



Instructor Training for UM Student Ratings of Instruction (UM SRI)

This document contains instructions for adding items to your course evaluation (known as QP Tasks), and ways to encourage students to provide their feedback of your course and teaching.

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 UM SRI for each course.

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 the task link in the email that you receive from the University of Manitoba SRI system or the button



at the bottom of the email to access your Question Personalization (QP) Task List:



Welcome to the University of Manitoba Student Rating of Instruction (UM SRI) system.

Please read this email carefully to the end.

Question Personalization (QP) Tasks allow for customization of course evaluation(s). As an instructor, you have the **option** to add up to 5 questions to your course evaluation(s) with any combination of the following:

- Instructor-defined questions (single-selection or comment-based)
- Predefined questions

Click **'Select'** to include the desired questions 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 QP Task due date. Changes in question selections require an **'Update'** to finalize the course evaluation.

*You may **'Preview'** the course evaluation whether or not you add questions.*

Note: You will not be able to view the course evaluation from within UM Learn when it goes live to students.









Step-by-step instructions can be found in the **Instructor Training Resource:** (<https://umanitoba.ca/about-um/provost-vice-president-academic/academic-supports-faculty#umstudent-rating-of-instruction-um-sri>)

If you are one instructor in a multiple-instructor course, please select the link(s) identified with your name.




IMPORTANT! All instructors teaching a multi-instructor course can access the SRI system to complete QP Task(s).

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	
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	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, 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 questions to a course evaluation.

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

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

Question personalization for OT7742 - A01 - Professionalism and Leadership in Enabling Occupation 2

Number of questions: Min: 0 | Max: 5 ✓

You may 'Preview' the course evaluation – adding questions is not necessary to 'Preview'. You will not be able to view the course evaluation from within UM Learn when it becomes available to students.

Step-by-step instructions can be found in the **Instructor Training Resources** located here: <https://umanitoba.ca/about-um/provost-vice-president-academic/academic-supports-faculty#umstudent-rating-of-instruction-um-sri>

If you are one instructor in a multiple-instructor course, please select the link(s) identified with your name. When you have completed these steps, you may close the browser window.

Note: A summary of student responses to personalized questions will appear in the Instructor Reports. Reports will be distributed after term grade processing. [Show less](#)



View all

Preview

Update



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

Selectable

Min: 0 | Max: ∞ ✓



Instructor defined questions:

Selectable

Min: 0 | Max: ∞ ✓



Predefined instructor-related questions:

Selectable

Min: 0 | Max: ∞ ✓



Predefined course-related questions:

Selectable

Min: 0 | Max: ∞ ✓

[Go to top](#)

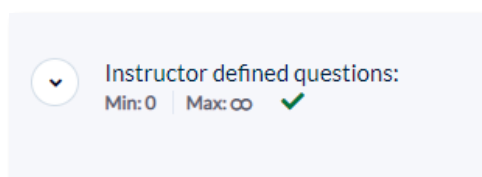
[Go to top](#)

Update

Updated: 2022-06-20 | 12:26

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

- Click on the arrow to 'Show question previews.'



- Click 'Customize' to the right of the single-selection or comment-based place holder.

▼ [Replace this text with your single-selection (Strongly disagree to Strongly agree) custom question. Please record your questions for future reference as this text will not appear in reports.]

Customize

Excluded Include

- Enter the text for your question. Keep in mind that the question must support the type of response (comment, single selection) so that students can easily provide feedback. The customized question that you create may not appear in course evaluation reports. Please record your customized questions (e.g., by taking a screenshot) for future reference. Then click the 'X' at the top right to close this window.

Question editor

English

Question

I found the reflective writing exercises helpful.

Responses

Strongly disagree

Disagree

Neutral

Agree

Strongly agree

- Your customized question will now be included automatically in the course evaluation.

▼ I found the reflective writing exercises helpful. Customize Exclude **Included**

▼ [Replace this text with your single-selection (Strongly disagree to Strongly agree) custom question. Please record your questions for future reference as this text will not appear in reports.] Customize Excluded Include



IMPORTANT: Instructor defined questions count toward the 5-question limit for question personalization (QP).

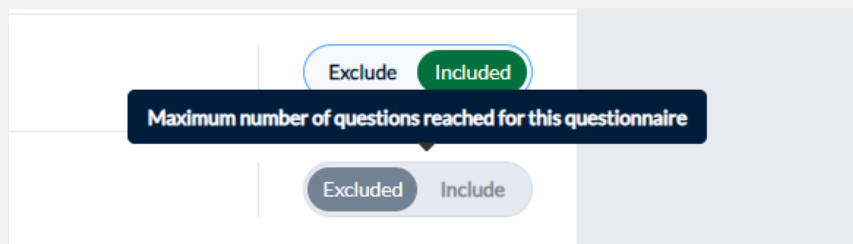
Step 3b. Predefined instructor-related and course-related questions

- Click on the arrows to 'Show question previews.'

