Student User Guide

Student Feedback on Instructor

Table of Contents

Access Your Student Feedback on Instructor surveys

You will be able to access your surveys through either the D2L Learning Management System (LMS) or through notifications and links provided to you in an email.

Access from D2L

Log in to D2L as you normally would.

D2L Pop-up

If you have class sections to evaluate that have not been submitted, a pop-up window will appear with a link to each for easy access. Click the link in the pop-up window to start a survey.
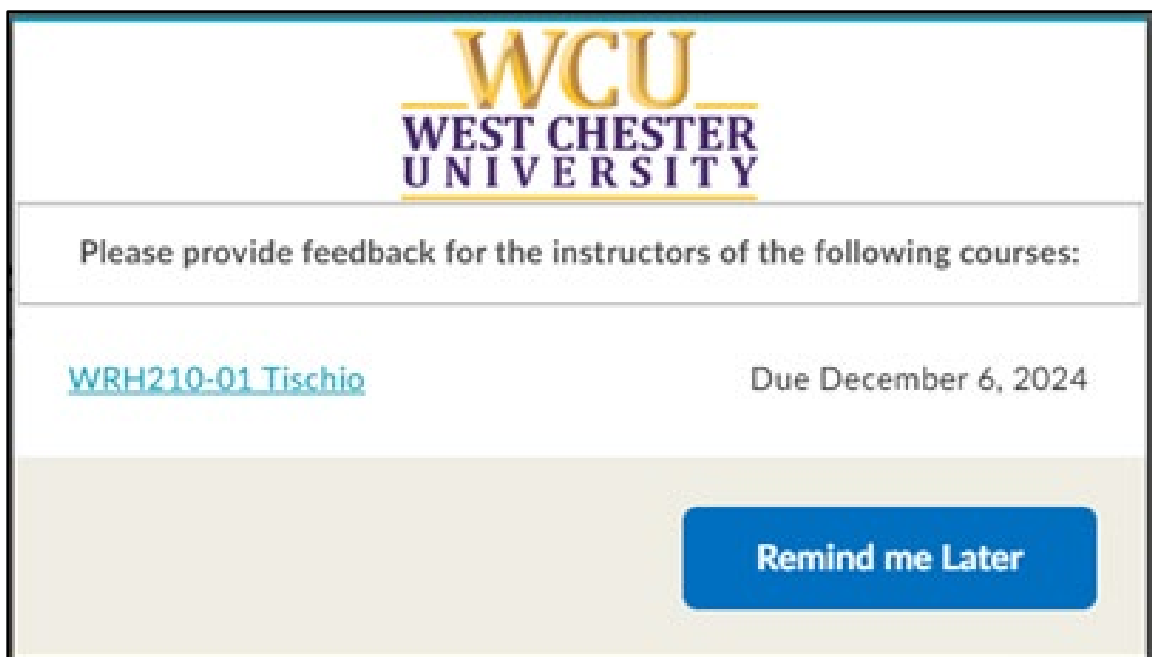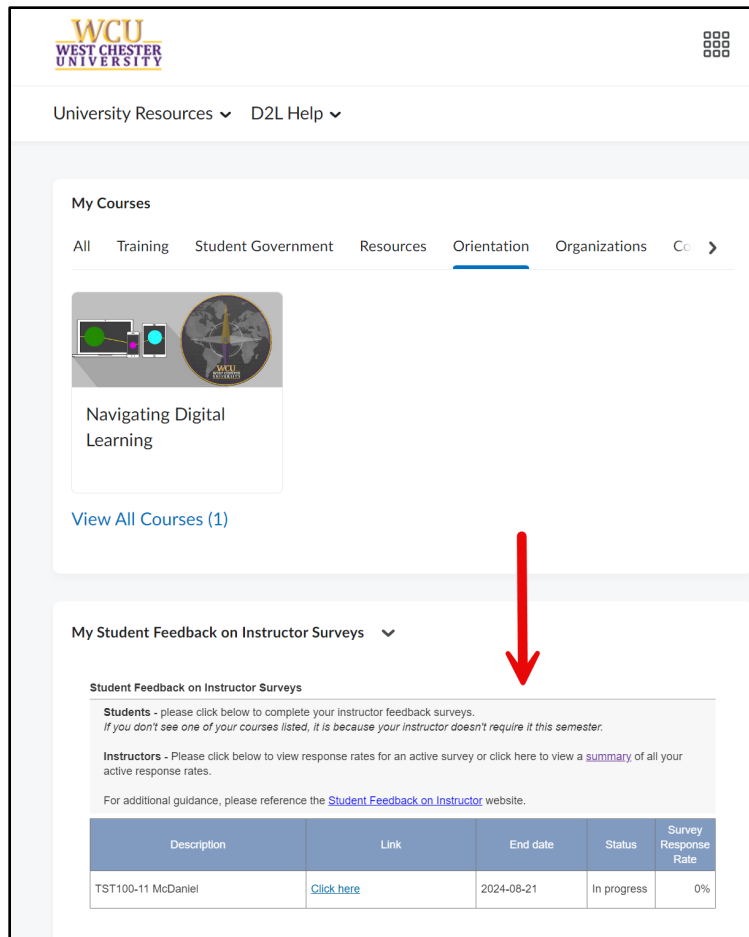

