

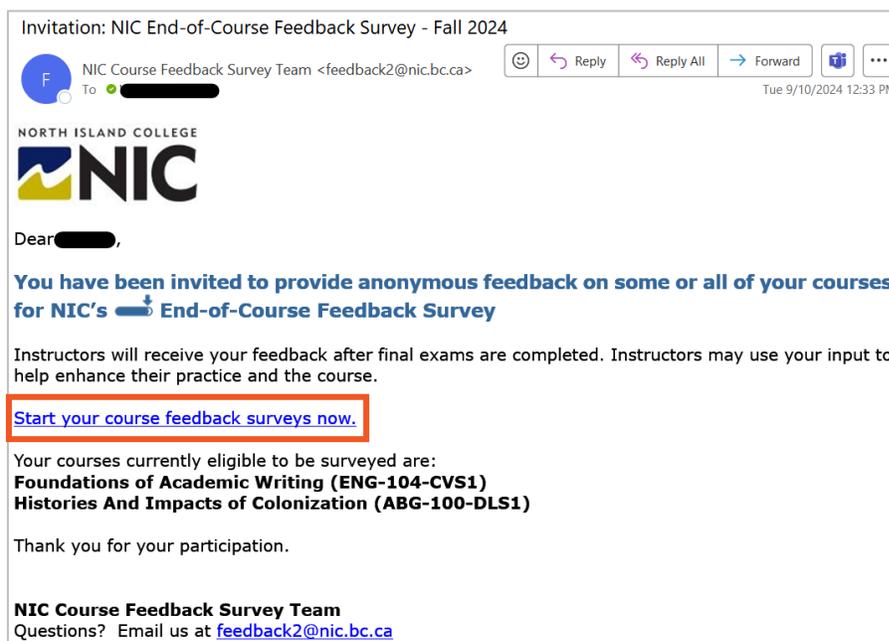
Course Feedback Surveys

Student Instructions

This handout provides steps on how to fill out the NIC Course Feedback Surveys (both Mid-Course and End-of-Course). Not all instructors may opt into this service – ask your instructor if your course is included. **All student responses are anonymous.** Summary reports go to the instructor shortly after the survey period closes (after final exams, for End-of-Course surveys). NIC’s Centre for Teaching and Learning Innovation (CTLI) manages this service to allow student input on learning experiences.

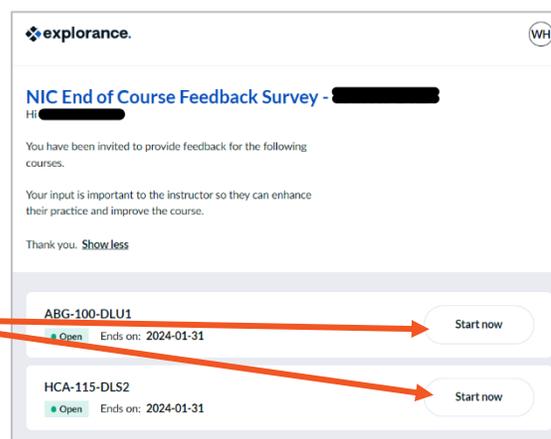
STEP A: How do I get notified if my instructor has signed up for the service?

1. About halfway through your course (for Mid-Course surveys) or toward the end of your course (for End-of-Course surveys), you will be sent an email invitation from feedback2@nic.bc.ca like the image below. Check your northislandcollege.ca email. Announcements about course surveys will be found in Brightspace and NIC emails.



2. Listing of Surveys

- If only one course survey is available, then the email link will take you directly to that survey and you won't see the screen to the right. See Step B.
- If you have more than one survey available, you will see the courses of instructors who opted into this service listed. You will click on the **Start Now** button for each course.

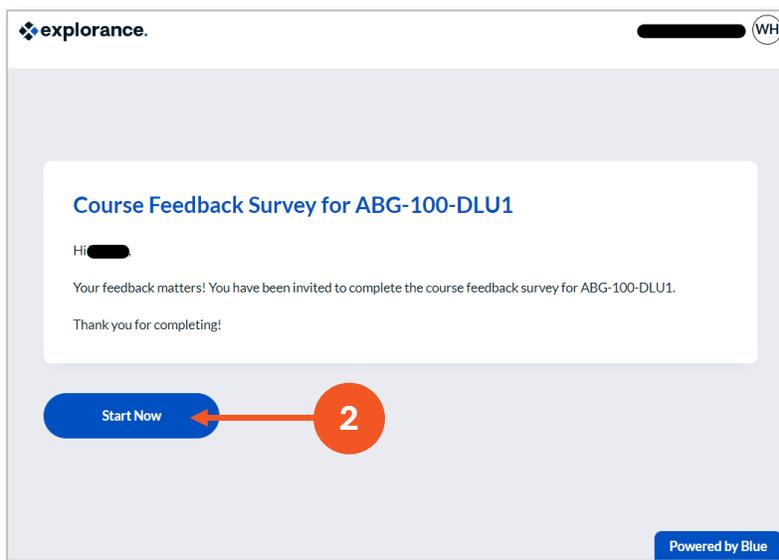


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STEP B: How do I complete the course feedback survey?

