



Directions for Online Administration of Teaching Assessment by Students (TABS)

There are three main operations: adding the survey to your site, deploying it for students, and viewing the results.

Add the survey to your Blackboard site:

1. Save this link to your computer: [TABS.zip](#).
2. [Log in to Blackboard](#), go to the **Control Panel** of your course, and click **Survey Manager**.
3. On the Survey Manager page, click **Import** and follow the steps to locate and upload the file you downloaded in Step 1.
4. Once you have imported the file, return to the Survey Manager page. Confirm that the TABS survey appears on the list of surveys.
5. *(Optional)* You may insert additional questions or otherwise modify the survey by clicking **Modify** next to the TABS survey on the Survey Manager page. The modification process is the same as that used for tests and pools. See Blackboard Help or click the Support tab in Blackboard for more information on adding and modifying survey questions.

Deploy the survey for students:

1. Return to the **Control Panel** and select the Content Area in which you'd like students to find a link to the TABS survey. (This might be under Assignments, Course Library, or some other area in your course. It's up to you.)
2. In the toolbar at the top of the desired Content Area, open the drop-down menu next to the word **Select**, click **Survey**, then click **Go**.
3. On the **Add Survey** page, select **Teaching Assessment by Students**, click **Submit**, then click **OK**.
4. When you reach the **Modify Survey** page, click **Modify the Survey options** to select options like making the link available, creating an announcement, setting the date range, etc., just as you would with a Blackboard test. When the options are set the way you like them, click **Submit**.

Sample Announcement

Students:

*Your responses to the Teaching Assessment by Students Survey (TABS) will let me know how we are progressing toward the course objectives and indicate your opinions about how the course is designed. Blackboard will only put a check next to your name in the Grade Center, telling me that you took the survey; it absolutely will not assign your name to your responses. It should take no more than 10 minutes. Be sure and choose Submit when you have finished. The survey will be available until ***. Thanks!*

5. On the date you set for TABS to display to students, visit the **Content Area** through which students will access the survey and confirm that it is available.

View the survey results:

1. Return to the Control Panel and select **Grade Center**.
2. Next to the survey's column heading in the Grade Center, click the **down-arrows** to open the drop-down menu and click **Download Results**.
3. On the Download Results page, leave all options at default settings and click the **Click to Download Results** link.

The final series of steps depends on your computer's particular configuration. The results file may display directly in your browser window, or you may need to save the results file to your computer and open it with spreadsheet software such as Microsoft Office, OpenOffice, or Google Docs. For anything besides simple viewing, you'll need to do the latter.

For more information on interpreting survey results and taking appropriate action, see [Analyzing Your TABS Report](#).

Tips for Successful Online Administration of TABS

- Administer the survey after students have received feedback on one graded assignment, and early enough to allow for changes.
- Leave the survey up for 3 weeks as students respond.
- Consider giving participation points to students who have completed TABS online.

NOTE: The Blackboard survey will place a check mark next to the student's name in the Grade Center so early responses cannot be considered anonymous. For this reason, refrain from viewing the report until the deadline for feedback has passed.