Figure 1: D2L pop-up window

D2L Homepage

You will also find a list of your surveys on the D2L homepage in a section called **My Student Feedback on Instructor** surveys. You may use these links to access your surveys as well.

Figure 2: D2L homepage (full page)

Select a survey from the list to begin.

Figure 3: My Student Feedback on Instructor surveys on D2L homepage

Access from Email Notification

Link in Email

You will receive a system-generated email invitation and reminders. Click on the link provided in the email to access your surveys.

Please note: If you're enrolled in class sections in multiple sessions – 15-week classes, first 7 week, or last 7 week classes, you will receive separate invitations and reminders when surveys are available for each session.

Your feedback matters!

Hello First Name,

West Chester University is committed to ensuring the quality of the teaching and learning experience of our students. An important component of this is student feedback. It's time to provide feedback on your instructors. Please take a few moments to complete the surveys linked below. We value your input.

The following online surveys are currently available:
Remember your survey is not complete until you click the "Submit" button on the last page of the survey.

COURSE	SURVEY END DATE
TST100-11 McDaniel	December 6, 2024 11:59 pm

CLICK HERE TO COMPLETE SURVEYS

It's quick.	**It's confidential.**	**It's not just a formality.**
Most students complete the survey in less than 5 minutes. The online system is mobile-friendly and easy to use on the go!	Your instructor will never see your name or ID attached to your individual responses. Additionally, your anonymized feedback is not available to your instructor until after final grades have been submitted and posted.	Instructors use this valuable information to improve and enhance their courses and they appreciate the time you take to complete the survey and any individual comments you may choose to add.

Important Note

As you complete the survey, try to put aside your reaction to the course itself and focus on the quality of instruction provided by the instructor. Students should strive to avoid cultural and social biases when providing feedback on the Student Feedback on Instructor survey, focusing instead on the effectiveness of instruction. Such biases may include but are not limited to race, ethnicity, sexual orientation, gender identity or expression, national origin, religion, language, disability, and health related characteristics of your instructor. Students should also strive to avoid bias against their instructor due to course materials challenging their beliefs. Faculty have similarly committed themselves to avoiding cultural and social biases when evaluating student work and when there is disagreement with challenging course materials.

Questions?

Visit the Student Feedback on Instructor website for answers to Frequently Asked Questions. Contact us at SFI@wcupa.edu.

Online surveys will end on the dates indicated above, so complete your surveys soon. Your participation is important to help us make West Chester a better university.

