

COURSE SURVEY INSTRUCTIONS

Blackboard Learn

Are you enrolled in a course that **ends on or before *December 22***? If so, let your voice be heard by completing the online survey of your course. The data collected will be used to improve the quality of teaching at MATC. *Please complete the survey by December 19th*. The survey will close on this date, and you will no longer be able to access the link in your classroom. **The course survey is anonymous.**

If you are not enrolled in a course ending by December 22nd, please disregard this message.

To Complete the Survey

Check your MATC Gmail for a link to complete your course's survey OR follow these instructions.

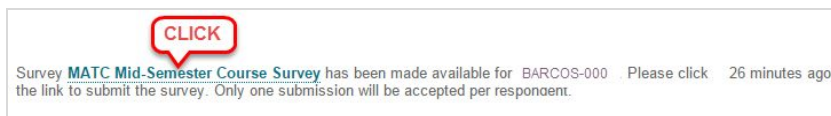
1. Log into Blackboard (blackboard.matc.edu). When you are logged in, you will see your name in the top-right corner of Blackboard. Click the down-arrow next to your name.



2. In the drop-down menu that appears, click on the *updates* icon .



3. In the list of course updates, click on the link to the survey. Because the link will open a pop-up window, you must [disable pop-up blocker](#) for the survey to appear. Please complete all questions in the course survey (as applicable) and click the submit button when done.



4. When the survey has been submitted, you will see a confirmation message on the page. You may then close the survey window.



Thank you in advance for your help. MATC values your feedback.

Regards,
Milwaukee Area Technical College