



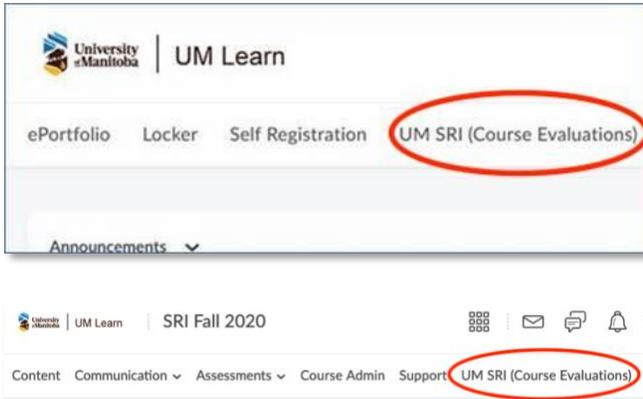
Instructor Training for UM SRI (Course Evaluations)

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 '**UM SRI (Course Evaluations)**' on the UM Learn homepage or the UM Learn Course homepage, or click the link in the email that you receive from the University of Manitoba Course Evaluation system to access your Question Personalization (QP) Task List.



Dear Ryan

Welcome to the new online University of Manitoba Course Evaluation system (or Student Rating of Instruction [UM SRI]).

Question Personalization (QP) Tasks allow instructors the **OPTION** to add up to 5 predefined or custom questions to the Core (Standard) Course Evaluations. Click '**Select**' to add question(s) to your evaluation or '**Deselect**' to remove a question(s). When you have finalized your selections, click '**Save**' and '**Submit**' buttons. You may review your selections anytime prior to the task due date. Changes in question selections require an '**Update**' to finalize the course evaluation.

You may '**Preview**' the course evaluation.

To access the Question Bank and the **Instructor Training Resource**, please click here: <https://centre.cc.umanitoba.ca/sri/>

To access your QP Task(s):

[Choose the personalized questions for SRI Fall 2020 of TEST \(Open\)](#)

Due Date: Friday, November 27, 2020 11:59 PM

Course evaluation(s) open to students approximately 1 to 2 days after your QP Task deadline. You may choose to set aside class time for your students to complete the course evaluation(s). Students can access the course evaluation either through UM Learn or an email from the UM SRI/Course Evaluation system.

If you experience login issues, please contact the servicedesk@umanitoba.ca.

If you experience issues completing the QP Tasks, please contact SRI@umanitoba.ca.

Please note: A summary of students' responses to personalized questions will appear in the Instructor Report (which will be distributed after Fall term grade processing) and will not appear in Reports sent to Department Heads, Deans, and the office of the Provost and Vice-President. Reports will be distributed after Fall term grade processing.

Thank you!

Sincerely,
UM SRI Management Team

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

	SS2020 UM Course Evaluation - Software Test Course: PSYC-2540-A01 - Social Psychology	EXPIRED	Due Jul 23 2020 02:00:48 PM	
	SS2020 UM Course Evaluation - Software Test Course: PSYC-2540-A01 - Social Psychology	EXPIRED	Due Jul 23 2020 02:00:48 PM	
	SS2020 UM Course Evaluation - Software Test Course: PSYC-2540-A01 - Social Psychology	EXPIRED	Due Jul 23 2020 03:30:17 PM	
	SS2020 UM Course Evaluation - Software Test Course: PSYC-2540-A01 - Social Psychology	EXPIRED	Due Jul 23 2020 03:30:17 PM	

 **TIP:** If you see several tasks (as shown in the example above), the  icon indicates a **Question Personalization (QP) Task**. Please note the due date(s) for the task(s). Clicking on this task type enables you to add items to a Course Evaluation.

Step 3. The 5 additional questions may be comprised of a combination of the following options:

- a. Instructor defined questions (single-selection or comment-based)
- b. Predefined
 - instructor-related questions
 - course-related questions



Course Evaluation for NURS4540 - B01 - Health and Illness 7: Community and Population Health

Messages

When this icon is visible, you can modify text.