CLICK HERE TO COMPLETE SURVEYS
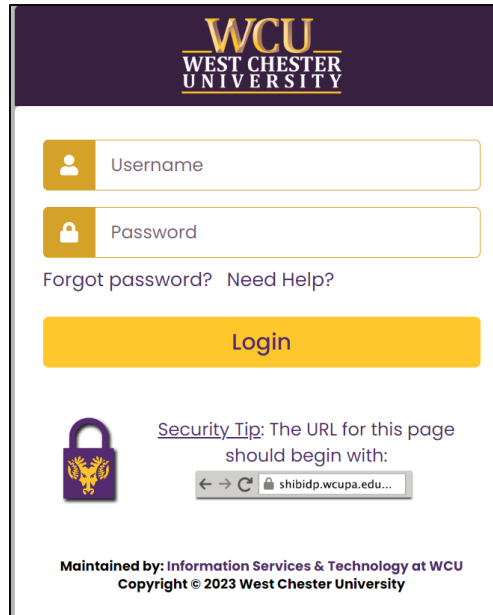
Kind Regards,

Lisa Yannick EdD MS
Senior Associate Vice President
Institutional Effectiveness and Planning
Office of Institutional Research

Figure 4: Email screenshot

Log in to Blue

Blue

You will be prompted to log in with your WCUPA username and password.

Figure 5: WCUPA Duo authentication

Select User Group, then choose Students.

