

Course Feedback Surveys

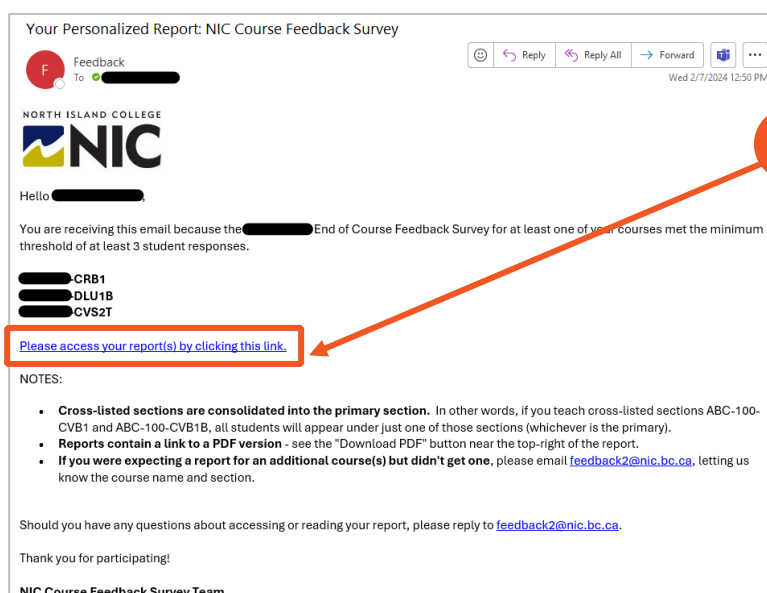
Report Retrieval Instructions

This handout provides steps to retrieve NIC Course Feedback Survey reports (for both Mid-Course and End-of-Course surveys). Questions: feedback2@nic.bc.ca

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

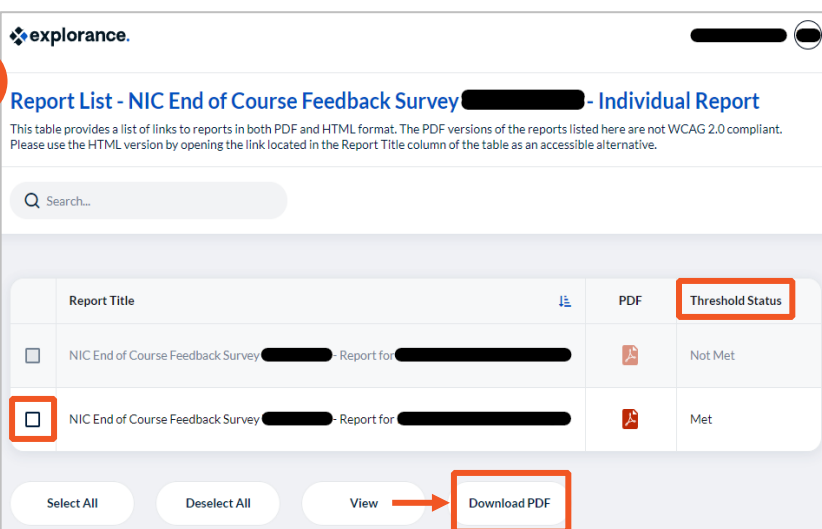
If all three (3) of the following conditions are met, an email will be sent with a link to access report(s):

- Instructors who opted in **both** the course and instructor (clicked **TWO GREEN 'YES' dots**) and clicked the **Launch** button. **BOTH course and instructor** must be opted in for instructor to receive report(s).
- **At least 3 students** responded to survey(s).
- **57% of the course duration has passed** (for Mid-Course surveys) or **15 days have passed since the course end date** (for End-of-Course surveys).



2. Click the blue link:

Please access your report(s) by clicking this link.



3. If there is more than one course report, a second screen will appear (Report List) with links to all the reports. Check the box and Download PDF.

