackboard – Report

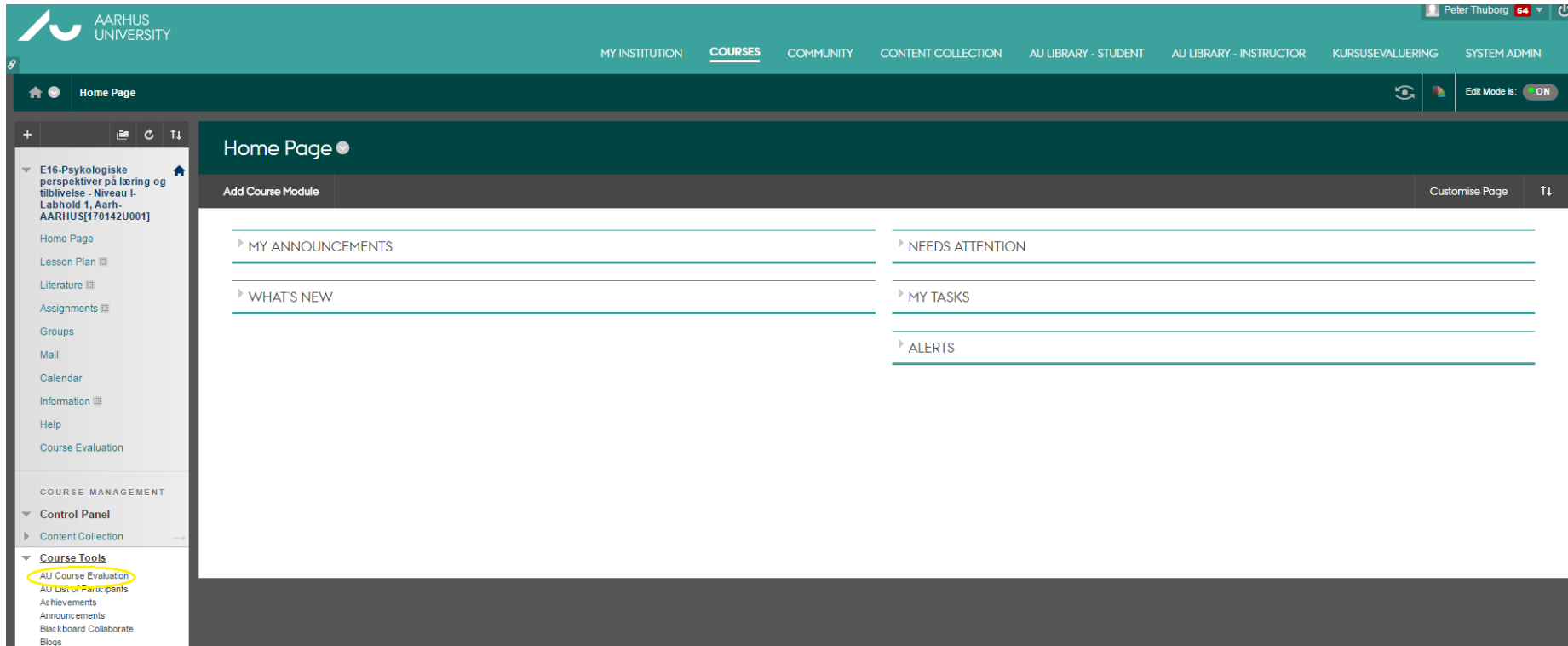


The screenshot shows the Blackboard Home Page for a user named Peter Thuborg. The interface is divided into several sections:

- Top Navigation Bar:** Includes links for MY INSTITUTION, COURSES (highlighted), COMMUNITY, CONTENT COLLECTION, AU LIBRARY - STUDENT, AU LIBRARY - INSTRUCTOR, KURSUSEVALUERING, and SYSTEM ADMIN.
- Left Sidebar:** Contains a list of course management tools. The 'Course Tools' option is highlighted with a yellow circle. Other options include Home Page, Lesson Plan, Literature, Assignments, Groups, Mail, Calendar, Information, Help, and Course Evaluation.
- Main Content Area:** Displays a grid of widgets under the heading 'Home Page'. The widgets include MY ANNOUNCEMENTS, WHAT'S NEW, NEEDS ATTENTION, MY TASKS, and ALERTS.