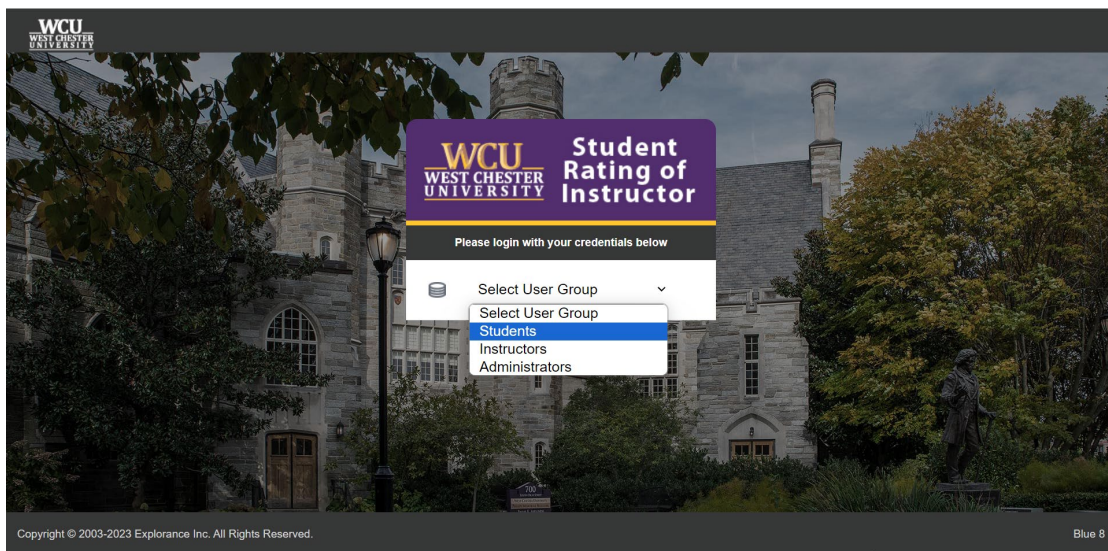*Figure 6: Blue log In*

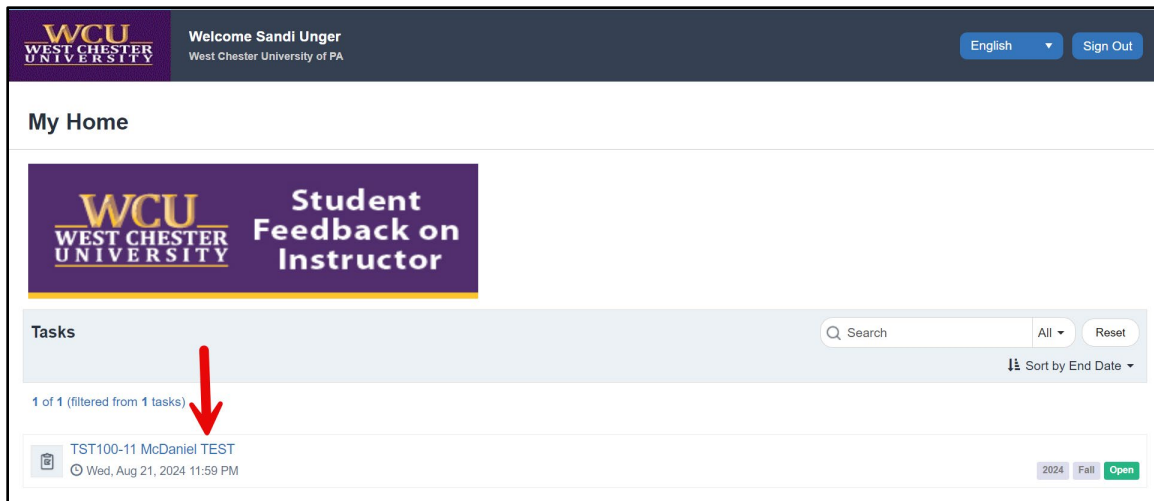Click the name of the survey to begin the survey.

Figure 7: Task list

Access from Blue

Log in to Blue

Navigate to https://SFI.wcupa.edu .
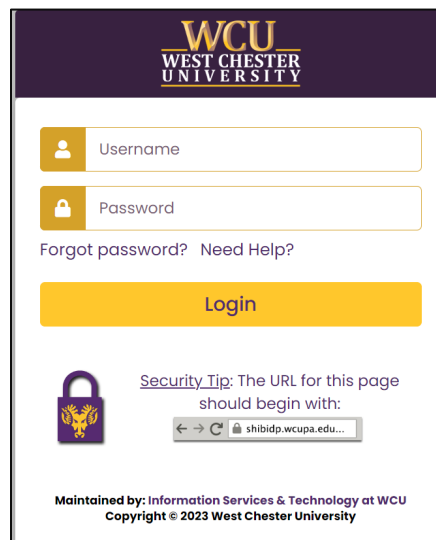Log in using your WCUPA username and password.

Figure 8: WCUPA Duo authentication

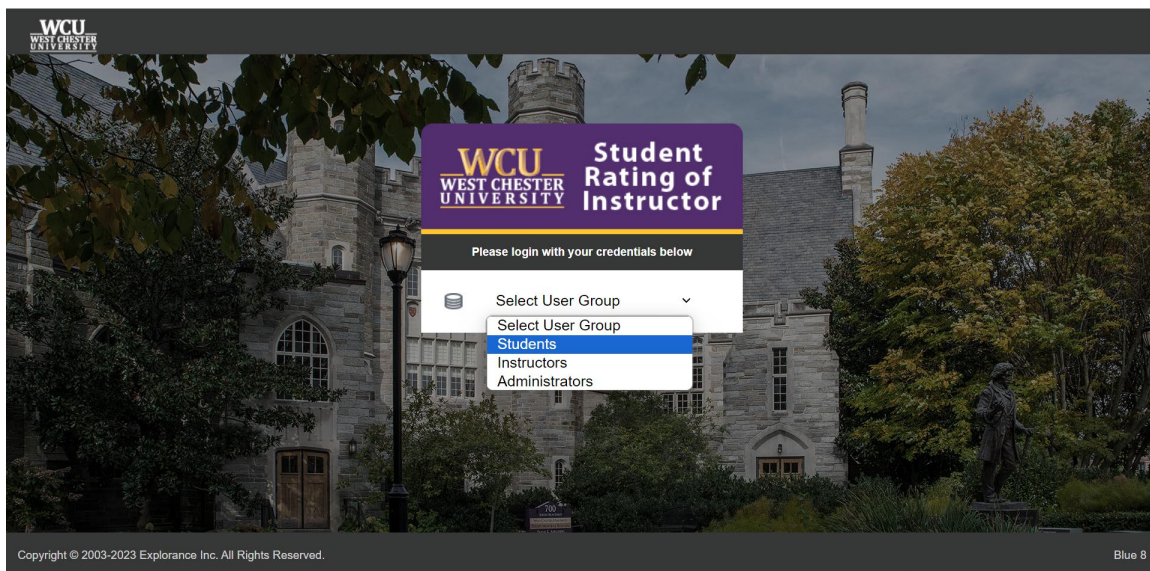Select User Group, and then choose Student.

