



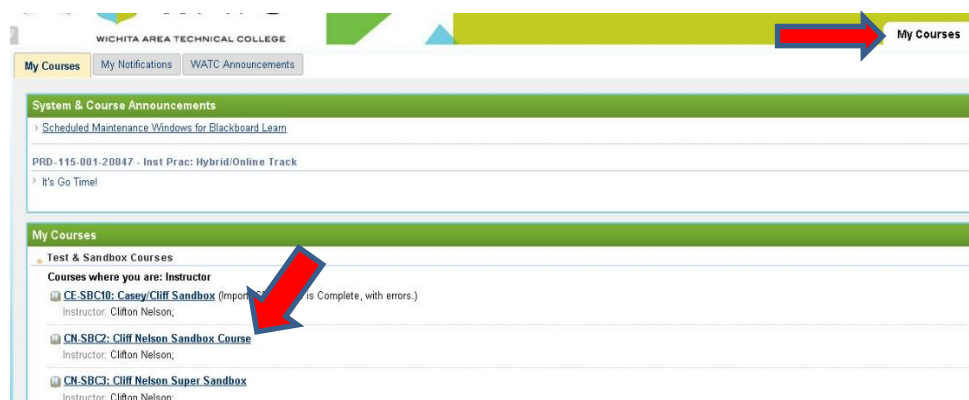
ONLINE LEARNING

Installing DropThought Into Your Course

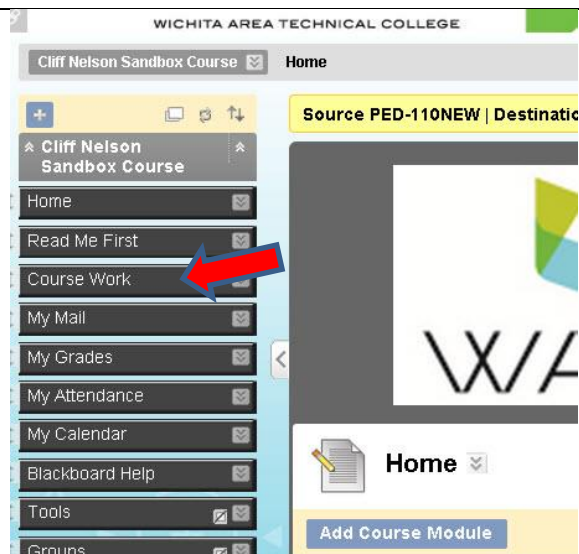
What You Need to Know First:

DropThought is a student feedback program. Students will have the opportunity to provide feedback anonymously. Two emails will be sent to your WATC account with login information to access the DropThought Dashboard. All classes that have DropThought installed will show in the dashboard.

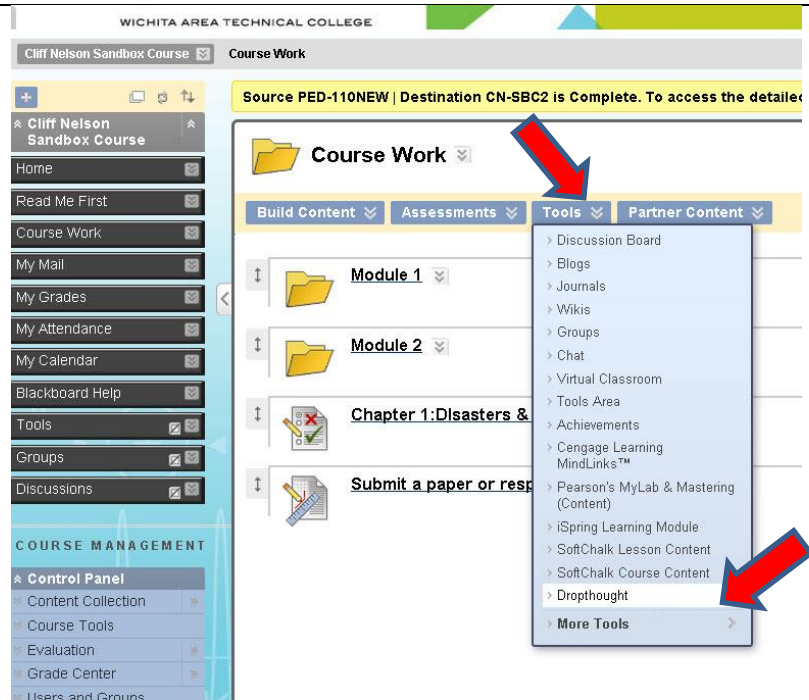
1. Select course you wish to add **"DropThought"** from **"My Courses"** area in blackboard.



2. Select **"Course Work"**



3. Select **"Tools"** then select **"Dropthought"**



4. Type in a name for your feedback. This is what will display in course work.

Grading is OPTIONAL (if you do not want point values associated with dropthought skip the following):

- Under **"Grading"** Enable Evaluation select **"Yes"**
- Enter a point value
- Check box and enter due date (optional)

This screenshot shows the 'Create Dropthought' form in Blackboard. The form is divided into four sections: 1. Information, 2. Attachments, 3. Grading, and 4. Options. Red arrows point to the 'Name' field (containing 'Course Feedback'), the 'Enable Evaluation' radio button (selected 'Yes'), the 'Points Possible' field (containing '10'), and the 'Due Date' field.