There are no errors to display

Instructions [Hide]

This **Question Personalization Task** allows you to customize your course evaluation(s), by your adding up to 5 other questions to the University of Manitoba Standard Course Evaluation with any combination of the following options:

- Instructor defined questions (single-selection or comment-based)
- Predefined instructor-related and/or course-related questions

Click **'Select'** to include the desired items in your course evaluation. Click **'Save'** and then **'Submit'** to ensure that your selections are added to the course evaluation. You may review your selections anytime prior to the task due date. Changes in question selections require an **'Update'** to finalize changes.

To preview the course evaluation, click **'Preview'**.

Step-by-step instructions can be found in the **Instructor Training Resource** here: <https://centre.cc.umanitoba.ca/sr/>

Note: When you have completed these steps, you may simply close the browser window. 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.

Item List

Preview

View

All items

All options

Please select up to 5 questions to add to the course evaluation. Adding questions is not mandatory.

Collapse Section

Open All Questions

Instructor defined questions:

Show Section

Predefined instructor-related questions:

Show Section

Predefined course-related questions:

Show Section

Copy to

Copy

Copy & Submit

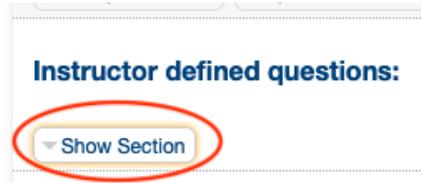
Save

Submit

Exit

Step 3a. Instructor defined questions (single-selection or comment-based)

- Click **'Show Section'**.



- Click **'Edit'** next to the single-selection or comment-based based option.



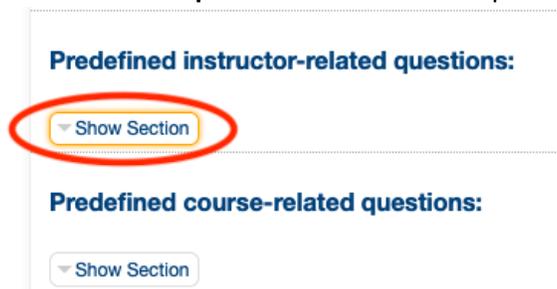
- Enter the text for your question, then click **'Select'**.



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

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

- Click **'Show Section'** below either **'Predefined instructor-related questions'** or **'Predefined course-related questions'** to reveal the options.



- Click **'Select'** to the right of the predefined question to add it to the course evaluation.

Predefined course-related questions:

<input type="button" value="Preview"/>	The course objectives were clearly articulated.	<input checked="" type="button" value="Selected"/> <input type="button" value="Deselect"/>
<input type="button" value="Preview"/>	Learning expectations were clearly communicated.	<input type="button" value="Select"/> <input type="button" value="Deselected"/>

TIP: After clicking **'Select'**, a pop-up will display the number of questions that you have selected.



You have selected 2 question(s).

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

- Step 4.** The selected questions for one course evaluation can be copied to another course evaluation. Completing this step does not prevent you from selecting/deselecting items in another course evaluation.

Copy to

- Step 5.** 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 standard course evaluation questions and the instructor-defined questions.

- Step 6.** Your task list (once refreshed) will show which tasks are complete and which tasks remain.

	SS2020 UM Course Evaluation - Software Test Course: PSYC-2540-A01 - Social Psychology	EXPIRED	Due Jul 23 2020 02:00:48 PM	<input checked="" type="checkbox"/>
	SS2020 UM Course Evaluation - Software Test Course: PSYC-2540-A01 - Social Psychology	EXPIRED	Due Jul 23 2020 02:00:48 PM	<input type="checkbox"/>
	SS2020 UM Course Evaluation - Software Test Course: PSYC-2540-A01 - Social Psychology	EXPIRED	Due Jul 23 2020 03:30:17 PM	<input type="checkbox"/>
	SS2020 UM Course Evaluation - Software Test Course: PSYC-2540-A01 - Social Psychology	EXPIRED	Due Jul 23 2020 03:30:17 PM	<input type="checkbox"/>

Support

If you experience issues with the University of Manitoba Course Evaluation system, please contact the servicedesk@umanitoba.ca.

If you experience issues completing the Question Personalization (QP) tasks, 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.
- 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.