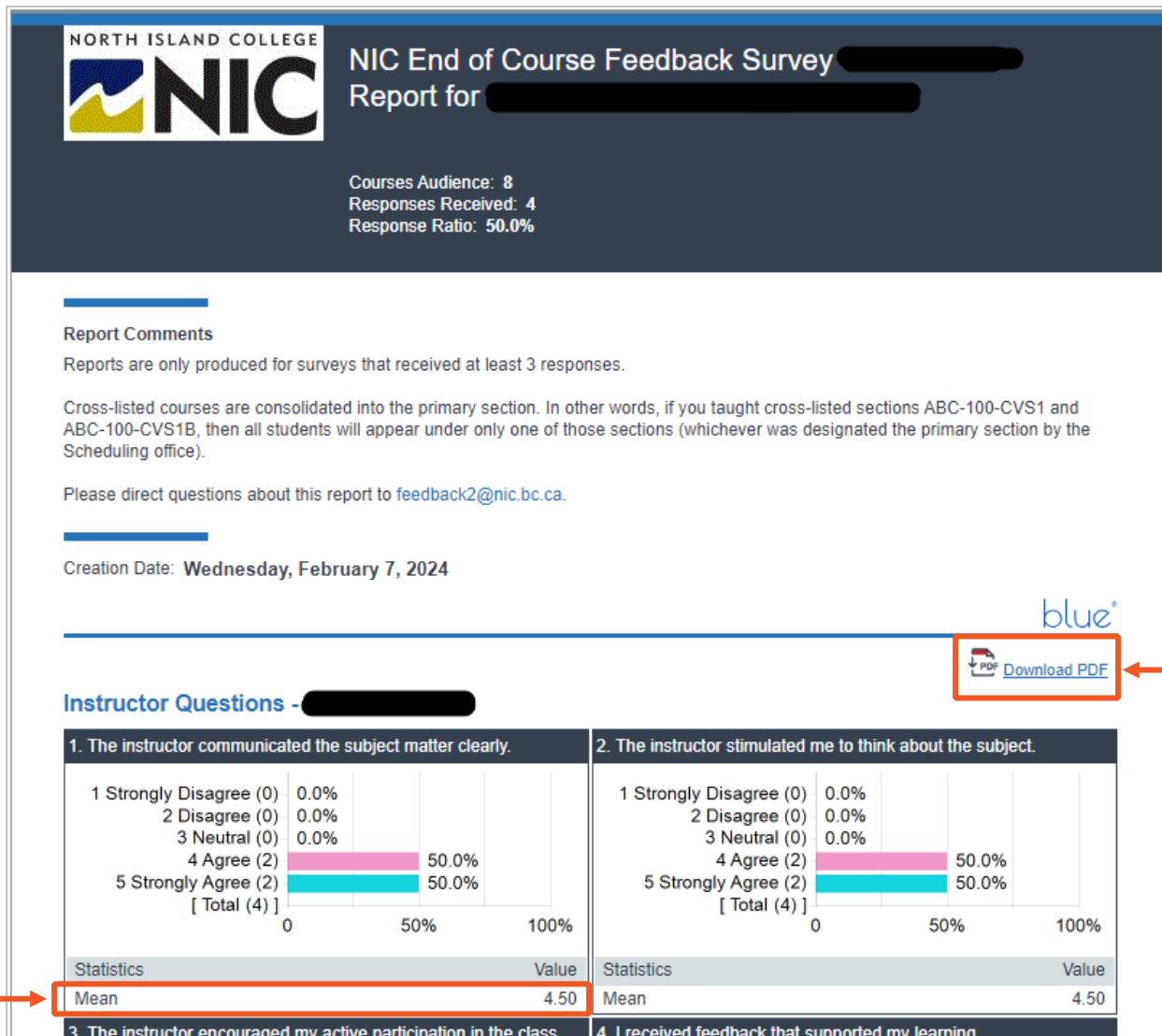
Note 1: If there is only ONE course report, this screen will NOT show.

Note 2: The "Threshold Status" column lets instructors know if course had at least 3 students completing the survey. If met, a report is available. If not met, will be greyed out and no report is available.

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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: **Wednesday, February 7, 2024**

Instructor Questions - [redacted]

Statistics	Value
Mean	4.50

Statistics	Value
Mean	4.50

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'** is the average of all values assigned to the 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 Course Feedback Survey Team at feedback2@nic.bc.ca.