Instructor Training for UM SRI (Course Evaluations)

How Do I Add Survey Items to My Course Evaluation(s)?

As an instructor, you have the OPTION to personalize your course evaluation(s) by adding up to 5 questions to the University of Manitoba Course Evaluation.

Note: A summary of students’ responses to personalized questions will appear in the Instructor Report and not in reports sent to Department Heads, Deans, and the Office of the Provost and Vice-President.

Step 1. Click the link in the email that you receive from the University of Manitoba Course Evaluation system or click ‘UM SRI (Course Evaluations)’ link in UM Learn to access your Question Personalization (QP) Task List.

Step 2. Click the Course Evaluation that you would like to personalize.

IMPORTANT! All instructors teaching a multi-instructor course will be able to access the SRI system and receive an email to complete their QP Task(s). If your email shows the links to the other instructors’ QP Tasks, please complete only those links with your name in them.
Step 3. The 5 questions may be comprised of a combination of the following options:

a. Instructor defined questions (single-selection or comment-based)

b. Predefined questions (single-selection)
   - instructor-related questions
   - course-related questions

Examples of question combinations.

<table>
<thead>
<tr>
<th>Question Type</th>
<th>Example 1</th>
<th>Example 2</th>
<th>Example 3</th>
<th>Example 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor defined questions</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>(single-selection; max = 2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor defined questions</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>(comment-based; max = 1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Predefined (instructor-related) questions</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Predefined (course-related) questions</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Total (cannot exceed 5)</td>
<td>5</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
</tbody>
</table>
Step 3a. Instructor defined questions (single-selection or comment-based)

- Click ‘Show Section’.
o Click ‘Edit’ next to the single-selection or comment-based based option. The customized question that you create may not appear in course evaluation reports. Please record your customized questions (e.g., by taking a screenshot) for future reference.

![Image of custom question options]

o Enter the text for your question, then click ‘Select’.

![Image of custom question input]

**IMPORTANT:** Instructor defined questions count toward the 5 additional questions to the University of Manitoba Core Course Evaluation.

**Step 3b.** Predefined instructor-related and course-related questions

o Click ‘Show Section’ to reveal the question options.

![Image of predefined question options]

o Click ‘Select’ to the right of the predefined question to add it to the course evaluation.
TIP: After clicking ‘Select’, a pop-up will display the number of questions that you have selected.

REMEmBER: You may only add 5 questions to each Course Evaluation.

Step 4. Click ‘Save’ and then ‘Submit’ to ensure that your selections are added to the course evaluation. You may review your selections any time prior to the task due date. Changes in question selections require an ‘Update’ to finalize changes.

Step 5. The selected questions for one course evaluation can be copied to another course evaluation. Completing this step does not prevent you from selecting/deselecting questions in another course evaluation.

Step 6. To preview the course evaluation as it will appear to students, click ‘Preview’ (this may open a new browser tab). The preview begins with a welcome message. By clicking ‘Next’, you can view the core course evaluation questions and the instructor-defined questions.

Step 7. Your task list (once refreshed) will show which tasks are complete and which tasks remain.
Support

If you require support, please contact SRI@umanitoba.ca.

Encourage Student Participation

There are several strategies that you can use to encourage your students to complete their course evaluation(s). This is in addition to the automatic email reminders and university-wide announcements that will appear in UM Learn leading up to and during the evaluation periods.

What can I do?

Communicate the Value of Course Evaluations.

- **Evidence of importance.** An important incentive for students to complete course evaluations is evidence of their significance to you as an instructor. Consider communicating the value of course evaluations verbally in your class, course outlines, and through email reminders to students.

- **Student feedback in action.** Highlight the changes you have made to the course based on your previous course evaluation results. This lets students know that their feedback is taken seriously to improve courses and teaching.

- **Constructive feedback.** Present the student guidelines for providing constructive feedback, particularly when writing comments, including ways to express valid criticisms in a productive and respectful manner. This information helps you set a positive tone for the course evaluation and reiterates your commitment to receiving and acting on student feedback.

- **Personalization.** Let students know that you are interested in receiving their feedback on the questions you may have added to the course evaluation(s).

Make announcements and remind your students.

- Add a slide to your PowerPoint slideshows during the evaluation period to remind students about course evaluations being open. Sample slides are available here.

- Utilize the Announcement feature in UM Learn to remind students of the evaluation and the significance of it.

- Include the evaluation period dates in your course syllabus and in the calendar in UM Learn.

Allow students time in class to complete their course evaluations.

- Ask students to bring their laptops, smartphones, or tablets to class and allow time to complete the evaluations during scheduled class time. To limit attrition, it is most effective to do this at the beginning of the class. You are required to leave your teaching session during this process.