

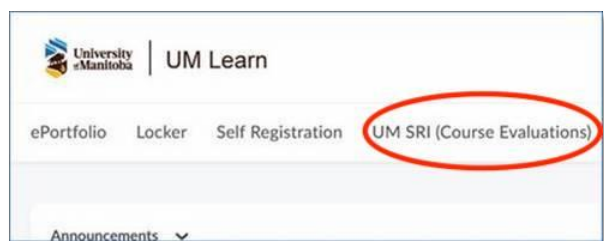
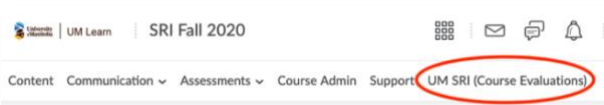


Student Training for Completing Course Evaluation(s)

This guide will help you to understand the steps to complete your course evaluation(s). You'll only need 5-10 minutes to complete each course evaluation on any device with an internet connection. Course evaluations are available 24 hours per day during the evaluation window. You don't need to complete all evaluations at one time. You can save your progress and return to complete the evaluations later. Responses cannot be changed after you submit an evaluation, so be sure to select the options that best represent your honest opinions.

How do I access my Course Evaluation(s)?

Step 1. Click '**UM SRI (Course Evaluations)**' on the UM Learn homepage or UM Learn Course homepage, or click on the link in the email that you receive from the University of Manitoba course evaluation system to access the course evaluation(s).



Dear Ryan

Welcome to the new online University of Manitoba Course Evaluation system (or Student Rating of Instruction [UM SRI]). Your responses will be reported anonymously. The reports only show aggregated data and do not identify student information. The reports are confidential to the instructor and administrative heads.

Your instructor may set aside class time for you to complete the course evaluation.

Course evaluation(s) may be accessed through UM Learn or by clicking this link(s):

[Complete the questionnaire on SRI Fall 2020 for TEST \(Open\)](#)

Due Date: Sunday, December 6, 2020 11:59 PM

For step-by-step instructions, please read the Student Training Resource found here:

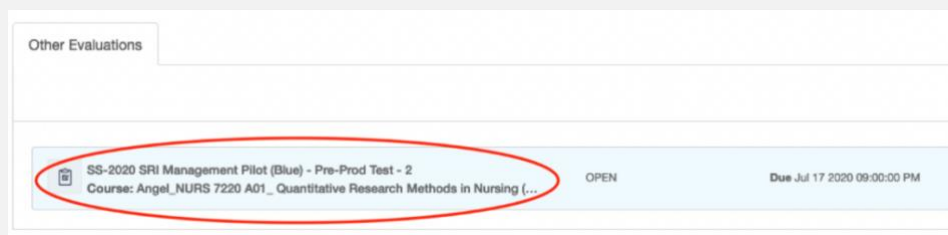
<https://centre.cc.umanitoba.ca/sri/>

Should you require support, contact the University of Manitoba Service Desk at [servicedesk@umanitoba.ca](mailto: servicedesk@umanitoba.ca).

