

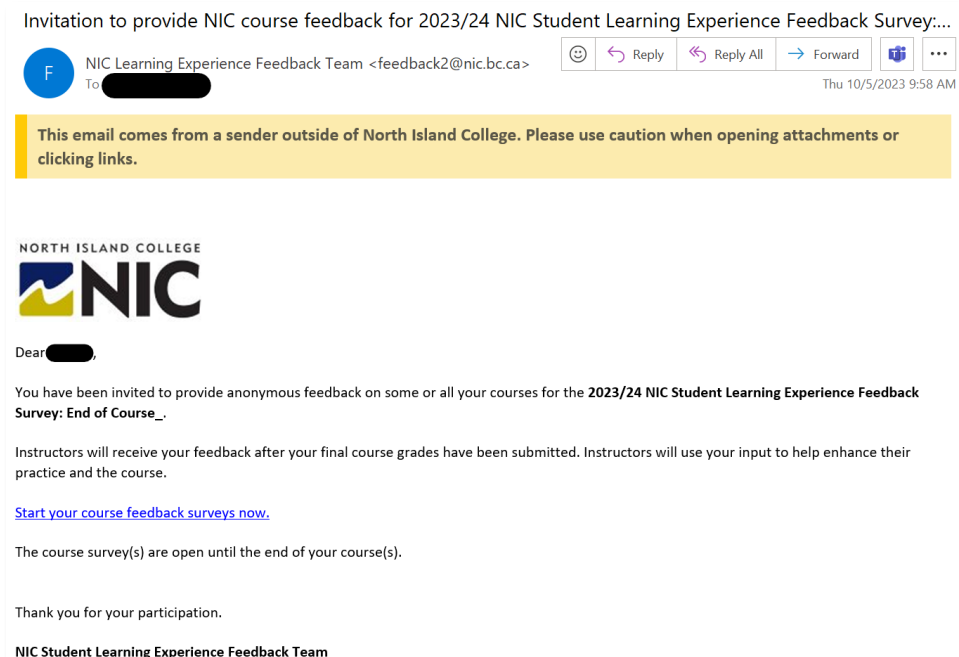
# Course Feedback Surveys

## Student Instructions

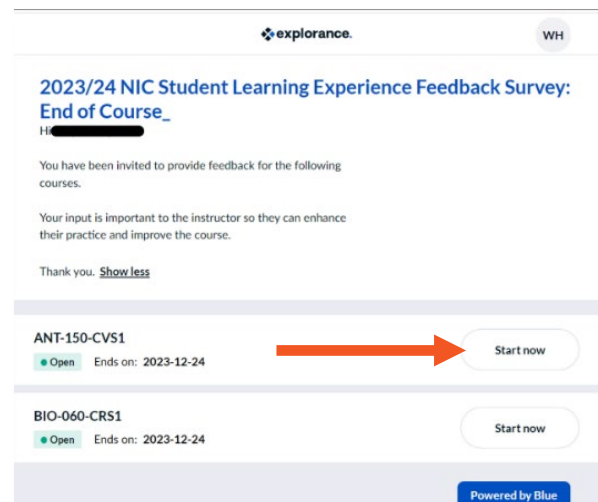
This handout provides the steps and screen shot examples of how the NIC Student Learning Experience Course Feedback service works utilizing automated surveys linked to NIC courses and class lists. Not all instructors may take part in this service – it is an option. **All student responses are anonymous.** Summary reports go only to the instructor after the course is completed. The Center for Teaching and Learning Innovation (CTLI) manages this service.

### **STEP 1: How do I get notified if my instructor has signed up for the service?**

1. At approximately 85% into the duration of your course, you'll be sent an email invitation looking like this:

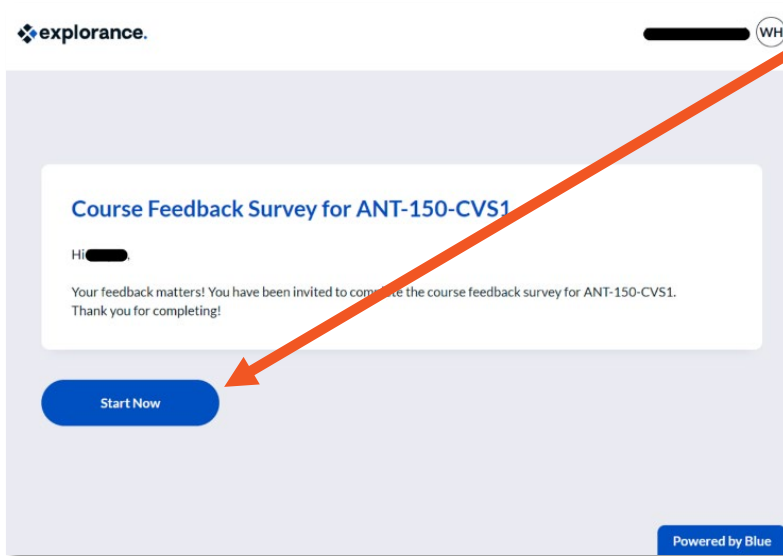


2. When you select the link in the email that says, “[Start your course feedback surveys now,](#)” a screen will open in your browser that looks like this. You will see all the courses of the instructors who opted in to this service. You may have one or more courses listed for this current term.



### **STEP 2: How do I complete the course feedback survey for my courses?**

1. Select the white **Start Now** button (see previous image) to the right of each course listing to begin each survey. For each course a similar screen as below will appear.



