



Sådan opretter du dit elektroniske spørgeskema i Blackboard

AARHUS UNIVERSITY

WELCOME TO AU BLACKBOARD

WELCOME TO BLACKBOARD AT AARHUS UNIVERSITY

LOG IN HERE

NYT I BLACKBOARD/ NEWS IN BLACKBOARD

As a student or staff at Arts, Health and Science & Technology, Blackboard is your Learning Management System (LMS) at Aarhus University.

Here you can access support and information for all your learning and teaching activities.

To find more information about logging in or to get help with password problems, please look under "Need help" at the right.

You are not logged in
Please click the button below to login with [WAYF](#).

LOGIN

🇬🇧 A new module has been implemented. When logged in, you will see "My AU Courses" in the upper left corner. It is a semester sorted list of all courses you are enrolled in this semester and the ones you have been enrolled in the previous semesters (since Spring 2015). For further information click [here](#) (in Danish)

🇩🇰 Vi har implementeret et nyt modul. Når du logger ind vil du i øverste venstre hjørne se "My AU Courses", som er en semester sorteret list over de kurser du er tilmeldt eller tidligere kurser du har deltaget på (siden foråret 2015). For yderligere information klik [her](#)

BLACKBOARD SUPPORT

[Do you need support?/Brug for support?](#)

OPERATING STATUS/DRIFTSTATUS

[Problems with the system?/Problemer med systemet?](#)

1: Start med at gå ind på www.bb.au.dk og klik på login



Sådan opretter du dit elektroniske spørgeskema i Blackboard

WAYF.AU.DK English Søg

WAYF
LOGIN TIL AU'S TJENESTER

Indtast brugernavn og adgangskode

En web-tjeneste har bedt om, at du tilkendegiver dig. Indtast venligst brugernavn adgangskode.

Brugernavn

Adgangskode

LOGIN

Hjælp! Jeg har glemt min adgangskode

Din identitet er den samme som på AU's selvbetjening, [mit.au.dk](#).

Dit brugernavn er dit danske CPR-nummer eller dit AU-studienummer eller en e-post adresse, kendt af AU.

Din adgangskode er den, du har på AU's selvbetjening, [mit.au.dk](#).

Læs mere om [WAYF på AU](#).

> [Glemt adgangskode?](#)

> [Registrér ny bruger](#)

HEIVENDELSE OM DENNE SIDES INDHOLD
REVIDERET 11.07.2014

Aarhus Universitet
Nordre Ringgade 1
8000 Aarhus C

E-mail: au@au.dk
Tlf: 8715 0000
Fax: 8715 0201

CVR-nr: 31119103
EAN-numre: www.au.dk/eannumre

AU på sociale medier
[Facebook](#)
[LinkedIn](#)
[Twitter](#)
[YouTube](#)

© – Henvendelser til [webredaktør](#)
[Cookies på au.dk](#)

2: Indtast dine loginoplysninger (WAYF login)



Sådan opretter du dit elektroniske spørgeskema i Blackboard

The screenshot shows the Blackboard user interface for Aarhus University. The top navigation bar includes the university logo and the text 'AARHUS UNIVERSITET'. Below this, a secondary navigation bar contains several menu items: 'MIN INSTITUTION', 'KURSER' (highlighted with a yellow circle), 'GRUPPE', 'SAMLET INDHOLD', 'AU LIBRARY - STUDENT', 'AU LIBRARY - INSTRUCTOR', 'KURSUSEVALUERING', and 'SYSTEMADMINISTRATION'. The main content area is divided into three columns. The left column contains sections for 'MY AU COURSES', 'MINE ORGANISATIONER', and 'NYHEDER'. The middle column is titled 'MINE BESKEDER' and lists various messages from different departments. The right column contains 'SUPPORT' information, including contact details for Blackboard support and a section for staff/medarbejdere. The bottom of the page shows a timestamp: 'Senest opdateret: 18. april 2016 07:44'.