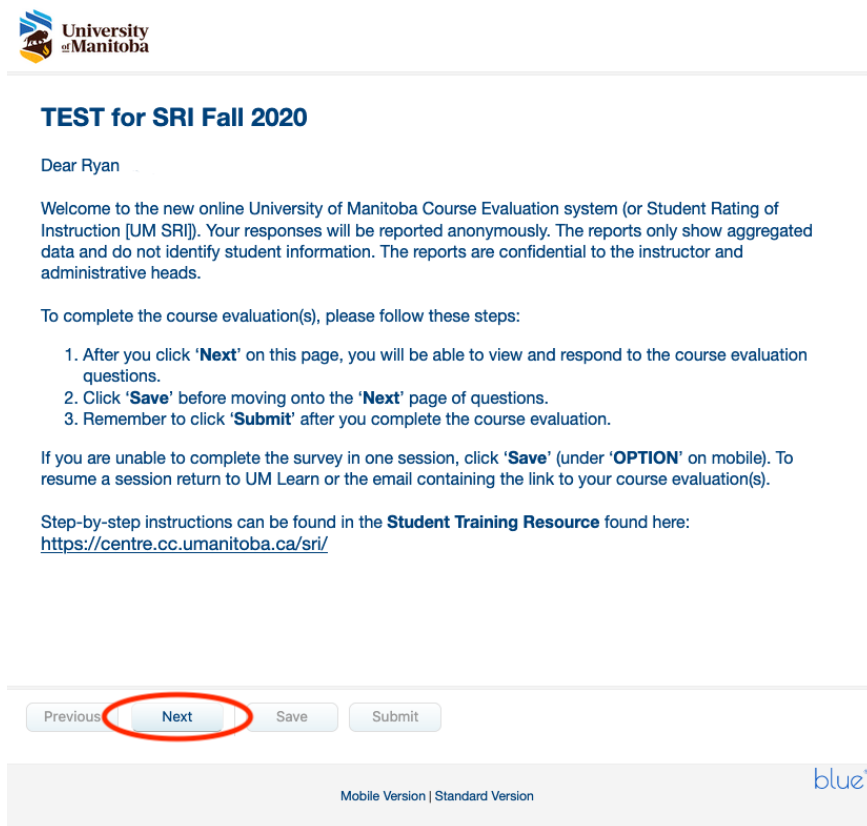
Thank you!


Sincerely,
UM SRI Management Team

NOTE: If you clicked '**UM SRI (Course Evaluations)**' from the UM Learn homepage, a list of courses that you are enrolled in will be displayed. Select a course to begin the course evaluation.



Step 2. Read the instructions. Click 'Next' to complete the course evaluation.



 University of Manitoba

TEST for SRI Fall 2020

Dear Ryan

Welcome to the new online University of Manitoba Course Evaluation system (or Student Rating of Instruction [UM SRI]). Your responses will be reported anonymously. The reports only show aggregated data and do not identify student information. The reports are confidential to the instructor and administrative heads.


To complete the course evaluation(s), please follow these steps:

1. After you click 'Next' on this page, you will be able to view and respond to the course evaluation questions.
2. Click 'Save' before moving onto the 'Next' page of questions.
3. Remember to click 'Submit' after you complete the course evaluation.

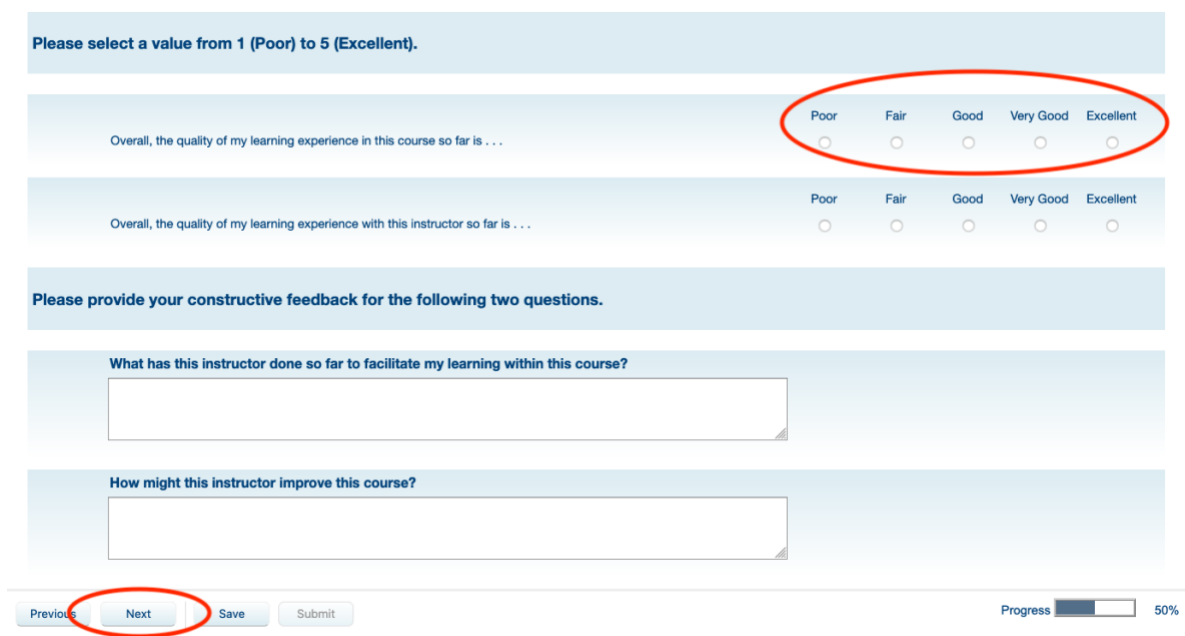
If you are unable to complete the survey in one session, click 'Save' (under 'OPTION' on mobile). To resume a session return to UM Learn or the email containing the link to your course evaluation(s).

