

Dear Instructor,

You have one or more courses being evaluated online this term.

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### Notice to Instructors

The Early Winter Student Experience Questionnaire period is about to start (February 5th to February 16th). During this period, please remind students in each of your classes to complete their online questionnaires. Sample forms and FAQs for students and instructors are available at:

[oirp.carleton.ca/main/teaching-evaluations](http://oirp.carleton.ca/main/teaching-evaluations)

Please remember that a good participation rate is the best way to ensure that the questionnaire is fully reflective of student opinion in each section. Any effort on your part to encourage participation will be highly beneficial and greatly appreciated. Students will receive e-mails, but contact in your class is likely the most effective way to communicate with students.

On the next page of this notice you will find instructions that should answer any questions students might have—they are also available to students online at the above link.

Please note that you can allot some class time for students to fill out the questionnaires (if applicable). **For questionnaires held during class time, the instructor MUST leave the classroom.** Students can access their personalized invitation through their Carleton e-mail, by clicking on the link available in Carleton360, or by logging in to the Student Experience Questionnaire Portal at:

[oirp-secure2.carleton.ca/tevaluation.te](http://oirp-secure2.carleton.ca/tevaluation.te)

Thank you,

The SEQ Team  
Office of Institutional Research & Planning

Carleton University, 504 Tory Building  
1125 Colonel By Drive, Ottawa, ON K1S 5B6

[teaching.evaluations@carleton.ca](mailto:teaching.evaluations@carleton.ca)

May be read aloud by instructors in classes included in the online Student Experience Questionnaire:

1. The evaluation for this class section is included in the online system for conducting Student Experience Questionnaires.
2. Starting February 5th, you will receive an e-mail invitation from 'Carleton-Student Experience Questionnaire' inviting you to complete your online questionnaires. **You will receive one e-mail for all of your courses with an online questionnaire**, and you will be reminded to complete the questionnaires, if you have not done so by the closing date. The system will close on **Friday, February 16th**.
3. The e-mail invitation will be sent to your current Carleton student e-mail account. To complete a questionnaire, click on the link provided in the e-mail which will take you to the Student Experience Questionnaire Portal.
4. Alternatively, you may click on the link available in Carleton360.
5. The online questionnaire is confidential and anonymous. **The online system will only allow you to complete one questionnaire per course.** There is no way to identify who completed any particular questionnaire.
6. We encourage you to complete the online Student Experience Questionnaire. A good participation rate is important for all participants in the online system.
7. Please note:
  - The questionnaire is confidential and anonymous and results will only be released to the instructor **after final grades have been submitted**.
  - Comments may be entered in the online form. They will be forwarded to the instructor after final grades have been processed (**only the instructor will be able to read your comments**).