

## INSTRUCTIONS TO POST THE IDEA URL TO YOUR D2L SITE

**\*\* If you plan to add IDEA links to your Desire2Learn course(s), please read on\*\***

The Benedictine University student IDEA survey link will remain the same from term to term:

<https://ben.campuslabs.com/courseeval> - Student access

Students will receive an email to their Benedictine account with this link reminding them to fill out the IDEA surveys. Instructors can also provide a unique evaluation link to enrolled students for direct access to a specific course survey. These course specific links will be available to the instructor on their faculty page once the survey is active.

We suggest that you post the student survey link to your D2L course(s) USING THE FOLLOWING INSTRUCTIONS in order to give your students another way of accessing the online IDEA student survey for your course. Posting this link in your D2L course is optional because students will also have access to this link in an email sent to their Ben U email account. However, not all students check their Ben U email, and posting the link in D2L may improve your response rate.

### Instructions for posting a D2L "News item" with the university student survey URL for online IDEA.

Your IDEA news item will have two parts: the IDEA logo (optional) and student survey IDEA link

I've attached the IDEA Center icon to this email. If you want to use the IDEA Center icon in your D2L News item,

- 1) Right click on the JPG file attached to this email
- 2) Select "Save As ..."
- 3) Select "Desktop" from the menu at the left of your screen, and
- 4) Click "Save"

Then do the following to create your News item:

1. Log into D2L and navigate to your Course Home Page.
2. Click the arrow head next to the News heading to open a drop down menu. Select "New News Item," which is next to the green plus sign.
3. Type "IDEA Student Survey" in the Headline text box.
4. To insert the IDEA logo (optional),
  - a) Click the "Insert Image" button in the HTML editor toolbar.
  - b) Click the "Upload" button, navigate to your Desktop, select the IDEA logo and click "Open". Then click "Add."
  - c) Click the open square checkbox to indicate "This image is decorative" and then click "OK".
  - d) The image will now appear in the Content text area, so press "Enter" to begin a new line.
5. To insert the IDEA student survey link,
  - a) In the Content text area, type "Click the following link to access the IDEA survey:"
  - b) Click the "Insert Quicklink" button. **This step is very important**
  - c) Use the Category dropdown menu to select "Url".

- d) Copy the student survey URL by right-clicking on the link and selecting Copy Hyperlink. Paste the URL into this box.
  - e) In the "Title" text box, type "IDEA Survey".
  - f) Under "Target", select "New Window".
  - g) Click "Insert".
6. On the New Item page, scroll down to the Availability section. Set the dates so students can see the IDEA News item. You will receive these dates in an email notifying you of the upcoming IDEA survey period.
  7. Scroll to the bottom of the page and click "Publish".
  8. This should take you to the News page and the item should appear with the Status labeled as "Scheduled." By adding the link before the start date, you will need to preview/test it in News Tool as the News Item will not show up on the Course Home page until the start date. The status of the News item will change to Published on the start date, and students will then be able to see this information.

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