

Course Feedback Surveys

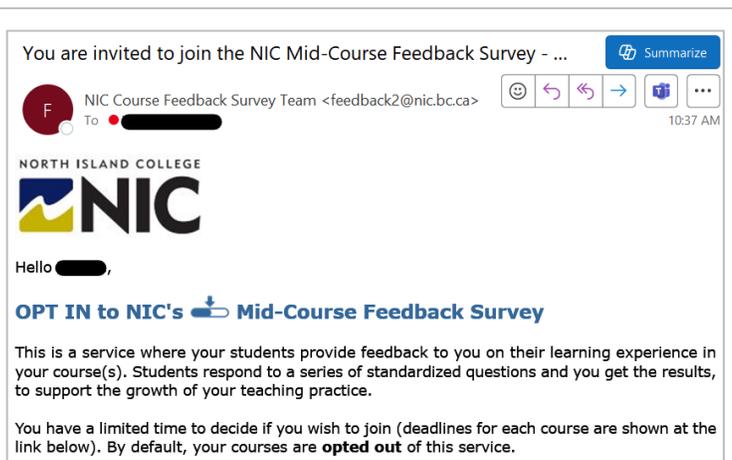
How to review your survey dates, response rate, and class list

Questions?

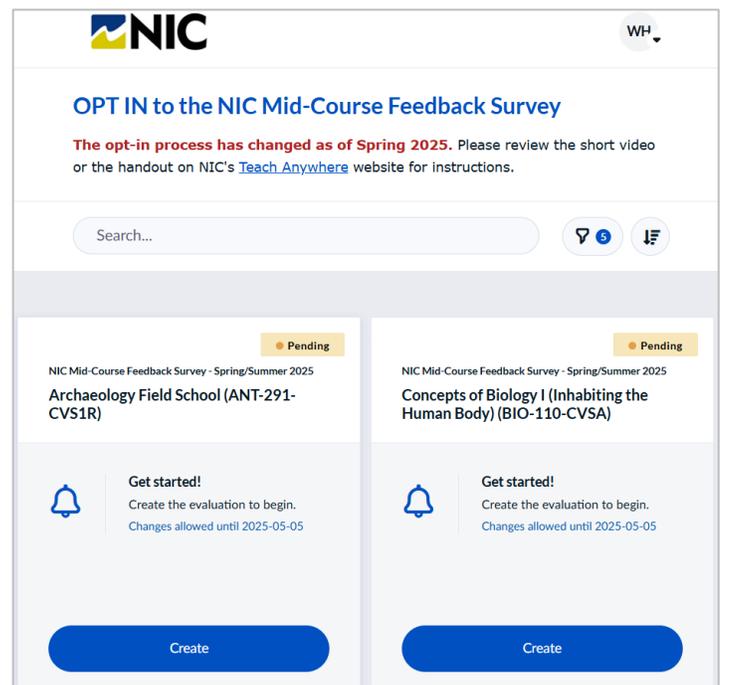
- Submit a [service desk ticket](#).
- Email feedback2@nic.bc.ca.
- Find more details at [Teach Anywhere](#).

1. Find a survey email from feedback2@nic.bc.ca like in the image to the right.

The email subject should indicate the term and the survey type – either  **Mid-Course** or  **End-of-Course**.



2. Click the link contained in the email to view your survey management screen.

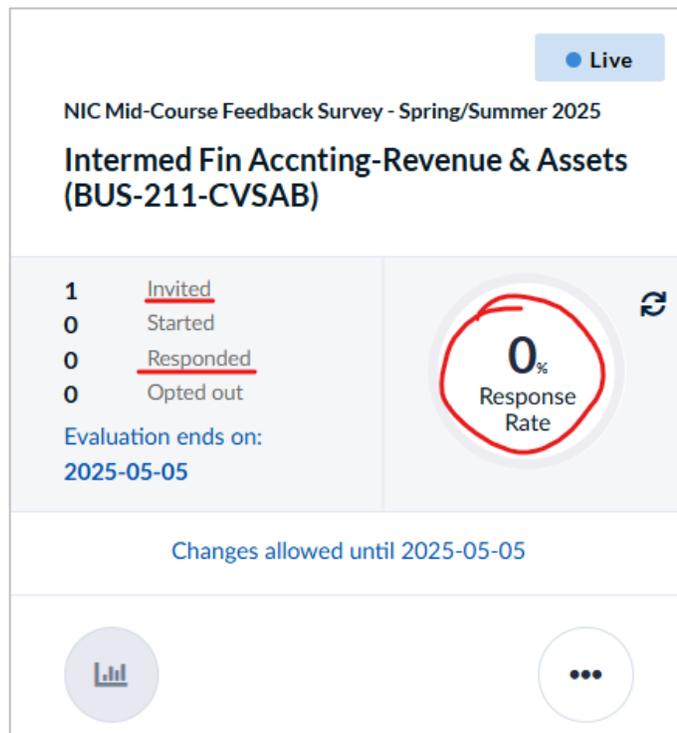


Course Feedback Surveys

How to review your survey dates, response rate, and class list

3. The image on the right shows a course survey that has already begun. You can see **how many students have been invited, how many have responded**, and the **response rate**.

Instructor reports are only issued for surveys that get at least 3 responses.



4. To view the survey schedule or the class list:

In the box of the course you want to check, click the three dots ... in the bottom-right corner.



5. Click **View invitees** to see the list of students being invited to participate in the survey.

Or click **Manage Settings** (may say View Settings) to see the scheduled Start and End Dates of the survey. You cannot change these dates.