3: Klik på "Kurser" øverst på siden



Sådan opretter du dit elektroniske spørgeskema i Blackboard

The screenshot shows the Blackboard interface for a user named Peter Thuborg. The top navigation bar includes the Aarhus University logo and the text 'AARHUS UNIVERSITET'. Below this, a menu contains 'MIN INSTITUTION', 'KURSER', 'GRUPPE', 'SAMLET INDHOLD', 'AU LIBRARY - STUDENT', 'AU LIBRARY - INSTRUCTOR', 'KURSUSEVALUERING', and 'SYSTEMADMINISTRATION'. The main content area is split into two panels: 'KURSUSLISTE' on the left and 'KURSUSKATALOG' on the right. The 'KURSUSLISTE' panel contains a list of courses with the following details:

- KURSER, hvor du er: Underviser**
- AR TEST**
Underviser: Peter Thuborg;
- Studiestartsprøve**
Underviser: Mette Qvist Jensen; Peter Thuborg;
- Test_219271: Test**
Underviser: Peter Thuborg;
- UVE - AR -TEST 1**
Underviser: Peter Thuborg;
- UVE - AR -TEST 2**
Underviser: Peter Thuborg;

The 'KURSUSKATALOG' panel has a button labeled 'Gennemse kursuskataloget'. A yellow circle highlights the course list content in the 'KURSUSLISTE' panel.

4: Klik på det undervisningsforløb du ønsker at evaluere



Sådan opretter du dit elektroniske spørgeskema i Blackboard

The screenshot displays the Blackboard user interface for an instructor. The top navigation bar includes the Aarhus University logo, the user name 'Peter Thuborg', and various system navigation links such as 'MIN INSTITUTION', 'KURSER', 'GRUPPE', 'SAMLET INDHOLD', 'AU LIBRARY - STUDENT', 'AU LIBRARY - INSTRUCTOR', 'KURSUSEVALUERING', and 'SYSTEMADMINISTRATION'. The main content area is titled 'Hjemmeside' and contains several expandable sections: 'MINE BESKEDER', 'NYHEDER', 'KRÆVER OPMÆRKSOMHED', 'MINE OPGAVER', and 'ADVARSLER'. On the left side, there is a vertical menu with a 'KURSUSTRYRING' section. Within this section, the 'Kursusfunktioner' item is highlighted with a yellow circle. Other items in the 'KURSUSTRYRING' section include 'Kontrolpanel', 'Samlet indhold', 'Evaluering', 'Karaktercenter', 'Brugere og grupper', 'Tilpasning', 'Pakker og hjælpeprogrammer', and 'Hjælp'. At the bottom of the left menu, there is a red warning icon and the text 'Hurtig afmelding'.

5: Klik på "Kursusfunktioner" i venstremenuen



Sådan opretter du dit elektroniske spørgeskema i Blackboard

The screenshot shows the Blackboard interface for a course. The left-hand navigation menu is visible, with the following items listed under 'KURSUSSTYRING':

- Kontrolpanel
 - Samlet indhold
 - Kursusfunktioner**
 - AU List of Participants
 - AU Undervisningsevaluering** (highlighted with a yellow circle)
 - Blogs
 - Course Gallery
 - Dagbøger
 - Diskussionsforum
 - Kontakter
 - Kursusbeskeder
 - Kursuskalender
 - Kursusporteføljer
 - Meddelelser
 - Opgaver
 - Ordlister
 - Oversigt over mobilkompatible test
 - Præstationer
 - Prøver, undersøgelser og puljer
 - SafeAssign
 - Samarbejde
 - Selv- og brugervurdering
 - Send e-mail
 - Tidsstyring
 - Vurderingskriterier
 - Wikis
 - Evaluering
 - Karaktercenter
 - Brugere og grupper

6: Klik på "AU Undervisningsevaluering" i venstremenuen



Sådan opretter du dit elektroniske spørgeskema i Blackboard

The screenshot displays the Blackboard interface for course management. The top navigation bar includes 'MIN INSTITUTION', 'KURSER', 'GRUPPE', 'SAMLET INDHOLD', 'AU LIBRARY - STUDENT', 'AU LIBRARY - INSTRUCTOR', 'KURSUSEVALUERING', and 'SYSTEMADMINISTRATION'. The main content area is titled 'List of Evaluations' and contains a table with the following data:

Evaluation name	Status
Spørgeskema Folkesundhed F 2016	Pending release
AR F16	Unpublished
ST F16	Pending release
Kursusevaluering F16 - HE-01	Pending release

The 'View / Add Questions' link for the 'AR F16' row is highlighted with a yellow circle. Below the table, there are controls for 'Viser 1 til 4 af 4 elementer', 'Vis alle', and 'Redigér sideinddeling...'. The left sidebar shows a navigation menu with options like 'Ar Test 1', 'Hjemmeside', 'Lesson Plan', 'Literature', 'Assignments', 'Grupper', 'Mail', 'Calendar', 'Oplysninger', 'Hjælp', and 'Kontrolpanel'.