5: Click on "Course Tools" in the left menu.

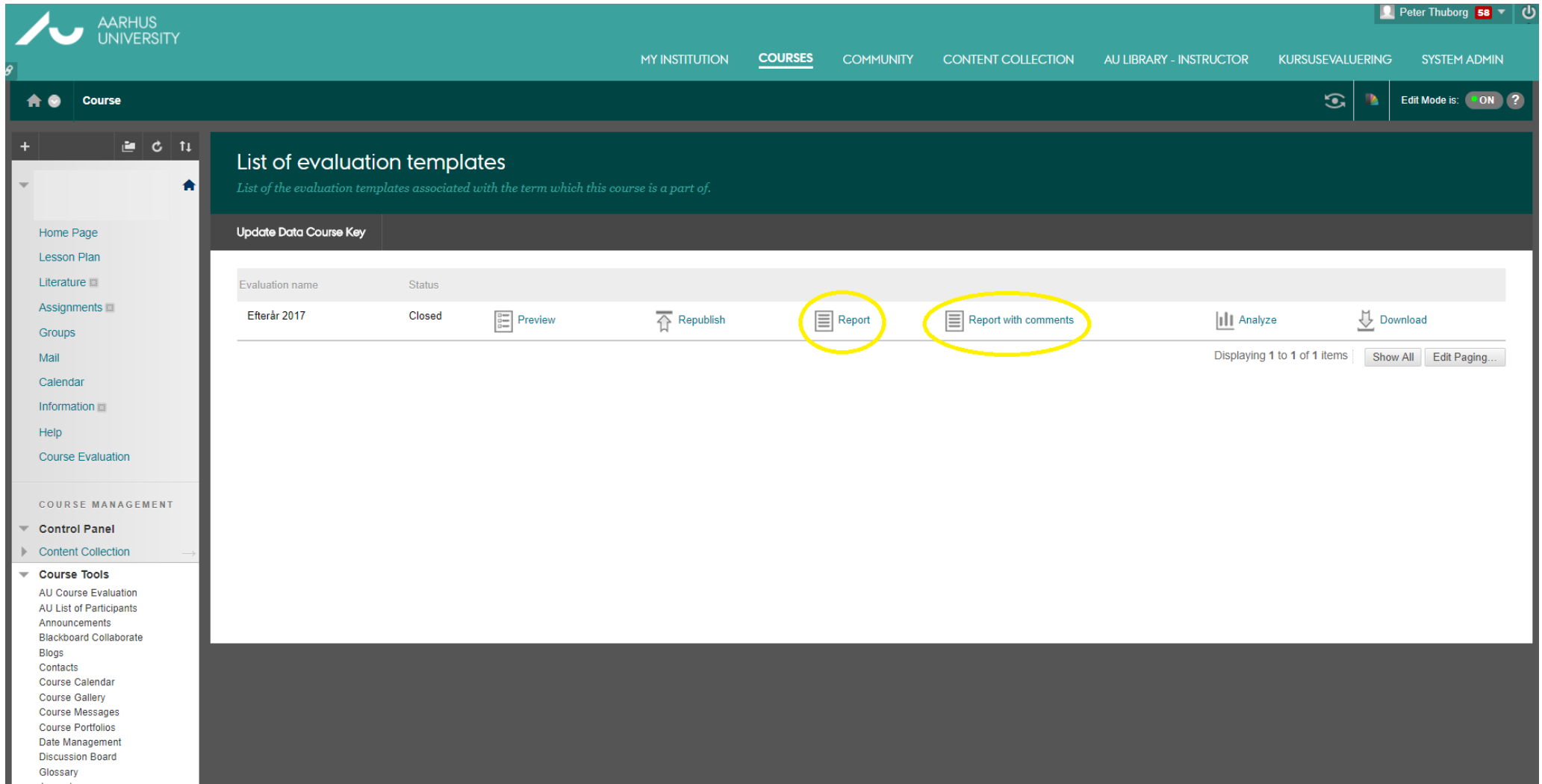
# Guide to Digital evaluation in Blackboard – Report



The screenshot shows the Blackboard Home Page for a user named Peter Thuborg. The interface includes a top navigation bar with links to various system functions. The left sidebar contains a list of course tools, with 'AU Course Evaluation' highlighted in yellow. The main content area displays a 'Home Page' with sections for 'MY ANNOUNCEMENTS', 'NEEDS ATTENTION', 'WHAT'S NEW', 'MY TASKS', and 'ALERTS'.

