

Instructions for Administering Student Feedback on Courses Process

The following set of instructions has been developed to help faculty administer the Student Feedback on Courses survey in-class.

- 1) **Send a reminder** email or create an announcement in Canvas the day before. Ask students to bring a laptop, tablet or smartphone to class to complete the survey.
- 2) Dedicate 15 minutes **at the start** (or near the start) of class for students to complete the survey in-class.
 - a. If you regularly have late students, you may wish to delay for 10-15 minutes to ensure maximum participation.
 - b. Do not wait until the break or the end of class to administer the survey as this may prompt students to rush.
- 3) **Introduce the survey.** Do not assume that students are familiar with it or understand its purpose.
 - a. Reinforce that their **contributions are anonymous**. Some students believe their faculty can track their responses and their grades are at-risk.
 - b. **Explain why the SFC process is important and how their feedback will be used.** You may wish to personalize this response so that students know how you benefit from the feedback and how it informs your teaching. Students may be unaware of how their feedback is used or whether it has any impact.
 - c. **Reinforce that their feedback is valuable and appreciated.** Encourage them to view the SFC process as an opportunity to reflect on the course and help identify what worked and what might be changed.
 - d. Remind them that submitting the survey enters them in a draw for a \$25 *Above Ground* gift card. This does not compromise their anonymity.
- 4) Clarify that **students access the survey by clicking on Course Evaluation on the left course navigation menu in Canvas.** If possible model this visually.
 - a. Remind laptop and tablet users that Safari is the best browser to use.
- 5) Ask students if there are any further questions.
- 6) Confirm that they have 15 minutes to complete the survey and **encourage them to take their time**, especially with regard to the open-ended questions.
- 7) **Thank them for their feedback** and exit the room for 15 minutes (or until a student collects you).

For additional information or strategies for collecting and using student feedback to inform your teaching, please contact FCDC at fcdc@ocadu.ca