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

Previous **Next** Save Submit

Mobile Version | Standard Version 

Step 3. Respond to each question by selecting the option that corresponds best with your perception. Click 'Next' to continue.



Please select a value from 1 (Poor) to 5 (Excellent).

Overall, the quality of my learning experience in this course so far is . . .

Poor Fair Good Very Good Excellent

Overall, the quality of my learning experience with this instructor so far is . . .


Poor Fair Good Very Good Excellent

Please provide your constructive feedback for the following two questions.

What has this instructor done so far to facilitate my learning within this course?

How might this instructor improve this course?

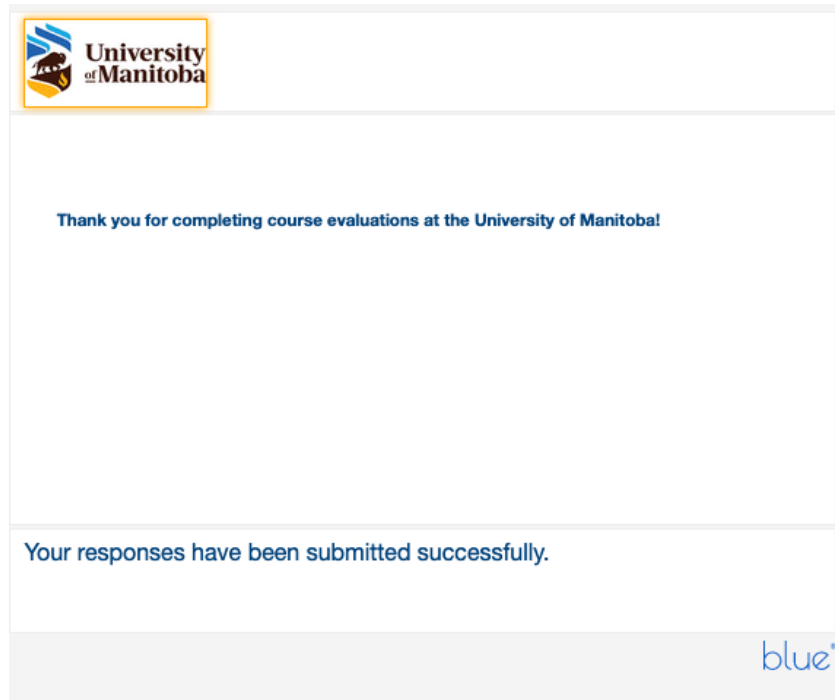
Previous **Next** Save Submit

Progress  50%

Step 4. After you have responded to the questions, click **'Submit'**.



