

## Student Evaluation of Instruction/Course Manual

Students receive the email below to their academic email address if they are full-time students or to their preferred email if they are part-time students taking courses through Continuing Education or Regional Campuses.

**Subject:** RRC Student Evaluation of Instruction/Course (SEI/C) - We Need Your Feedback

Dear [Student Name],

As part of our focus on improving the student experience at Red River College, we are seeking your feedback for each of the courses you are undertaking this term.

The link below will provide access to your course evaluation forms. We ask that you provide a fair and honest assessment of your learning experience in these courses. We strongly encourage you to add additional comments where possible.

[Please click here now to complete your course evaluations.](#)

Your answers are confidential. Your instructor will only see the combined responses from your section after all grades have been approved.

Please respond as soon as possible. If you have any questions, please contact the Survey Administrator at [studentevaluation@RRC.CA](mailto:studentevaluation@RRC.CA) or visit the [SEI/C web page](#) for further information.

Your responses are important to us as we strive to continually improve our programs and the learning experiences of our students. Thank you for taking the time to complete the evaluation.

Kind regards,  
Christine

Christine Crowe  
Vice President, Academic and Research (Interim)  
Red River College

The link included in the email sends the student to a page with links for their current courses (Fillout Task List.) Each course link takes the student to an online evaluation form they can fill out. The evaluation includes questions about the course and also questions about the instructor(s) teaching the student in that course.

## Examples of a Course List (Fillout Task List.)

The invitation email provides students with access to the Fillout Task List. Each student has an individualized Fillout Task List specific to their courses and the Project timeframe.

Due dates indicates the end of the evaluation period. The evaluation Due date is calculated for 7 days before the end of the course in case there are exams during the final week.

Status indicates whether or not the student has started or completed their evaluation for any courses in their list.

Status **Open** means the course link is still accessible but not completed yet.

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**Fillout Task List**  
 Task Owner: [Redacted]  
 Project Title: Student Evaluation of Instruction/Course  
 Category: Fall 2014  
 Subcategory: Course Evaluation

Subject	Due date	Status
<a href="#">FD: Anatomy &amp; Physiology (FDEM-1003)</a>	Sunday, November 30, 2014	Open
<a href="#">FD: Funeral Planning (FDEM-1006)</a>	Sunday, November 30, 2014	Open

Mobile Version | Standard Version

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**In Progress** status means students have started a questionnaire, and saved it to finish later. (no visual available)

Status **Completed** means the course evaluations have been submitted.

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**Fillout Task List**  
 Task Owner: [Redacted]  
 Project Title: Student Evaluation of Instruction/Course  
 Category: Fall 2014  
 Subcategory: Course Evaluation

Subject	Due date	Status
<a href="#">Advertising 1 (COMM-1019)</a>	Wednesday, December 10, 2014	Completed
<a href="#">Broadcast Production: Tv-1/RAD (COMM-1037)</a>	Wednesday, December 10, 2014	Completed
<a href="#">Creative Writing 1 (COMM-1125)</a>	Wednesday, December 10, 2014	Completed
<a href="#">Elect Publish-Layout&amp;Design 1 (COMP-1155)</a>	Wednesday, December 10, 2014	Completed
<a href="#">Journalism 1 (COMM-1185)</a>	Wednesday, December 10, 2014	Completed
<a href="#">Public Relations 1: Intro to P (COMM-1007)</a>	Wednesday, December 10, 2014	Completed
<a href="#">The Writer's Craft 1 (COMM-1259)</a>	Wednesday, December 10, 2014	Completed

Mobile Version | Standard Version


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Students are able to complete the survey on a computer, a smart phone or a tablet. There is a Mobile Version of the form that makes viewing easier on very small screens such as a small screen smart phone. Otherwise the Standard Version is recommended for large smart phones, tablets and computers.

**Note:** See Mobile Version | Standard Version *under the course list in the image above.*

## Red River College Student Evaluation of Instruction/Course


Status **Expired** means the Due date has passed and the links will no longer work.



**Fillout Task List**  
Task Owner: [Redacted]  
Project Title: Student Evaluation of Instruction/Course  
Category: Fall 2014  
Subcategory: Course Evaluation


Subject	Due date	Status
Foster Lang, Literacy & Math (ECED-1083)	Monday, November 24, 2014	Expired
Respond to Phys.Medcl&NrmNds (SAFE-2059)	Monday, November 24, 2014	Expired
Support Children With Addition (ECED-3064)	Monday, November 24, 2014	Expired

Mobile Version | Standard Version

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### Online Evaluation Form:

The Introduction page of the evaluation form provides an explanation of the reason for this survey, as well as instructions about using the online form.



### Summer/Fall 2017: Student Evaluation of Instruction/Course for Subject (Secondary Subject)

Red River College is committed to providing students with high quality instruction that will prepare them to graduate and to be successful in their chosen occupations. As part of the College's practice of continuous improvement, students are invited to provide feedback on their educational experience by participating in the Student Evaluation of Instruction/Course Survey.

The purpose of the Student Evaluation of Instruction/Course Survey is to improve the teaching and learning process. It is aimed at improvement of the instructor's teaching and the student's learning.


- To save your answers and move onto the next section, just click "NEXT"
- On mobile devices, "SAVE" is located under "OPTIONS"
- Please remember to click the "SUBMIT" button after you complete each survey

By completing this questionnaire you will assist Red River College in ensuring that future students will continue to receive the best possible instruction in all their courses. Your responses will be kept anonymous and reported as part of class totals only.

