The Carey Business School uses a system called EvaluationKit for conducting course evaluations. EvaluationKit is an online evaluation tool integrated with Blackboard. While you will need to log into Blackboard to access the survey, the survey results are absolutely anonymous. The survey itself is hosted by the EvaluationKit Company and responses cannot be linked back to individuals. EvaluationKit only keeps track of who has and has not taken the survey.

**To complete a course evaluation, please do the following:**

**Step 1:** Login to Blackboard ([https://blackboard.jhu.edu](https://blackboard.jhu.edu)) *(Note: you must login with your JHED ID and password)*

**Step 2:** When you login to Blackboard, click on the tab labeled “Evaluation” located on the top next to the “Content Collection” tab:

![Blackboard interface with Evaluation tab highlighted](image-url)
Step 3: You will then see a screen which has a pop-up window informing you that you have one or more course evaluations to complete. Click on Go to Survey.

Step 4: You will then see a screen which lists the course evaluations that are currently available for you to fill out: Click on the course you need to evaluate.
Step 5: The evaluation form will open and you can fill it out.

Step 6: When you are finished filling out the evaluation, click on the Submit button.

25 - Please suggest any changes that would improve the effectiveness of this course.