2. Select the blue **Start Now** button to begin the survey.
3. There will be 18 questions for you to answer. 15 of the questions require rating your agreement with statements (these are required). 3 are open-ended (these are optional).
4. **All responses are anonymous.** Your instructor will never know who responded to the questions.

5. Respond to each question. The first 15 are simply selecting one response to a statement. The last three are for you to type a written response or short answer.
6. Use the **Previous** and **Next** buttons (bottom left) to navigate through the survey questions.
7. When you select **Next** to advance to the next section (and you have not completed all the required questions) you will be prompted with the words **\* Response required** for those questions you need to go back and provide a response.

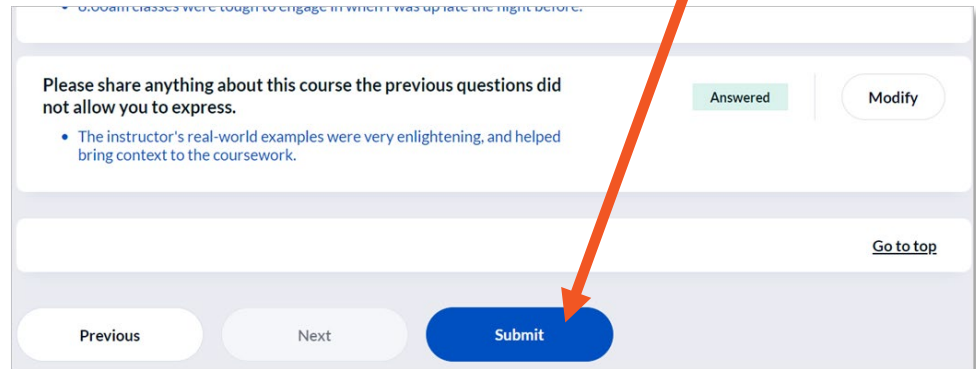
Course Questions *	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
I found the course structure easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understood what I needed to do to be successful in this course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course resources (textbook, manuals, web-based materials) helped me learn.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course assessments (projects, tests, quizzes, demonstrations) helped me learn.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The learning environment was welcoming and supportive.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course was a positive learning experience for me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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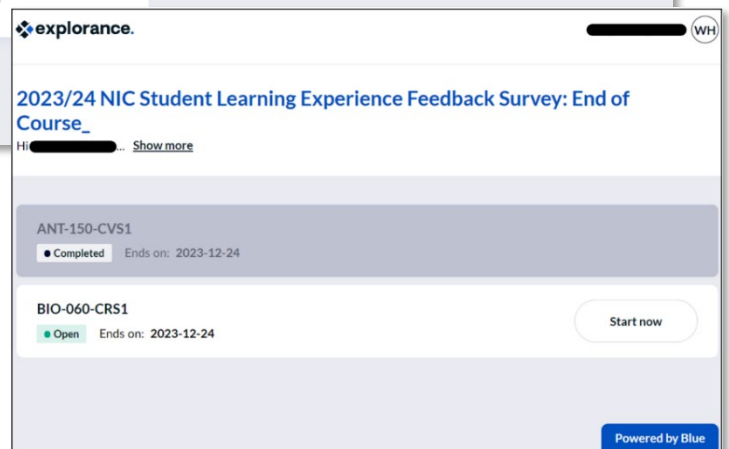
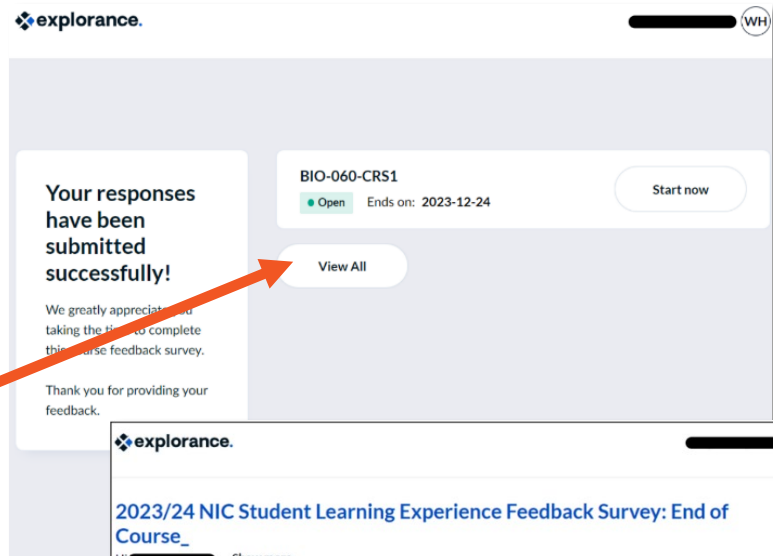
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### **STEP 3: How do I submit my completed surveys?**

1. When you reach the last page, you'll see a **Summary** of the questions with your answers. If you wish to change a response, select the white **Modify** button.
2. When done, select the blue **Submit** button.



3. You will see a confirmation screen indicating **Your responses have been submitted successfully!**
4. If you have any other courses with surveys available, you can access them from this screen.
5. You will also receive an email confirming your feedback was submitted.
6. Selecting the **View All** button will show all your course surveys, including those you've already completed (as shown in image to the right). When you're done, you can close the Subject Management tab/window.
7. When you're done with all your surveys, you **can close the browser tab/window**.
8. If you need to come back and complete other surveys at another time, just use **the link in the original email**.



**Thank you for your feedback!**