Figure 9: Blue log in

Task List

From the task list, select an open survey and click the name of the survey to begin.
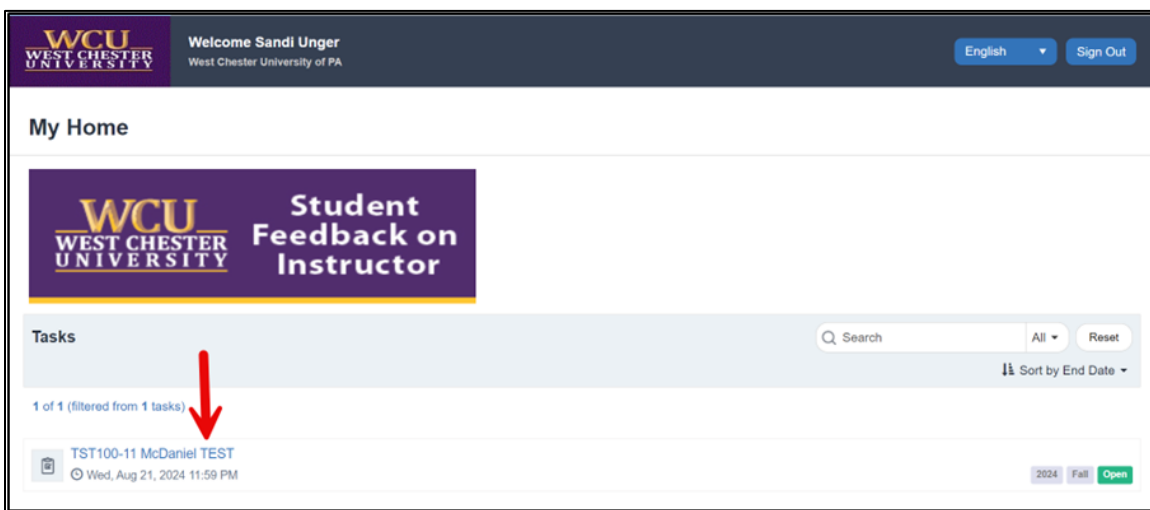

Figure 10: Task list

Access from a QR code

A QR code is another way to access your surveys without having to type the URL into your browser. Every QR code will display a short URL. Both the QR code and its corresponding URL will direct you to the same survey(s).

1. Turn your phone's camera on and point it towards the code to scan it. A notification will appear on your phone.
2. Click on the notification. You will be directed to the survey portal login page.

Figure 11: QR code

Complete Your Student Feedback on Instructor survey

Basic Navigation

Complete the survey by reading the instructions and answering the questions, navigating page to page by clicking "Next." If you are completing the survey on a phone, scroll to the bottom of each page before clicking the "Next" button.