1. Information

★ Indicates a required field.

Name: Course Feedback

Color of Name: Black

Description: [Rich text editor area]

Path: p

2. Attachments

If you select a file you do not want, click Do Not Attach to remove the attachment from the content item. The file itself is not deleted.

Attach File: [Browse My Computer] [Browse Content Collection]

3. Grading

Enable Evaluation: ☒ Yes ☐ No

To set additional evaluation options, use the Column settings in the Grade Center

★ Points Possible: 10

Visible to Students: ☒ Yes ☐ No

Due Date: [Date field]

4. Options


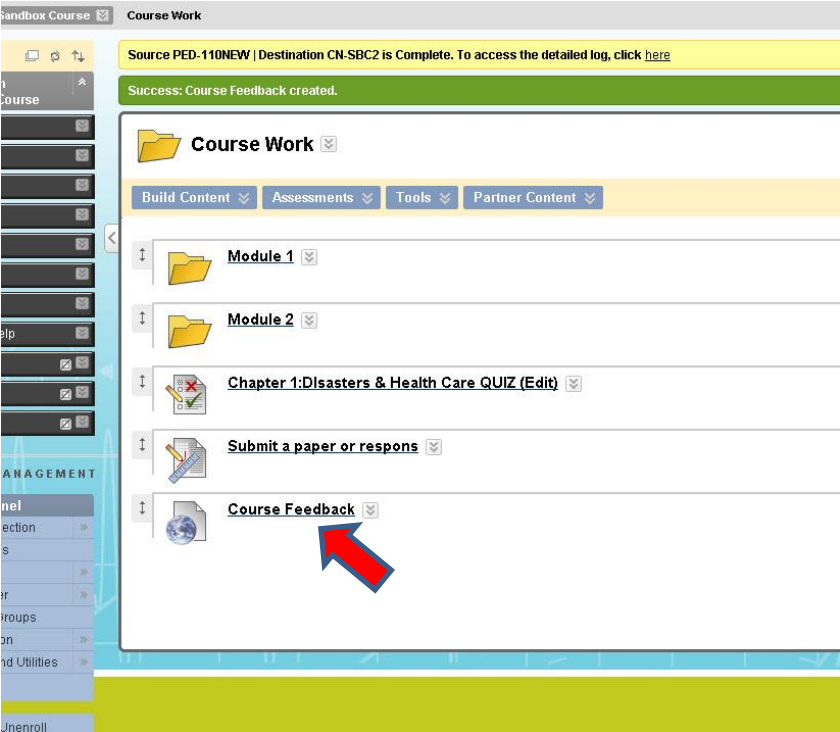
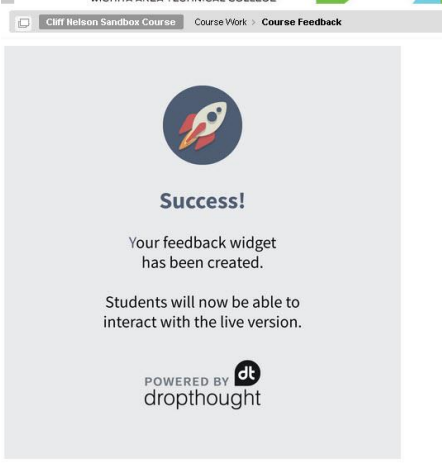
Permit Users to View this Content: ☒ Yes ☐ No

Track Number of Views: ☐ Yes ☒ No

Select Date and Time Restrictions:

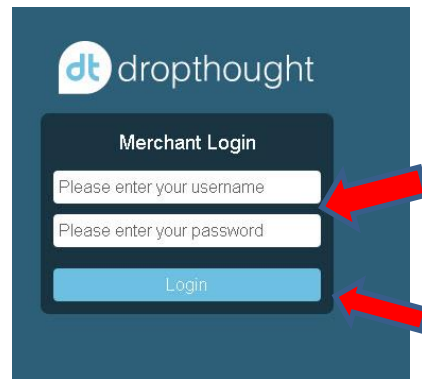
Display After: [Date field]

Display Until: [Date field]

5. Click “Submit”	
6. Click “Course Feedback” (or whatever you named your drophought) to finalize installation	
7. If installation was done correctly the screen here will appear after a few seconds.	

8. You will receive two emails with login information and a link to the **drophought** dashboard. Enter username and Password and click **“Login”**

<https://dashboard.dropthought.com/live/index.php>



The image shows the 'Merchant Login' section of the dropthought dashboard. It features a dark blue background with the 'dt dropthought' logo at the top. Below the logo is a white box containing the login form. The form has two input fields: 'Please enter your username' and 'Please enter your password'. Below these fields is a blue 'Login' button. Two red arrows point to the username and password fields respectively.

- **DropThought dashboard** will appear. All courses you have dropthought installed in are listed on the left and any feedback is in the rest of the dashboard. Clicking on the bar graph will display the feedback.



9. Clicking on the feedback color will display the comments from the students with the option to reply, forward or archive.

