Student Reminders – Prompting Your Students to Complete the New SPOT Survey

After deploying your SPOT survey, for the best possible response rate remind your students to complete the survey several times at regular intervals.

There are three methods to choose from:

A. Send Email to All Students in Your Unit Tool  p.1
B. Unit Announcements  p.3
C. Send Email to Specific Student  p.5

Handy tip: We know that sending emails has a slightly higher response rate than using the ‘Announcement’ feature in Blackboard, so we suggest you try both.

A. Send Email to All Students in Your Unit Tool

To send unit emails:

1. Login to Blackboard and access your teaching unit.
2. Within the left-hand navigation menu, select Unit Tools > Send Email. This will open the Send Email page.

![Image of Send Email tool](Image)

Figure 1: The “Send Email” tool
3. We suggest that you select the **All Students Users** option for reminding about SPOT.

![Figure 2: All Student Users option](image)

4. Now create the text of your email to all students.
   4.1 The <To> field is already populated with the names of all users within your unit identified as students.
   4.2 Give your message a **Subject** and write your email in the **Message** text field.
   4.3 Click the **Return Receipt** check box to receive a copy yourself and click **Submit** to send.

![Figure 3: Composing your email](image)
B. **Unit Announcements**

The Blackboard communication tool most widely used by teaching staff to convey messages to students is the Announcements tool. Announcements allow you to post messages to a communal space within your unit. To create an Announcement:

1. **Login to Blackboard and access your teaching unit.** If you have previously setup an Announcements area within your unit, **skip to Step 3**.

2. **To set up an Announcements Area in your unit:**
   2.1 If you have not created an Announcement page yet, click on the “+” symbol at the top of your unit menu and select Tool Link.
   2.2 Give your Tool Link a meaningful name, most units use “Announcements”.
   2.3 Select Type as Announcements.
   2.4 Tick the Available to Users check box and Click Submit.
3. **Making an Announcement:** On your unit menu, click on the <Announcements> link to access the Announcements page.

3.1 Click <Create Announcement>.

![Creating a new announcement](image)

3.2 Give your new Announcement a Subject and compose your message in the Message text field.

![Composing a new announcement](image)

3.3 Under the <Web Announcement Options> heading, select whether you wish to restrict your Announcement by date.

3.4 Under the <Unit Link> heading, create a link to the SPOT survey that you wish the students to complete.
3.5 Click the Browse button on the <Location> field, which will display the Select Unit Link window. Within this window, find and click on your SPOT survey.

![Select Unit Link Example_Unit - Blackboard L](image)

**Figure 8: Linking to a SPOT survey**

3.6 Click Submit.

C. Email Specific Student

You may wish to send targeted reminders to complete the survey to individual students within your unit, rather than to all students. This is especially useful if the majority of your students have already completed the survey, and you are waiting on only a select few students to make their submissions.

To send a targeted email:

1. Login to Blackboard and access your teaching unit.
2. Within the left-hand navigation menu, select Grade Centre > Full Grade Centre to access your unit’s Grading page.
3. To determine which of your students have completed the SPOT Survey, locate your **SPOT Survey grade column**. The grade column will have the same name as the SPOT survey that you have deployed within your unit. Students who have completed your Survey will have a green check symbol displayed within their corresponding SPOT Survey grade column cell. Students who have not completed the Survey will be missing this check symbol.

![SPOT Survey grade column](image)

**Figure 9: The SPOT survey grade column**
4. When you have identified the students who have not completed the survey, navigate to the student’s Last Name field, and mouse-over the student’s surname. Click the contextual (drop-down) menu button that appears, and select **Email User** to compose your email.

![Figure 10: Emailing a student](image)

5. The <To> field will be populated with the name of the selected student. As with a standard email, give your message a Subject, and write your email in the Message text field. If you would like to also receive a copy of the email, click the Include List of Recipients check box.

![Figure 11: The Send Email page](image)

6. Click **Submit** to send your email.