



Student Questionnaire on Courses and Teaching: **Administration Fact Sheet**

Thank you for taking the time to assist with administering a Student Questionnaire on Courses and Teaching in-class session. *Please take the time to familiarize yourself with the Administration Assistant Instruction Sheet and the Student Instruction Sheet* (both available in the Administrator's USB key and at <http://www.yourfeedback.uwo.ca/deptAdminClassroom.cfm>)

You may find it helpful to know the following facts in case students have questions or concerns:

1. The *Your Feedback* online system is open for a three-week period. Although you are providing an opportunity for students to complete their course questionnaire in class, *some students may have already completed the questionnaire on their own.*
2. Once logged into the system, students must choose the course for which they are about to provide feedback. *Please familiarize yourself with the course number and name for any course you are visiting* in case you are asked for it by students.
3. Students can access the questionnaire by going directly to the feedback.uwo.ca site. They can *also access their course questionnaire through an email link sent to them when the course feedback period opened and in reminder emails, as well as through a link on the OWL homepage and one on Student Centre.* These three access points also take students to feedback.uwo.ca.
4. You can view a student walkthrough of the questionnaire by visiting <http://yourfeedback.uwo.ca/studentsHow.cfm>. You may wish to look at this site before your in-class visit.
5. If students encounter technical difficulties and are unable to complete their questionnaire, or if they have questions about the *Your Feedback* system, please have them contact feedback@uwo.ca