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