

Course Feedback Surveys

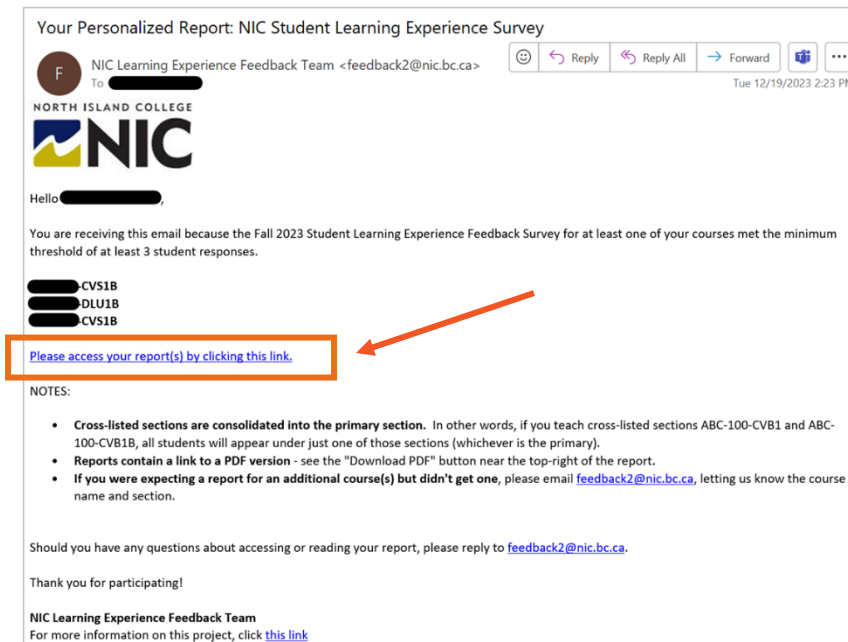
Instructions to Retrieve + View Reports

This handout provides a short summary of how to retrieve your NIC Student Learning Experience Feedback Survey Reports from the Blue system via an automated email. Any questions? feedback2@nic.bc.ca

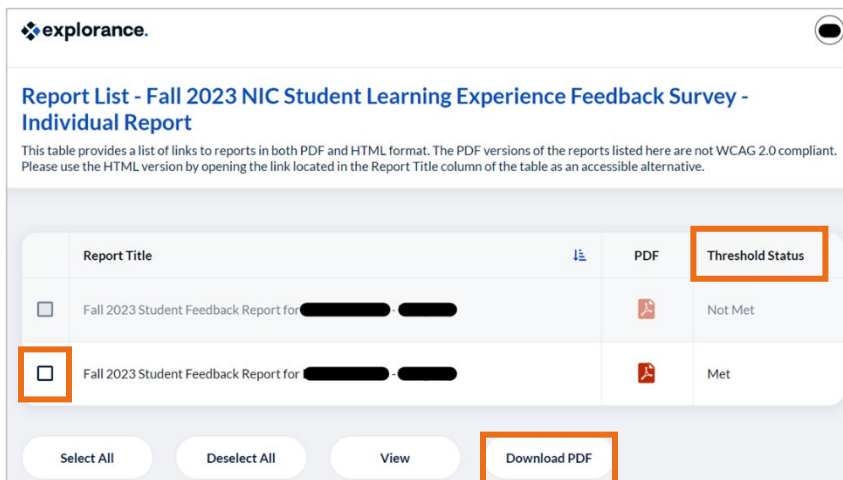
1. Receive the email to retrieve your course feedback report(s).

If all three (3) conditions are met, an email will be automatically sent with a link to access report(s):

- When you were invited to participate in the Student Learning Experience Feedback Survey (at 60% of the duration of your course), you opted in the course **and opted in you (as instructor)** and clicked the Launch button. BOTH the course and instructor must be opted in for the instructor to receive a report.
- **At least 3 students** responded to the survey.
- **At least 10 days** have passed since the course ended.



2. Click the blue link that says: *Please access your report(s) by clicking this link.*



3. If you have more than one course report available, you'll see a second screen (REPORT LIST) with links to all your reports. Check and download.

Note 1: If you only have ONE course report expected you will **not see** this screen.

Note 2: The "Threshold Status" column lets you know if your course had at least 3 students completing the survey to be able to access the report. If not = greyed out.

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4. Report(s) opens in your browser. Click *Download PDF* button to save a copy.

Report Comments

Reports are only produced for surveys that received at least 3 responses.

Cross-listed courses are consolidated into the primary section. In other words, if you taught cross-listed sections ABC-100-CVS1 and ABC-100-CVS1B, then all students will appear under only one of those sections (whichever was designated the primary section by the Scheduling office).

Please direct questions about this report to feedback2@nic.bc.ca.

Creation Date: **Friday, December 15, 2023**

Download PDF

Details for course

Instructor Questions

Statistics	Value
Mean	4.83

1. To download a copy of the report, click the "**Download PDF**" button below the word "blue" near the top-right of the first page. The report will appear in your computer **Downloads folder**.
2. The "**Mean**" score is an average score of all responses for that question.

NOTE: Student comments appear as they were written. No redacting or editing has occurred.

If you encounter any issues, please take a screenshot, note what you were doing when the issue arose, and send to the NIC Learning Experience Feedback Team at feedback2@nic.bc.ca.