Adding the SPOT Survey to Your Blackboard Course

The Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT. This guide provides information on how to add the survey to your course into Blackboard. We recommend including the web link in your course menu and creating an announcement.

Adding the Web Link to the Course Menu
1. Open the automated email with the unique URL from the IASystem Notification (noreply@iasystem.org).
2. Copy the survey URL for your course and section.
3. Go into your corresponding Blackboard course.
4. Click the + symbol on the course menu.
5. Choose Web Link from the options menu.
6. Enter a name for the survey (for example, SPOT Survey Link).
7. Paste the URL you copied from the email into the URL field.
8. Check the box for Available to Users.
9. Click Submit.

Create an Announcement for the SPOT Survey
You can also remind students to complete the survey and include the link in an announcement to increase participation.

1. Open the automated email with the unique URL from the IASystem Notification (noreply@iasystem.org).
2. Copy the survey URL for your course and section.
3. Go into your corresponding Blackboard course.
4. Click on the Announcements tool in your course menu.
5. Click Create Announcement.
6. Enter a title for the Subject, e.g., “Complete your SPOT Survey – Win an iPad.”
7. Paste the survey URL from the email into the Message window of the Announcement and add your personalized invitation to your students.

8. Edit the date restrictions so the Announcement is only available for the duration of the survey.

9. Check the box for **Send a copy of this announcement immediately** if you want them to also receive an email notification.

10. Click **Submit**.

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**ANNOUNCEMENT INFORMATION**

- **Subject**: Complete Your SPOT Survey - Win an iPad

**WEB ANNOUNCEMENT OPTIONS**

- **Duration**: Not Date Restricted

- **Select Date Restrictions**:
  - Display After: 11/02/2015 12:30 AM
  - Display Until: 11/22/2015 11:59 PM

- **Email Announcement**: Send a copy of this announcement immediately

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**Special Circumstances**

If you have multiple courses that are combined in Blackboard but not cross-listed in EIS, please contact Mary Speight ([mary.speight@unt.edu](mailto:mary.speight@unt.edu)) for assistance.