Step 5. Upon completion of the course evaluation, you'll see this message:



Support

If you experience issues logging into the University of Manitoba Course Evaluation system or completing course evaluations, please contact the servicedesk@umanitoba.ca.

Considerations when Responding to Course Evaluation Questions

- **Anonymity:** Your responses to single-selection questions and written comments will be reported anonymously. The reports only show aggregated data and do not identify student information.
- **Confidentiality:** The results are confidential to the instructor and administrative heads (Department head, Associate Dean or Dean, and Provosts Office).
- Questions are rated on 5-point scales.
- Comments are welcomed and encouraged.
- Questions are designed to explicitly address the course OR the instructor. Please direct your feedback appropriately.
- You may **'Opt Out'**. If you opt out, your responses will not be recorded.

Constructive Feedback

Providing constructive feedback is an important part of the learning process for students and this feedback is valuable for instructors to help them to improve their teaching [1, 2]. Constructive feedback should also address aspects of the course and teaching that are positive and those that need improvement.

Keep the following in mind when writing comments on course evaluations:

1. **Be respectful.** Derogatory comments or criticisms based on race, religion, gender, and sexual orientation are not appropriate.
2. **Be specific and provide examples when commenting on the course or the instructor.** Speak based on your own experiences, not on behalf of your classmates.
3. **Focus on observable behaviours of the instructor or on specific aspects of the course.** Describe the situation you are commenting on.

Instead of: "We were really able to listen in class."

This is more helpful: "It was great that the PowerPoint presentations were put online, that way you can follow in class and not have to worry about frantically take down notes and worry about not getting everything."

4. **Avoid personal or emotional comments instead, describe actual incidents.** Describe how the instructor's behaviour or elements of the course affect you. Describing how a situation makes you feel offers a different perspective and allows the instructor to gain a better understanding of the situation.

Instead of: "The instructor is a sarcastic loudmouth."

This is more helpful: "The professor is sarcastic at times during lectures, which makes learning difficult and confusing."

5. **Avoid personal or emotional comments instead, describe actual incidents.**

Instead of: "The exam was unfair."

This is more helpful: "I found the questions on the final exam fair, but I found the length of the exam unfair. I knew all the material but really struggled to finish the exam in time. I felt very stressed by the time pressure and may not have performed my best."

6. **Offer alternative solutions or suggestions to address your critiques of the instructor or the course,** which helps the instructor when planning the course for the following year.

Example: "The course could be recorded which would help with studying, I could easily just go back and listen to that part of the class."

7. **Provide both positive and negative comments in a constructive manner** to help instructors improve the course and their teaching. Comments should offer specific reasons for your judgment. These comments are helpful as they allow the instructor to determine what could be kept or changed [3].

8. **Consider area of responsibility.** The instructor clearly has influence and control over many of the factors that influence the quality of a course and the teaching, but students and administrators also have influence. By thinking about who can maintain successful practices or change problem areas, you can frame your comments more usefully. When possible, make suggestions from the student perspective as to actions that the instructor or administrators could take to help improve the situation.

9. **Comments about the personal traits (e.g., accent or apparent unfriendliness) of the instructor often elicit strong emotions and should be made with sensitivity.** Focus your comments on behaviours that can be improved and describe the impact on your learning—this will help the instructor improve the learning experience.

Instead of: "The professor was often sarcastic."

This is more helpful: "The professor was often sarcastic which made me not want to ask questions or participate in discussions."

References

- [1] Ory, J., & Braskamp, L. (1981). Faculty perceptions of the quality of three types of evaluative information. *Research in Higher Education*, 15(3), p. 271-282.
- [2] Adapted from: Svinicki, M. D. (2001). Encouraging your students to give feedback. *New Directions for Teaching and Learning*, 87, 17-24.
- [3] Donovan, J., Mader, C., & Shinsky, J. (2010). Constructive student feedback: Online vs. traditional course evaluations. *Journal of Interactive Online Learning*, 9(3), 283-296.