Save

If you need to leave the survey before you have finished, you must click "Save" before exiting. On a phone, the "Save" button is in the top left of the screen menu button. On a computer, the "Save" button is on the top right of the screen.
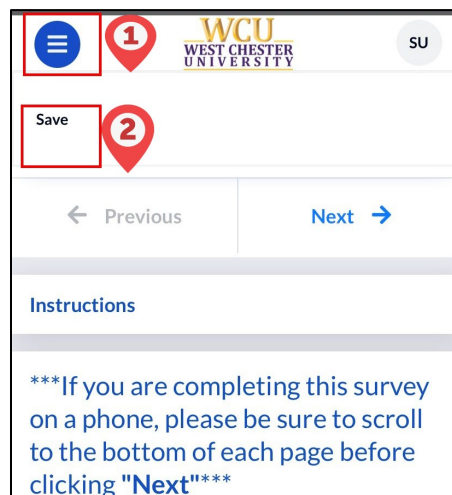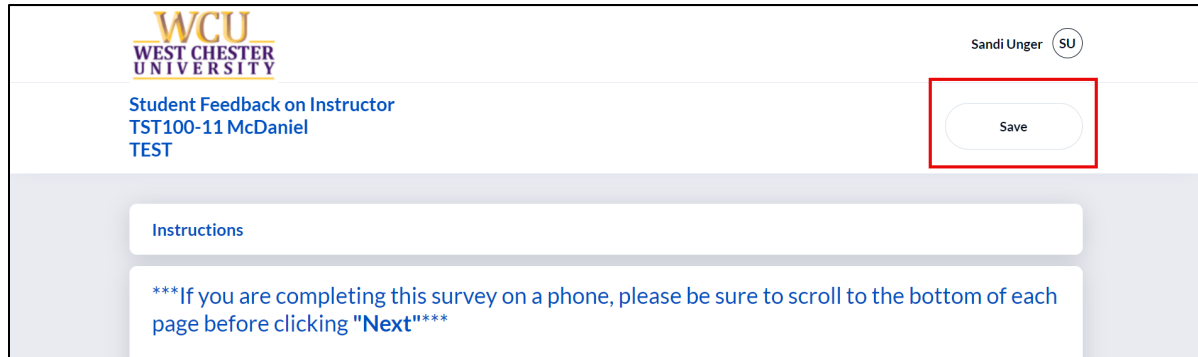

Figure 12: Save button on phone

Figure 13: Save button on computer

Submit

When you have answered all the questions and are ready to submit, click the "Submit" button. You will continue to receive reminders to complete your surveys until each survey has been submitted.