6: Under "Course Tools" several options will now appear. Click on "AU Course Evaluation" to get to the evaluation module.

# Guide to Digital evaluation in Blackboard – Report



The screenshot shows the Blackboard interface for a course. The top navigation bar includes the Aarhus University logo, the user name 'Peter Thuborg', and various navigation links: MY INSTITUTION, COURSES (selected), COMMUNITY, CONTENT COLLECTION, AU LIBRARY - INSTRUCTOR, KURSUSEVALUERING, and SYSTEM ADMIN. The left sidebar contains a 'Course' section with links like Home Page, Lesson Plan, Literature, Assignments, Groups, Mail, Calendar, Information, Help, and Course Evaluation. Below this is the 'COURSE MANAGEMENT' section with 'Control Panel' and 'Content Collection'. The 'Course Tools' section lists various options including AU Course Evaluation, AU List of Participants, Announcements, Blackboard Collaborate, Blogs, Contacts, Course Calendar, Course Gallery, Course Messages, Course Portfolios, Date Management, Discussion Board, Glossary, and Journals.

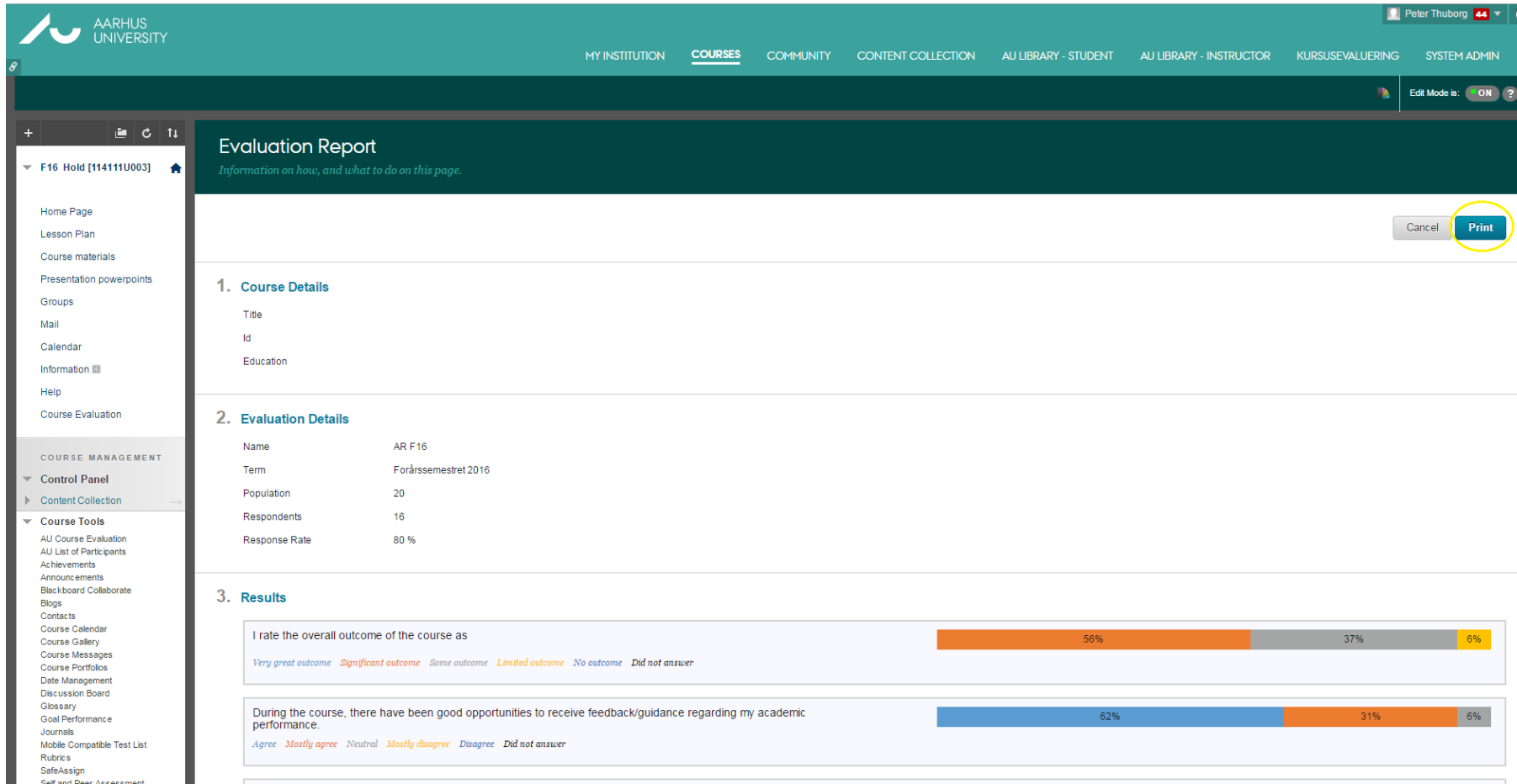
The main content area is titled 'List of evaluation templates' with a subtitle 'List of the evaluation templates associated with the term which this course is a part of.' Below this is a table with the following data:

Evaluation name	Status	Preview	Republish	Report	Report with comments	Analyze	Download
Efterår 2017	Closed						

At the bottom right of the table, it says 'Displaying 1 to 1 of 1 items' with 'Show All' and 'Edit Paging...' buttons.

7: The button “report” will show you the result of the evaluation. “Report with comments” will show you the results as well as all the comments the students have written (if any).

# Guide to Digital evaluation in Blackboard – Report



The screenshot displays the Blackboard Evaluation Report interface for course F16. The top navigation bar includes links for MY INSTITUTION, COURSES, COMMUNITY, CONTENT COLLECTION, AU LIBRARY - STUDENT, AU LIBRARY - INSTRUCTOR, KURSUSEVALUERING, and SYSTEM ADMIN. The user is identified as Peter Thuborg. The left sidebar shows the course management menu, including Home Page, Lesson Plan, Course materials, Presentation powerpoints, Groups, Mail, Calendar, Information, Help, and Course Evaluation. The main content area is titled "Evaluation Report" and contains three sections: 1. Course Details, 2. Evaluation Details, and 3. Results. The "Print" button is highlighted in the top right corner.

**1. Course Details**

Title	
Id	
Education	

**2. Evaluation Details**

Name	AR F16
Term	Forårssemestret 2016
Population	20
Respondents	16
Response Rate	80 %

**3. Results**

I rate the overall outcome of the course as

Very great outcome	56%	Significant outcome	37%	Some outcome	6%
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Very great outcome Significant outcome Some outcome Limited outcome No outcome Did not answer

During the course, there have been good opportunities to receive feedback/guidance regarding my academic performance.