7: Klik på "View/Add Questions" midt på skærmen



Sådan opretter du dit elektroniske spørgeskema i Blackboard

The screenshot shows the Blackboard interface for Aarhus University. The top navigation bar includes 'MIN INSTITUTION', 'KURSER', 'GRUPPE', 'SAMLET INDHOLD', 'AU LIBRARY - STUDENT', 'AU LIBRARY - INSTRUCTOR', 'KURSUSEVALUERING', and 'SYSTEMADMINISTRATION'. The user is logged in as Peter Thuborg. The main content area is titled 'Associated Questions' and contains a table of evaluation questions. A yellow circle highlights the 'Add Question' button in the left sidebar.

Associated Questions
Information on how, and what to do on this page.

Add Question

Evaluation: AR F16

Tag	Type	Comments Allowed	Question (in Danish)	Question (in English)
AU-02	5-Point Scale	No	Der har i undervisningsforløbet været gode muligheder for at få tilbagemelding/vejledning vedrørende mine faglige præstationer.	During the course, there have been good opportunities to receive feedback/guidance regarding my academic performance.
AU-03	5-Point Scale	No	Jeg har kunnet få faglig hjælp og støtte fra mine medstuderende til undervisningsforløbet.	I have been able to get academic help and support from my fellow students in relation to the course.
AU-01	5-Point Scale	No	Jeg vurderer det samlede udbytte af undervisningsforløbet som	I rate the overall outcome of the course as

Viser 1 til 3 af 3 elementer | [Vis alle](#) | [Redigér sideinddeling...](#)

8: Klik på den grå knap "Add Question" over den hvide ramme



Sådan opretter du dit elektroniske spørgeskema i Blackboard

The screenshot shows the Blackboard interface for Aarhus University. The top navigation bar includes 'MIN INSTITUTION', 'KURSER', 'GRUPPE', 'SAMLET INDHOLD', 'AU LIBRARY - STUDENT', 'AU LIBRARY - INSTRUCTOR', 'KURSUSEVALUERING', and 'SYSTEMADMINISTRATION'. The user is logged in as Peter Thuborg. The main content area is titled 'Select Question to Add' and contains a table of questions. The 'Tag' column header is circled in yellow.

		Tag	Type	Spørgsmål (dansk)	Spørgsmål (engelsk)
		HE-SN-003	5-Point Scale	Det anviste materiale til forberedelse/supplering af undervisningen var nyttigt	The recommended and supplemental course material was useful
		HE-UDD-001	5-Point Scale	Hvad synes du om det faglige niveau af undervisningen?	How do you rate the academic level of the teaching?
		HE-SUP-004	5-Point Scale	Der er passende fysiske rammer om kurset	The physical framework for the course/module is adequate
		HE-SUP-027	5-Point Scale	Jeg modtog faglig feedback i løbet af kurset	I received academic feedback during the course/module
		HE-SUP-IDR-006	5-Point Scale	Underviserne brugte de elektroniske læringsplatforme i et passende omfang under kurset/modulet	Teaching staff used the electronic learning platforms to an adequate extent during the course/module
		HE-SUP-023	Either/Or	Hvad mener du om antallet af undervisningstimer?	What do you think of the number of lessons at this course/module?
		HE-SUP-025	Either/Or	Hvad mener du om antallet af holdtimer?	What do you think about the number of class-based lessons at this course/module?
		HE-SUP-009	5-Point Scale	Hvor meget af undervisningen deltog du i?	To which extent did you participate in the course/module?
		HE-SUP-012	5-Point Scale	Den feedback og den viden jeg fik fra diskussionerne, forbedrede den måde, jeg lærer og arbejder på	The feedback and knowledge I got through discussions improved the way I learn and work
		HE-SUP-018	5-Point	Mit udbytte af symposierne var stort	My outcome of the symposia was profound

9: Klik på "Tag" i den grå bjælke for at sortere spørgsmålene



Sådan opretter du dit elektroniske spørgeskema i Blackboard

Select Question to Add
If you click 'Show All', you will have the option to search and filter the entire table. Note that the search is case sensitive.