Please note: If you're enrolled in class sections in multiple sessions – 15-week classes, first 7 week, or last 7 week classes, you will receive separate invitations and reminders when surveys are available for each session.
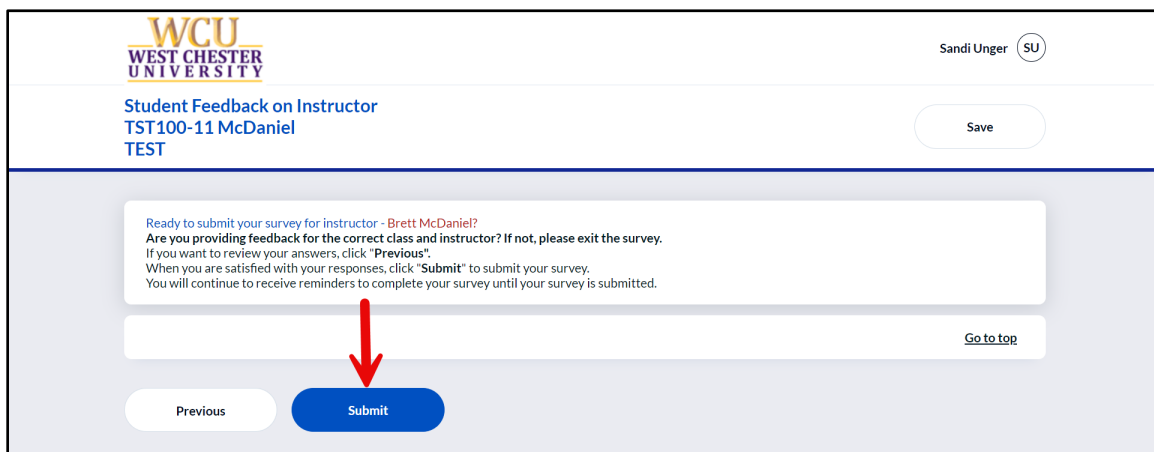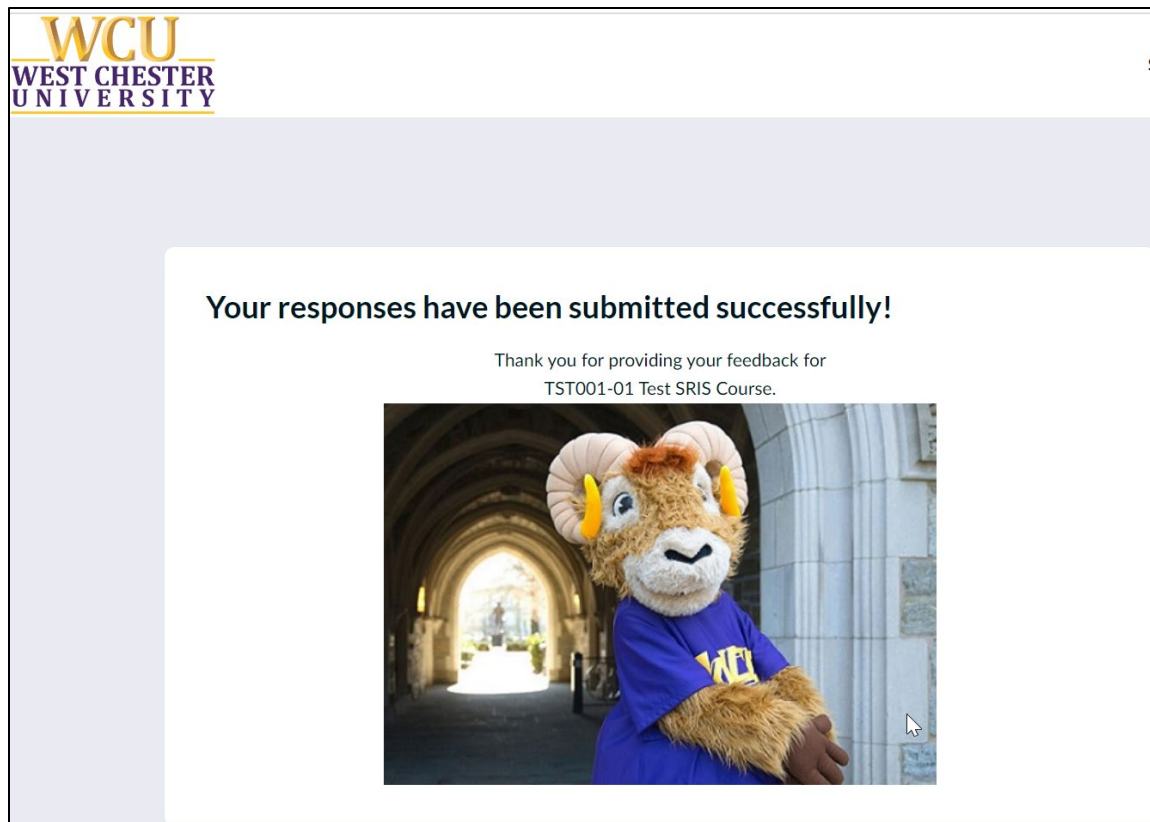

Figure 14: Submit button

Figure 15: Submitted Successfully screen

Need Help?

For additional information about completing your surveys, please visit the Student Feedback on Instructor website and the Student FAQ section.

Thank you for completing your surveys!

Your participation is important to help us make West Chester a better university!