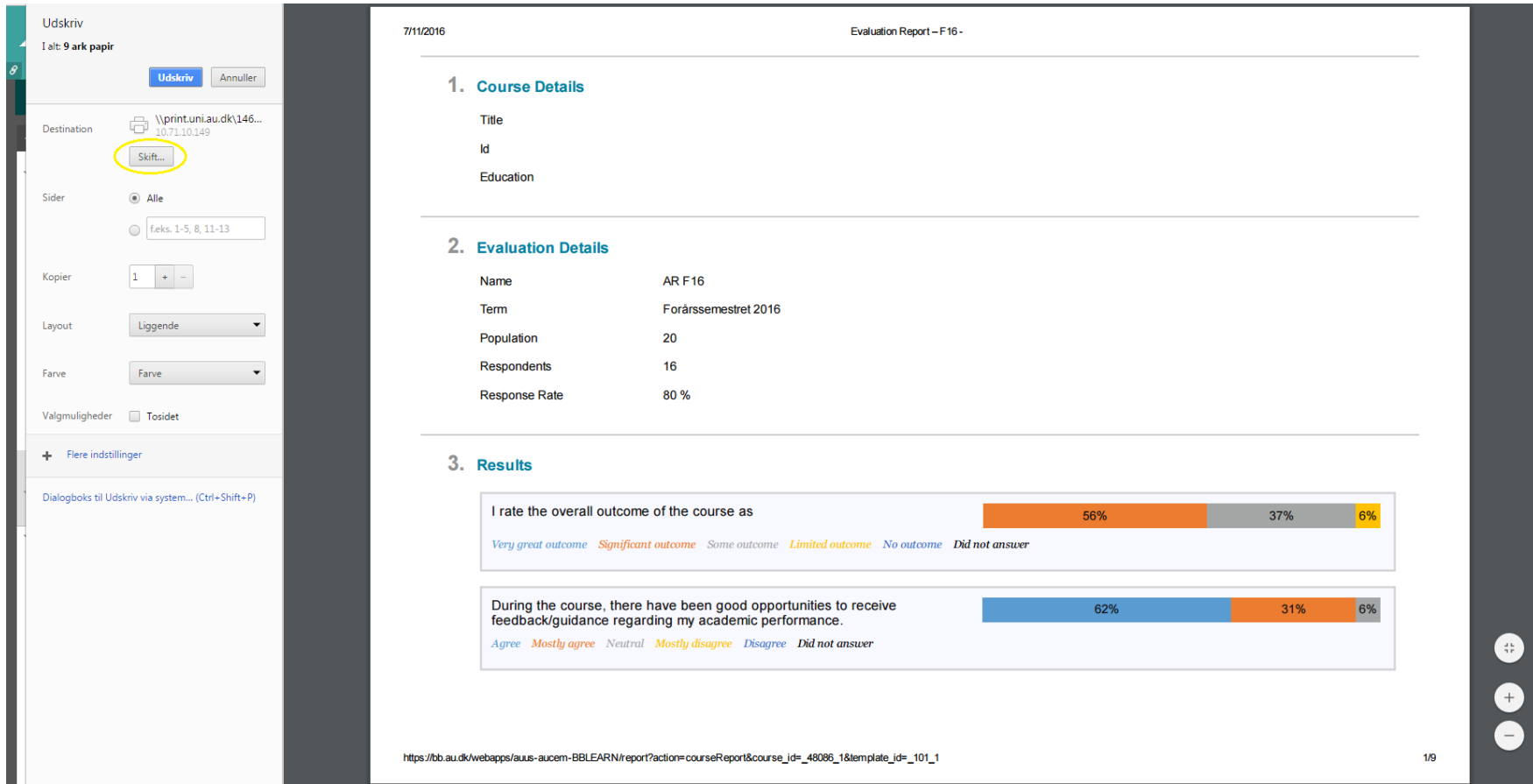
Agree	62%	Mostly agree	31%	Neutral	6%
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Agree Mostly agree Neutral Mostly disagree Disagree Did not answer


8: You should now get this picture where you can see the results. To download the results click on print in the top right corner.



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I alt: 9 ark papir  
**Udskriv** **Annuller**

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Kopier 1

Layout Liggende ▼

Farve Farve ▼

Valgmuligheder ☐ Tosidet

+ Fler indstillinger

Dialogboks til Udskriv via system... (Ctrl+Shift+P)

7/11/2016 Evaluation Report – F16 -

### 1. Course Details

Title  
Id  
Education

### 2. Evaluation Details

Name	AR F16
Term	Forårssemestret 2016
Population	20
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Response Rate	80 %

### 3. Results

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56%	37%	6%
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*Very great outcome Significant outcome Some outcome Limited outcome No outcome Did not answer*

During the course, there have been good opportunities to receive feedback/guidance regarding my academic performance.

62%	31%	6%
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*Agree Mostly agree Neutral Mostly disagree Disagree Did not answer*

[https://bb.au.dk/webapps/auus-aucem-BBLEARN/report?action=courseReport&course\\_id=\\_48086\\_1&template\\_id=\\_101\\_1](https://bb.au.dk/webapps/auus-aucem-BBLEARN/report?action=courseReport&course_id=_48086_1&template_id=_101_1)

1/9

9: You can either print the report or save it as a pdf. To save as a pdf, pick one of the options that will make this possible. Depending on your computer and options, it could be “Save as pdf”, “Adobe PDF”, “CutePDF” or something like that. Click on print, and choose where to save the file.