

Dear Instructor,

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

Notice to Instructors

The Winter Student Experience Questionnaire period is about to start (March 31 to April 14). In each of your classes during this period, please remind your students to complete their questionnaires online. Sample forms and FAQs for Students and Instructors are available at:

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 the student opinion in each section.

Any efforts, on your part, to encourage participation will be highly beneficial and greatly appreciated. Students will receive emails 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 some instructions that should answer any questions that students might have - it is also available to the students online at the above link.

Please note that, since many students will be using their laptops, tablets or smartphones for online classes, you can allot some class time for students to fill out questionnaires (if applicable). For class questionnaires during class time, the instructor must leave the online classroom. Students can access their personalized questionnaire invitation in their Carleton email or they can sign in to the questionnaire portal from:

oirp.carleton.ca/main/teaching-evaluations

Thank you,

Office of Institutional Research and Planning
504 Tory Building
teaching.evaluations@cunet.carleton.ca or
oirp_administrator@carleton.ca

(May be read aloud by instructors in classes included in the Online Student Experience Questionnaire)

1. The Student Experience Questionnaire for this class section is included in the online system for conducting student experience questionnaires.
2. Starting March 31st you will receive an invitation from 'Carleton-Student Experience Questionnaire' in your Carleton student email account to complete an online Student Experience Questionnaire. You will receive one email for all your online questionnaires, and will be reminded to complete the questionnaires if you have not done so. All course questionnaires will be conducted online in the Winter term.
3. The email invitation will be sent to your current Carleton student email account. To complete the online questionnaires just click on the link provided in your email which will take you to the Student Experience Questionnaire Portal.
4. Alternatively, you may click on the link available in your MyCarleton portal or your Carleton mobile app.
5. The online questionnaire is confidential and anonymous. The online Student Experience Questionnaire system is designed so it can keep track of who has completed a questionnaire and will 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 information is released to the Instructor only after grades have gone to the Dean.

The questionnaire is used by the university to evaluate the performance of the teaching staff. It may be used in decisions affecting the instructor's promotion, tenure or salary increase.

Comments may be entered in the online form. They will be forwarded to the instructor after the final grades have been processed (only the Instructor will read your comments).