If you have any questions concerning the Student Evaluation of Instruction/Course Survey contact the Research & Planning Department at 204-632-2909.

Previous Next Save Submit

Mobile Version | Standard Version

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\*Note: On the actual survey form, the Course name will replace "Subject" and the Course Code will be in brackets where "Secondary Subject" is in the illustrations on these pages.

The first page of the evaluation (**Part 1**) asks for the student's opinions about the course.

# Red River College Student Evaluation of Instruction/Course



## Summer/Fall 2017: Student Evaluation of Instruction/Course for Subject (Secondary Subject)

### Part 1:

How would you rate your experience in this course?

- Extremely positive
- Quite positive
- Slightly positive
- Neutral
- Slightly negative
- Quite negative
- Extremely negative

How would you rate the course material, such as course notes and supplemental material?

- Excellent
- Good
- Fair
- Poor
- Very poor
- Not applicable

How would you rate the pace of the course?

- Too quick
- Quick
- Neither quick nor slow
- Slow
- Too slow

Previous

Next

Save

Submit

Progress  20%

Mobile Version | Standard Version



## Red River College Student Evaluation of Instruction/Course

The next page shows the name of the course Instructor(s). Students must use the check box to choose their instructor(s) for the course. This is a mandatory question. Students cannot complete the evaluation unless they click the check box beside the instructor name(s) shown. At least *one* name choice is required.

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### Summer/Fall 2017: Student Evaluation of Instruction/Course for Subject (Secondary Subject)

★ Please select one or more of the instructors listed below to evaluate. (Required)

RRC Instructor name (there will be a check box for each instructor name)

Previous Next Save Submit

Progress  40%


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Students should click the check box for each instructor that is teaching them the course so that they can evaluate each person.

## Red River College Student Evaluation of Instruction/Course

The 3<sup>rd</sup> page (**Part 2**) has a table of statements about the instructor(s). If there are multiple instructors in contact with the student and they click on each one, there will be a table like the one below for each instructor.



### Summer/Fall 2017: Student Evaluation of Instruction/Course for Subject (Secondary Subject)

**Part 2: For each statement below, indicate whether you strongly agree, agree, neither agree nor disagree, disagree, strongly disagree or not applicable based on your experience in this course.**

#### Questions about Instructor


RRC Instructor name (*this section, Part 2, is repeated for each instructor if there is more than one*)

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
I felt comfortable asking for help/advice from my instructor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My instructor encouraged me to participate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My instructor provided meaningful learning experiences.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My instructor marked and returned my tests and assignments in good time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My instructor gave helpful answers to my questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My instructor gave me enough time to complete assignments, tests and skill assessments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My instructor was enthusiastic about the content of the course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My instructor encouraged me to try different ways of learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My instructor clarified difficult course content with clear explanations, illustrations and/or references.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Previous   Next   Save   Submit

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## Red River College Student Evaluation of Instruction/Course

**Part 3** also has questions about the instructor(s). If the student has more than one instructor for the course, each will have their own grouping of these three questions. A comments option allows students to share comments with their instructor(s). **Note:** Part 3 is repeated for each instructor if there is more than one chosen on the Instructor selection page.

### Summer/Fall 2017: Student Evaluation of Instruction/Course for Subject (Secondary Subject)

**Part 3:**

**How clearly did the instructor explain the learning outcomes for this course?**  
RRC Instructor name

Very clear  
 Somewhat clear  
 Neither clear nor unclear  
 Very unclear  
 Not explained

**To what extent did the instructor relate the course content to the learning outcomes?**  
RRC Instructor name

Entirely  
 Largely  
 Somewhat  
 Slightly  
 Not at all


**To what extent did the assessments in this course measure how well you achieved the learning outcomes?**  
RRC Instructor name

Entirely  
 Largely  
 Somewhat  
 Slightly  
 Not at all

**Please use the space below to include any comments you would like to share with this instructor. \*If you prefer to comment without sharing with your instructor, another comments box is available on the next page.**  
RRC Instructor name

Previous Next Save Submit

Progress  80%

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## Red River College Student Evaluation of Instruction/Course

**Part 4** asks the students to provide confidential comments about the course or instructor(s) that will not be shared with their instructor(s).

The screenshot shows a web-based survey form for Red River College. At the top left is the Red River College logo. The main heading is "Summer/Fall 2017: Student Evaluation of Instruction/Course for Subject (Secondary Subject)". Below this, a light blue box labeled "Part 4:" contains the instruction: "Confidential Comments (not shared with your instructor): Please use the space below to include any other comments you would like to make about your experience in this course." This instruction is followed by a large, empty text input field. At the bottom of the form, there are four buttons: "Previous", "Next", "Save", and "Submit". To the right of these buttons is a progress indicator showing a full bar and the text "Progress 100%". At the very bottom, there is a link for "Mobile Version | Standard Version" and a logo for "blue" with the text "Powered by" above it.

When students have finished evaluating their course they **Submit** their survey.



## Red River College Student Evaluation of Instruction/Course

Once the survey has been submitted, they are sent to a Thank-you page with a link back to their course list page.



Thank-you for participating in the Student Evaluation of Instruction/Course Survey

[Please click here to go back to your list of course evaluations.](#)

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Further information is available at [Student Evaluation of Instruction/Course](#) on the [Institutional Research](#) blog site.