



Student Questionnaire on Courses and Teaching:  
**Administration Instructions**

1. *Arrive with enough time to either:*
  - a. **(preferred)** set up the feedback.uwo.ca Class Visit PowerPoint Slide (available in the Administrator's USB package or at <http://www.yourfeedback.uwo.ca/administrators.cfm>)

**OR**

  - b. write "feedback.uwo.ca" on the white board(s), visible to all students.
2. *Ensure that the course instructor is not in the room during any part of the student feedback process.*
3. *At the beginning of class, inform students that you are there because it is time for them to complete their Student Questionnaire on Courses and Teaching. Then, read aloud the Student Questionnaire on Courses and Teaching: Student Instructions (available in the Administrator's USB package or at <http://www.yourfeedback.uwo.ca/administrators.cfm>)*
4. Direct students' attention to the feedback.uwo.ca Class Visit PowerPoint Slide or whiteboard(s).

**Suggested script:** "Please got to feedback.uwo.ca. You can use your laptop, tablet, or smartphone and use any web browser.

Select MAIN CAMPUS from the Data Source Menu (unless the course is offered through Ivey).

Log in to the system using your Western username and ID

And then select this class – *[tell them the class number and name]* from the list of courses."

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5. Instruct students that they have 15 minutes to individually complete the questionnaire.

**Suggested script:** “You have 15 minutes to complete the questionnaire. Please ensure that your responses reflect only your own experiences. You should not discuss your answers with your fellow students during this time.”

6. After 15 minutes, ask students to submit their questionnaires or save them and complete them later.

**Suggested script:** Our time is now up. Thank you for taking the time to complete your student questionnaire on courses and teaching. Please remember to hit the submit button on your questionnaires. If you haven't finished it yet, you can save your progress and complete the questionnaire before the feedback period closes.”