

Course Feedback Surveys

How to Opt In

All  **Mid-Course** and  **End-of-Course** Feedback Surveys are opted OUT by default. Follow these steps to opt your course(s) in.

Cross-listed sections are combined into the primary section. In other words, if you teach cross-listed sections ABC-100-CVS1 and ABC-100-CVS1B, all students will appear under just one of those sections—whichever is the primary.

1. Instructors will be emailed an invitation to opt into the survey from feedback2@nic.bc.ca (account managed by CTLI).

This invitation is sent at 30% of your course's duration for  **Mid-Course** surveys, and at 60% of your course's duration for  **End-of-Course** surveys.

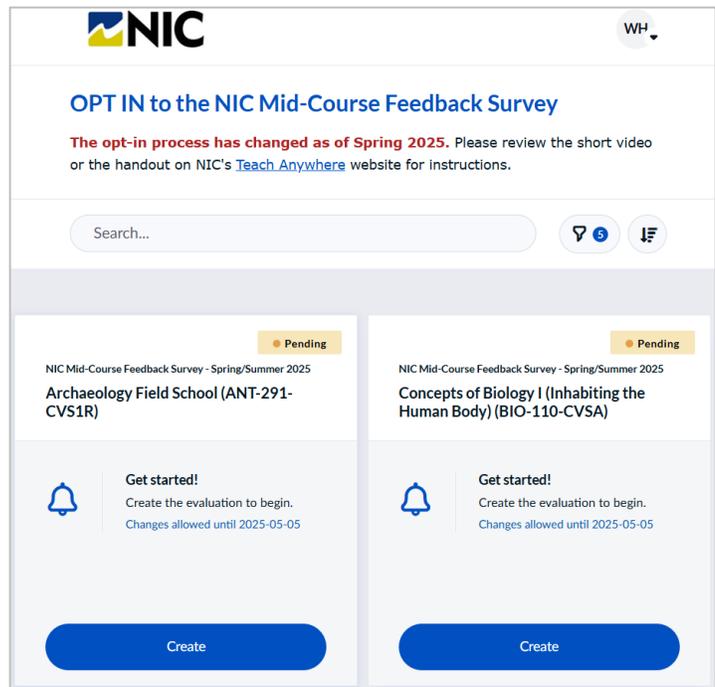


The screenshot shows an email invitation with the following content:

- Subject: You are invited to join the NIC Mid-Course Feedback Survey - ...
- From: NIC Course Feedback Survey Team <feedback2@nic.bc.ca>
- To: [Redacted]
- Time: 10:37 AM
- Logo: NORTH ISLAND COLLEGE NIC
- Greeting: Hello [Redacted],
- Section: **OPT IN to NIC's  Mid-Course Feedback Survey**
- Text: This is a service where your students provide feedback to you on their learning experience in your course(s). Students respond to a series of standardized questions and you get the results, to support the growth of your teaching practice.
- Text: You have a limited time to decide if you wish to join (deadlines for each course are shown at the link below). By default, your courses are **opted out** of this service.

2. Click the link in the email to access your opt-in screen.

You'll see one box for each of your courses eligible to be surveyed.



The screenshot shows the web interface for opting in to the survey. It includes:

- NIC logo and user profile (WH)
- Section: **OPT IN to the NIC Mid-Course Feedback Survey**
- Text: **The opt-in process has changed as of Spring 2025.** Please review the short video or the handout on NIC's [Teach Anywhere](#) website for instructions.
- Search bar and filters
- Two course cards, both marked as **Pending**:
 - Archaeology Field School (ANT-291-CVS1R)
 - Concepts of Biology I (Inhabiting the Human Body) (BIO-110-CVSA)
- For each card, a **Get started!** section with instructions: "Create the evaluation to begin. Changes allowed until 2025-05-05" and a **Create** button.

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3. Choose a course to opt in and click **Create**.

You'll be presented with the opt-in box for that course.

The screenshot shows a mobile interface for a survey titled "NIC Mid-Course Feedback Survey - Spring/Summer 2025" for the course "Concepts of Biology I (Inhabiting the Human Body) (BIO-110-CVSA)". It features two toggle switches for "Opt in to this evaluation?", both currently set to "Yes". Below these are fields for "Choose your questions for Course" and "Choose timing" with start and end date pickers. At the bottom are "Save" and "Launch" buttons.

IMPORTANT: Your next step (4a OR 4b) will depend on what the top of your opt-in box looks like.

- 4a. If your opt-in box has **TWO Yes/No switches AND your name beside the second switch**, then simply click the switch beside your name to **Yes**, and skip to **Step 5** on page 4 below.

BOTH switches should be set to Yes before moving to Step 5, as in the image to the right.

This screenshot shows a close-up of the top portion of the opt-in form. It displays the title "Opt in to this evaluation?" with a "Yes" toggle switch. Below it, the text "Changes allowed until 2025-05-02" is visible. A second section shows the instructor's name, "Instructor Name," followed by the question "do you want to opt in to this evaluation?" and another "Yes" toggle switch.