Side 1 af 4

Tag	Type	Spørgsmål (dansk)	Spørgsmål (engelsk)
AR-001	5-Point Scale	Undervisningsforløbet har styrket min faglighed	The course strengthened my expertise in this subject area
AR-002	5-Point Scale	Undervisningsforløbet har givet mig de kompetencer, der er beskrevet i studieordningen	The course provided me with the competences described in the academic regulations
AR-003	5-Point Scale	Undervisningsforløbet har bidraget til at forbedre mine færdigheder i at håndtere problemstillinger inden for fagområdet	The course helped to improve my ability to handle issues within the subject area
AR-004	5-Point Scale	Der var god overensstemmelse mellem undervisningsaktiviteterne og undervisningsens mål	The teaching activities matched the goals of the teaching
AR-005	5-Point Scale	Der var sammenhæng mellem undervisningens indhold og undervisningsmetoderne	The content of the teaching matched the teaching methods
AR-006	5-Point Scale	Forelæsninger har bidraget positivt til læringsudbyttet	The lectures made a positive contribution to the learning outcome
AR-007	5-Point Scale	Oplæg, dialog og diskussion og har bidraget positivt til læringsudbyttet	Presentations, debates and discussions made a positive contribution to the learning outcome
AR-008	5-Point Scale	Det lærerstyrede gruppearbejde har bidraget positivt til læringsudbyttet	The group sessions directed by the teacher made a positive contribution to the learning outcome
AR-009	5-Point Scale	Anvendelsen af Blackboard virkede understøttende for undervisningsafviklingen	The use of Blackboard supported the teaching activities

10: Klik på "Add Question" til venstre ud for det ønskede spørgsmål

11: Gentag 8 og 10 for hvert spørgsmål du ønsker at tilføje i dit spørgeskema



Sådan opretter du dit elektroniske spørgeskema i Blackboard

The screenshot shows the Blackboard interface for a course. The top navigation bar includes 'MIN INSTITUTION', 'KURSER', 'GRUPPE', 'SAMLET INDHOLD', 'AU LIBRARY - STUDENT', 'AU LIBRARY - INSTRUCTOR', 'KURSUSEVALUERING', and 'SYSTEMADMINISTRATION'. The user is identified as Peter Thuborg. The main content area is titled 'Associated Questions' and shows a table of questions for 'Evaluation: AR F16'. The table has columns for Tag, Type, Comments Allowed, Question (in Danish), and Question (in English). There are four rows of questions, with the last one having a 'Remove' icon. The left sidebar shows a list of course functions, with 'AU Kursusevaluering' highlighted in yellow.

Tag	Type	Comments Allowed	Question (in Danish)	Question (in English)
AU-02	5-Point Scale	No	Der har i undervisningsforløbet været gode muligheder for at få tilbagemelding/vejledning vedrørende mine faglige præstationer.	During the course, there have been good opportunities to receive feedback/guidance regarding my academic performance.
AU-03	5-Point Scale	No	Jeg har kunnet få faglig hjælp og støtte fra mine medstuderende til undervisningsforløbet.	I have been able to get academic help and support from my fellow students in relation to the course.
AU-01	5-Point Scale	No	Jeg vurderer det samlede udbytte af undervisningsforløbet som	I rate the overall outcome of the course as
AR-003	5-Point Scale	No	Undervisningsforløbet har bidraget til at forbedre mine færdigheder i at håndtere problemstillinger inden for fagområdet	The course helped to improve my ability to handle issues within the subject area

12: Når du har tilføjet alle spørgsmål, klik da på "AU Kursusevaluering" i venstremenuen



Sådan opretter du dit elektroniske spørgeskema i Blackboard

The screenshot shows the Blackboard interface for a course. The top navigation bar includes 'MIN INSTITUTION', 'KURSER', 'GRUPPE', 'SAMLET INDHOLD', 'AU LIBRARY - STUDENT', 'AU LIBRARY - INSTRUCTOR', 'KURSUSEVALUERING', and 'SYSTEMADMINISTRATION'. The left sidebar contains navigation options like 'Ar Test 1', 'Hjemmeside', 'Lesson Plan', 'Literature', 'Assignments', 'Grupper', 'Mail', 'Calendar', 'Oplysninger', and 'Hjælp'. The main content area is titled 'List of Evaluations' and contains a table with the following data:

Evaluation name	Status	
Spørgeskema Folkesundhed F 2016	Pending release	
AR F16	Unpublished	View / Add Questions Publish Questionnaire
ST F16	Pending release	
Kursusevaluering F16 - HE-01	Pending release	

At the bottom right of the table, there is a pagination control: 'Viser 1 til 4 af 4 elementer' and buttons for 'Vis alle' and 'Redigér sideinddeling...'. The 'Publish Questionnaire' button for the 'AR F16' row is highlighted with a yellow circle.

13: Klik på "Publish Questionnaire" til højre på skærmen



Sådan opretter du dit elektroniske spørgeskema i Blackboard

The screenshot shows the Blackboard interface for a course evaluation. The top navigation bar includes 'AARHUS UNIVERSITET', 'MIN INSTITUTION', 'KURSER', 'GRUPPE', 'SAMLET INDHOLD', 'AU LIBRARY - STUDENT', 'AU LIBRARY - INSTRUCTOR', 'KURSUSEVALUERING', and 'SYSTEMADMINISTRATION'. The user is identified as 'Peter Thuborg 77'. The page title is 'Publishing Details' with instructions: 'Adjust the close data if needed. When done, click 'Publish'. When the evaluation has been published an announcement will be made and all students notified.'

Below the title, there is a red asterisk warning: '* Angiver et obligatorisk felt.' and two buttons: 'Annuller' and 'Publish'.

The first section is '1. Close Date' with the instruction: 'The closing date for the evaluation of this course. After this date it will be possible to view the results.' It contains a red asterisk warning: '* Course close date for the evaluation' followed by a date input field containing '31-08-2016' and a calendar icon. A yellow circle highlights the date field. Below the field, it says 'Angiv datoer i formatet dd/mm/åååå' and 'The date has to be before the final closing date for the evaluation. A reminder-announcement will be created two days before the close date.'

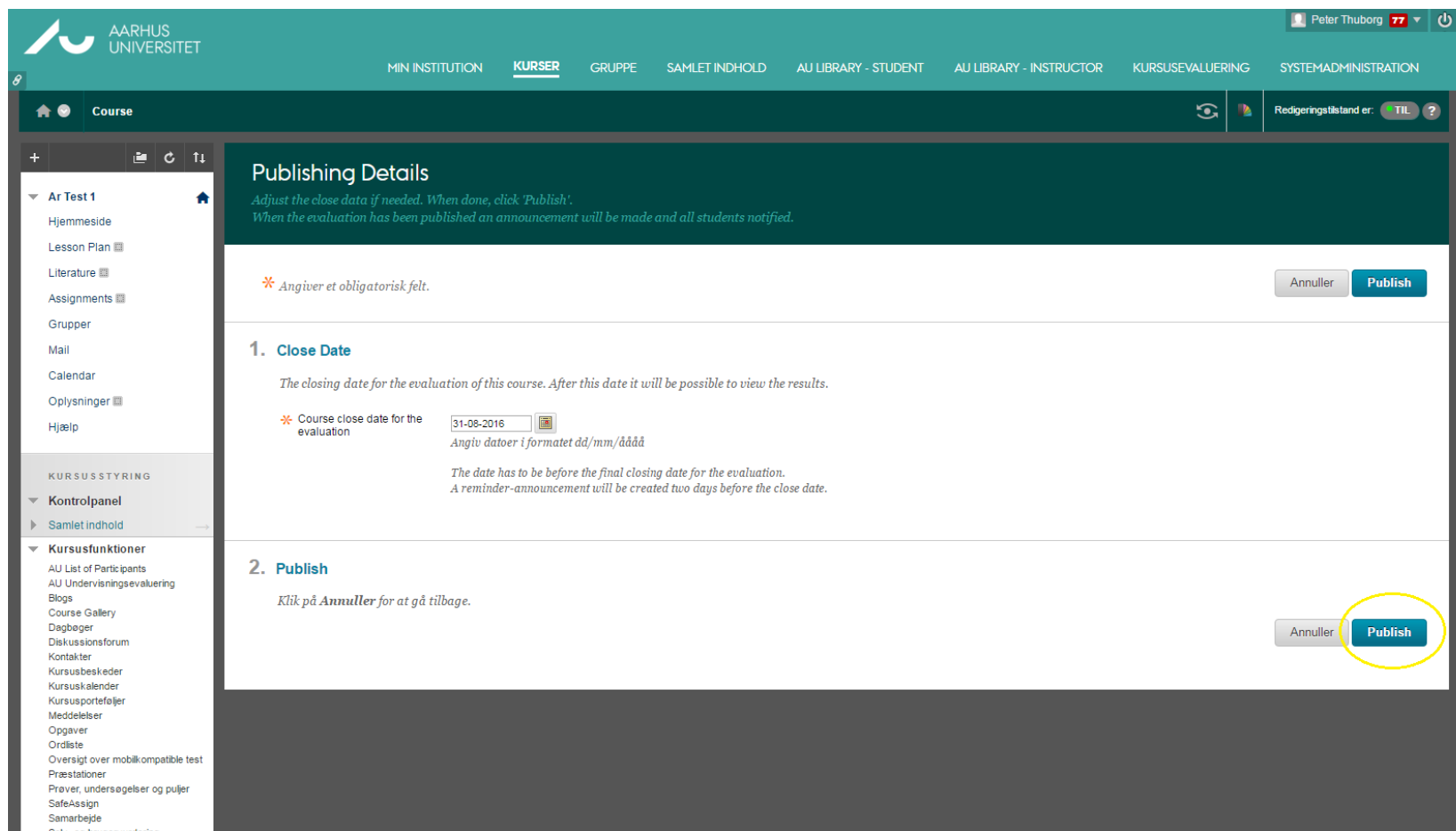
The second section is '2. Publish' with the instruction: 'Klik på Annuller for at gå tilbage.' and two buttons: 'Annuller' and 'Publish'.