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

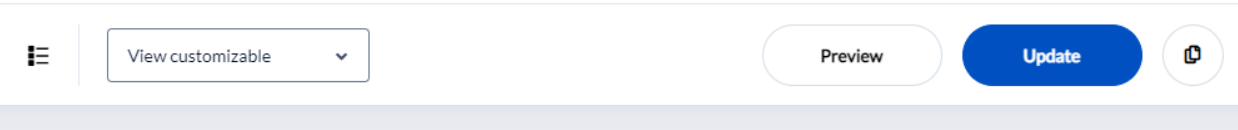


TIP: If you have added the maximum number of 5 QP items, you will be notified of this in a pop-up display.

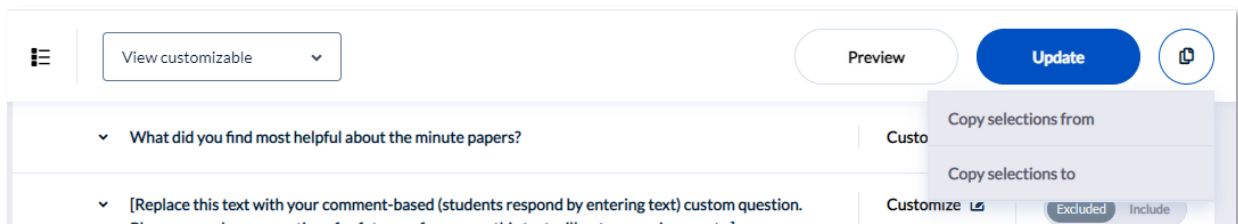


Step 4. Click **'Update'** (at the top or bottom of your screen) to ensure that your selections are added to the course evaluation. You may review your selections any time prior to the task due date. Changes in question selections require an **'Update'** to finalize changes.

This **Question Personalization (QP) Task** allows customization of course evaluation(s). As an instructor, you have the **option** to add up to 5 questions to the University of Manitoba Student Ratings of Instruction (UM SRI) with any combination of the following options:
 Instructor defined questions (single-selection or comment-based... [Show more](#))

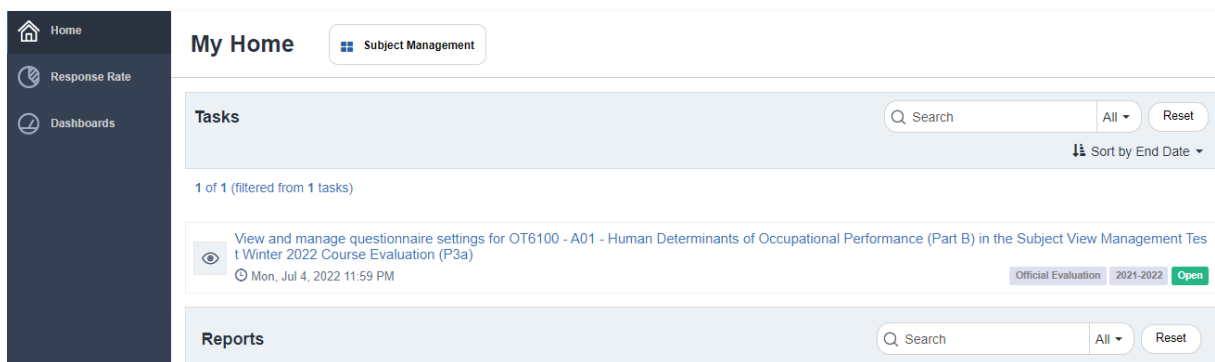


Step 5. The selected questions for one course evaluation may be copied to or from another course evaluation within a Project (e.g., course evaluations within Fall 2022 P2). Completing this step does not prevent you from selecting/deselecting questions in another course evaluation.



Step 6. To preview the course evaluation as it will appear to students, click **'Save'** to save any new questions that you have added, and then **'Preview'** (this may open a new browser tab). The preview begins with a welcome message. By clicking **'Next'**, you can view the core course evaluation questions and any questions from your QP task that you have added.

Step 7. On your "My Home" page, your task list (once refreshed) will show which tasks are complete and which tasks remain.



Support

If you have questions about your UM SRI, please contact your SRI coordinator in your Faculty or Department (a list of UM SRI Coordinators can be found here: <https://umanitoba.ca/about-um/provost-vice-president-academic/academic-supports-faculty/um-student-rating-instruction-um>). If you have other support needs, 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 [here](#).
- 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.