



Mid-Course Feedback Survey

Example Schedules Based on Percentages



Mid-Course Feedback Survey Schedule: Example 1

This is an example of a schedule based on a course that starts September 3 and ends December 3.

	% of course from start	Estimated date*
Course start date (per NIC Colleague)	0%	September 3
Instructor opt-in period begins with invite email	30%	September 30
Instructor opt-in reminder email #1	35%	October 5
Instructor opt-in period ends	40%	October 9
Student survey period begins		
Student email sent only for opted-in courses	45%	October 14
Student survey reminder email #1	50%	October 19
Survey period ends		
Instructor reports for courses with threshold of 3 responses issued	57%	October 25

* The dates are estimates as the survey service works only on percentages to align with a variety of NIC course start and end dates.

Mid-Course Feedback Survey Schedule: Example 2

This is an example schedule based on a course that starts September 3 and ends February 21 the following year.

	% of course from start	Estimated date*
Course start date (per NIC Colleague)	0%	September 3
Instructor opt-in period begins with invite email	30%	October 24
Instructor opt-in reminder email #1	35%	November 2
Instructor opt-in period ends	40%	November 10
Student survey period begins		
Student email sent only for opted-in courses	45%	November 19
Student survey reminder email #1	50%	November 28
Survey period ends		
Instructor reports for courses with threshold of 3 responses issued	57%	December 9

* The dates are estimates as the survey service works only on percentages to align with a variety of NIC course start and end dates.



End-of-Course Feedback Survey

Example Schedules Based on Percentages



End-of-Course Feedback Survey Schedule: Example 1

This is an example of a schedule based on a course that starts September 3 and ends December 3 in the same year.

	% of course from start	Estimated date*
Course start date (per NIC Colleague)	0%	September 3
Instructor opt-in period begins with invite email	60%	October 28
Instructor opt-in reminder email #1	70%	November 6
Instructor opt-in reminder email #2	75%	November 10
Instructor opt-in period ends	80%	November 15
Student survey period begins		
Student email sent only for opted-in courses	85%	November 19
Student survey reminder email #1	95%	November 28
Student survey reminder email #2	100%	December 3
Course end date (per NIC Colleague)		
Student survey reminder email #3	100% + 5 days	December 8
Survey period ends	100% + 10 days	December 13
Instructor reports for courses with threshold of 3 responses issued	100% + 15 days	December 18

* The dates are estimates as the survey service works only on percentages to align with a variety of NIC course start and end dates.

End-of-Course Feedback Survey Schedule: Example 2

This is an example schedule based on a course that starts September 3 and ends February 21 the following year.

	% of course from start	Estimated date*
Course start date (per NIC Colleague)	0%	September 3
Instructor opt-in period begins with invite email	60%	December 15
Instructor opt-in reminder email #1	70%	January 1
Instructor opt-in reminder email #2	75%	January 9
Instructor opt-in period ends	80%	January 18
Student survey period begins		
Student email sent only for opted-in courses	85%	January 26
Student survey reminder email #1	95%	February 12
Student survey reminder email #2	100%	February 21
Course end date (per NIC Colleague)		
Student survey reminder email #3	100% + 5 days	February 26
Survey period ends	100% + 10 days	March 3
Instructor reports for courses with threshold of 3 responses issued	100% + 15 days	March 8

* The dates are estimates as the survey service works only on percentages to align with a variety of NIC course start and end dates.