The left sidebar contains a navigation menu with categories: 'Ar Test 1' (Hjemmeside, Lesson Plan, Literature, Assignments, Grupper, Mail, Calendar, Oplysninger, Hjælp), 'KURSUSTRYRING' (Kontrolpanel, Samlet indhold), and 'Kursusfunktioner' (AU List of Participants, AU Undervisningsevaluering, Blogs, Course Gallery, Dagbøger, Diskussionsforum, Kontakter, Kursusbeskeder, Kursuskalender, Kursusporteføljer, Meddelelser, Opgaver, Ordliste, Oversigt over mobilkompatible test, Præstationer, Prøver, undersøgelser og puljer, SafeAssign, Samarbejde, Selv- og brugeranbefalinger).

14: Angiv dato for studerendes svar deadline



Sådan opretter du dit elektroniske spørgeskema i Blackboard



The screenshot shows the Blackboard interface for course management. The top navigation bar includes 'AARHUS UNIVERSITET' and various menu items like 'MIN INSTITUTION', 'KURSER', 'GRUPPE', 'SAMLET INDHOLD', 'AU LIBRARY - STUDENT', 'AU LIBRARY - INSTRUCTOR', 'KURSUSEVALUERING', and 'SYSTEMADMINISTRATION'. The main content area is titled 'Publishing Details' and contains the following sections:

- Course Information:** A warning icon and text: '* Angiver et obligatorisk felt.' (Indicates a mandatory field). Buttons for 'Annuller' and 'Publish' are visible.
- 1. Close Date:** A section with the heading '1. Close Date' and the text: 'The closing date for the evaluation of this course. After this date it will be possible to view the results.' It includes a warning icon and text: '* Course close date for the evaluation' followed by a date input field containing '31-08-2016' and a calendar icon. Below the field, it says 'Angiv datoer i formatet dd/mm/åååå' and 'The date has to be before the final closing date for the evaluation. A reminder-announcement will be created two days before the close date.'
- 2. Publish:** A section with the heading '2. Publish' and the text: 'Klik på Annuller for at gå tilbage.' (Click on Annuller to go back). Buttons for 'Annuller' and 'Publish' are visible, with the 'Publish' button circled in yellow.

15: Klik på "Publish" nederst til højre

16: De studerende får nu automatisk besked om, at evalueringen er klar på dit kursus