1. 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 approximately 20 questions. Most of the questions require you rating your agreement with statements (required). Three are open-ended questions (optional).

4. **All responses are anonymous.** Your instructor will never know who responded to the questions.

5. Respond to each question. Most questions simply require selecting one response to a statement.

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 must provide a response.

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

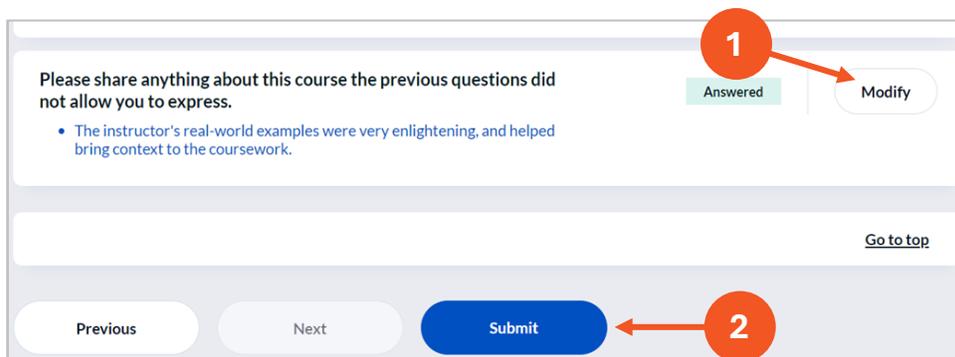
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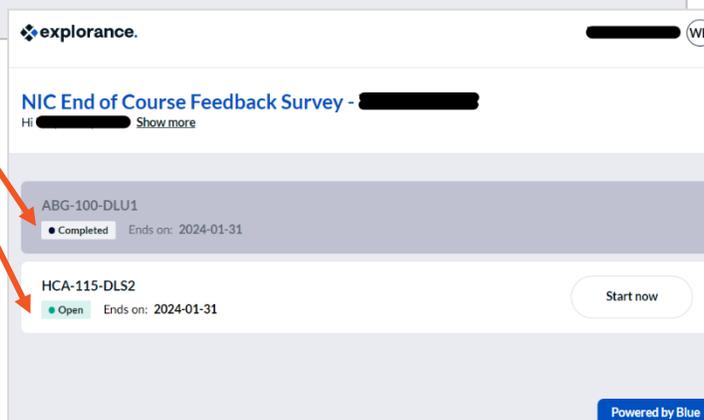
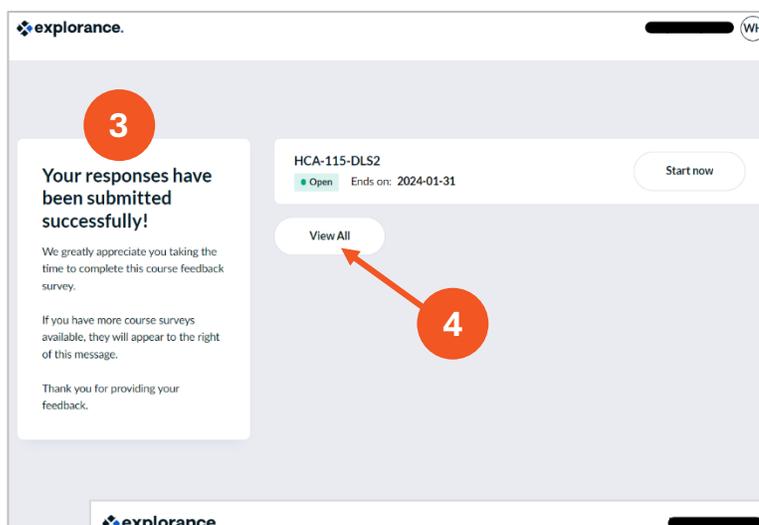


STEP C: How do I submit my completed surveys?

1. When you reach the last page, there will be a **Summary** of the questions with your responses. 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!** You will also receive an email confirming your feedback was submitted.
4. If you have any other courses with surveys available, you can access them from this screen. Select the **View All** button to show all your course surveys, including those you've already completed (as shown in image).
5. When you are done with all your surveys, **close the browser tab or window.**
6. 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!