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4b. If your opt-in box has ONE Yes/No switch and says **Select Instructor below it, this means that multiple instructors have been assigned to your course section in Colleague.**

Click **Select Instructor** to see the instructor list.

Before resuming, you must come to an agreement with your listed co-instructors: either ALL of you will opt in for this course, or you will NOT opt the course in at all. It must be unanimous.

If you ALL agree to opt in, then designate just ONE of you to complete the opt-in process on behalf of all listed co-instructors.

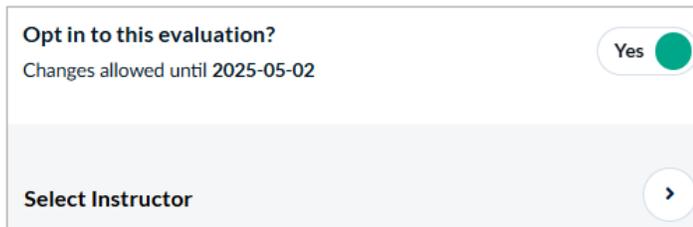
All remaining opt-in steps for **this course** should be actioned *only* by the designated instructor on behalf of their co-instructors.

Click the switch to **Yes** beside EACH instructor's name.

Some courses (usually HHS) have an Academic Chair assigned as an instructor in Colleague, even though the Chair is not actually teaching the course. The switch beside any such non-instructor should be left at **No**.

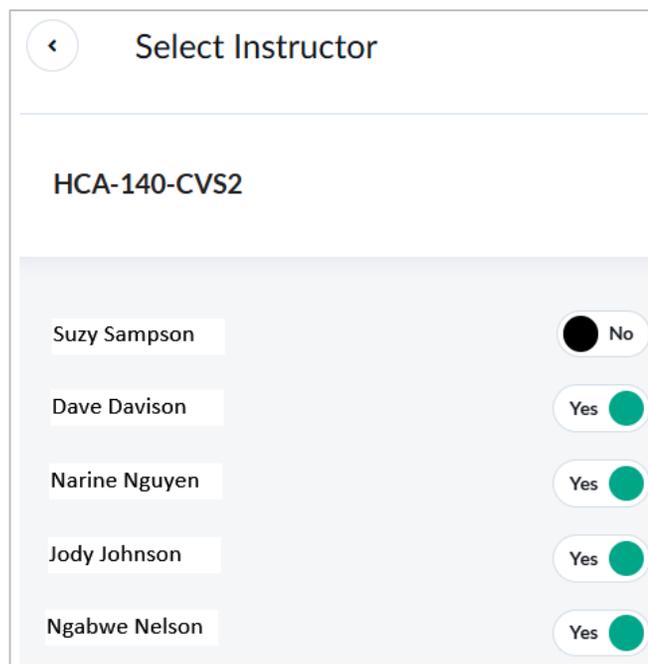
In the example to the right, the first name in the list is a non-instructing Chair (switch stays at **No**), and the remaining names are all co-instructors (switch at **Yes**).

After you've clicked Yes beside every instructor's name, click the < button at the top-left to return to the opt-in box.



Opt in to this evaluation? Yes
Changes allowed until 2025-05-02

Select Instructor >



< Select Instructor

HCA-140-CVS2

Suzy Sampson	<input type="checkbox"/> No
Dave Davison	<input checked="" type="checkbox"/> Yes
Narine Nguyen	<input checked="" type="checkbox"/> Yes
Jody Johnson	<input checked="" type="checkbox"/> Yes
Ngabwe Nelson	<input checked="" type="checkbox"/> Yes

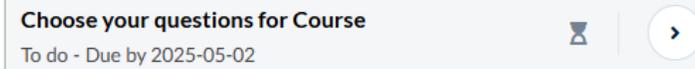
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5. After completing Step 4a OR 4b, click **Choose your questions for Course**.

This will open a new Question Personalization tab, where you can choose up to 5 additional pre-written questions to add to this course's survey.

Question Personalization is optional, **but you are still required to complete this step, even if you do not wish to add any questions.**



6. Click **Expand All** beside each heading to view the pre-written questions you may choose to add.

Click **Include** beside each question you wish to add to this course's survey (up to five). If there are multiple instructors assigned to your course (per Step 4b), you should come to an agreement together about which questions to add.

When you're done selecting additional questions, **OR if you do not wish to select any additional questions:**

- Click **Submit**. The Submit button will change to **Update**.
- **Close this tab** to return to the opt-in box.



7. Note the survey Start and End dates (these cannot be changed).

Click **Launch** to finalize opt-in. Repeat Steps 3-7 for each course you wish to opt in.



Questions?

- Submit a [service desk ticket](#).
- Email feedback2@nic.bc.ca.
- Find more details at [Teach Anywhere](#).