



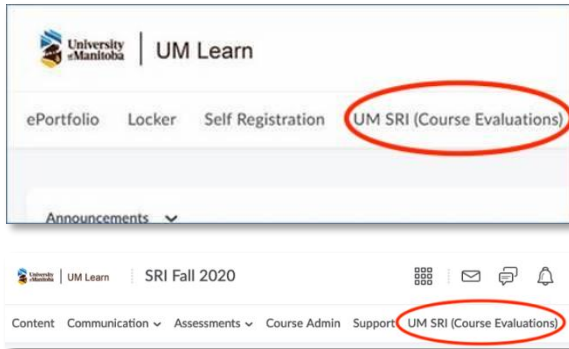
## Instructor Training for UM SRI (Course Evaluations)

### 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 University of Manitoba Course Evaluation.

**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 link in the email that you receive from the University of Manitoba Course Evaluation system or click '**UM SRI (Course Evaluations)**' link in UM Learn to access your Question Personalization (QP) Task List.



Dear Ryan

Welcome to the new online University of Manitoba Course Evaluation system (or Student Rating of Instruction [UM SRI]).

**Question Personalization (QP) Tasks** allow instructors the **OPTION** to add up to 5 predefined or custom questions to the Core (Standard) Course Evaluations. Click '**Select**' to add question(s) to your evaluation or '**Deselect**' to remove a question(s). When you have finalized your selections, click '**Save**' and '**Submit**' buttons. You may review your selections anytime prior to the task due date. Changes in question selections require an '**Update**' to finalize the course evaluation.

You may '**Preview**' the course evaluation.

To access the Question Bank and the **Instructor Training Resource**, please click here: <https://centre.cc.umanitoba.ca/sri/>

To access your QP Task(s):

[Choose the personalized questions for SRI Fall 2020 of TEST \(Open\)](#)  
Due Date: Friday, November 27, 2020 11:59 PM

Course evaluation(s) open to students approximately 1 to 2 days after your QP Task deadline. You may choose to set aside class time for your students to complete the course evaluation(s). Students can access the course evaluation either through UM Learn or an email from the UM SRI/Course Evaluation system.

If you experience login issues, please contact the [servicedesk@umanitoba.ca](mailto:servicedesk@umanitoba.ca).

If you experience issues completing the QP Tasks, please contact [SRI@umanitoba.ca](mailto:SRI@umanitoba.ca).

**Please note:** A summary of students' responses to personalized questions will appear in the Instructor Report (which will be distributed after Fall term grade processing) and will not appear in Reports sent to Department Heads, Deans, and the office of the Provost and Vice-President. Reports will be distributed after Fall term grade processing.









Thank you!

Sincerely,  
UM SRI Management Team




**IMPORTANT!** All instructors teaching a multi-instructor course will be able to access the SRI system and receive an email to complete their QP Task(s). If your email shows the links to the other instructors' QP Tasks, **please complete only those links with your name in them.**

**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	
	SS2020 UM Course Evaluation - Software Test Course: PSYC-2540-A01 - Social Psychology	EXPIRED	Due Jul 23 2020 02:00:48 PM	
	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 (as shown in the example above), 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 items 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

Examples of question combinations.

Question Type	Example 1	Example 2	Example 3	Example 4
Instructor defined questions (single-selection; max = 2)	2	0	1	0
 Instructor defined questions (comment-based; max = 1)	1	0	1	0
Predefined (instructor-related) questions	1	1	1	3
Predefined (course-related) questions	1	0	0	2
<b>Total (cannot exceed 5)</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>5</b>

## Course Evaluation for NURS4540 - B01 - Health and Illness 7: Community and Population Health

### Messages

 When this icon is visible, you can modify text.

There are no errors to display

### Instructions [Hide]

This **Question Personalization Task** allows you to customize your course evaluation(s), by your adding up to 5 other questions to the University of Manitoba Standard Course Evaluation with any combination of the following options:

- Instructor defined questions (single-selection or comment-based)
- Predefined instructor-related and/or course-related questions

Click **'Select'** to include the desired items 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 task due date. Changes in question selections require an **'Update'** to finalize changes.

To preview the course evaluation, click **'Preview'**.

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

**Note:** When you have completed these steps, you may simply close the browser window. Note: A summary of students' responses to personalized questions will appear in the Instructor Report and [out](#) in Reports sent to Department Heads, Deans, and the office of the Provost and Vice-President.

### Item List

Preview

View

All items

All options

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

⌵ Collapse Section

⌵ Open All Questions

#### Instructor defined questions:

⌵ Show Section

#### Predefined instructor-related questions:

⌵ Show Section

#### Predefined course-related questions:

⌵ Show Section

Copy

to

Copy

Copy & Submit

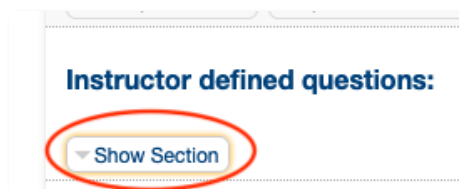
Save

Submit

Exit

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

- Click **'Show Section'**.



- Click **'Edit'** next to the single-selection or comment-based based option. 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.

**Instructor defined questions:**

▲ Collapse Section ▼ Open All Questions

Edit	[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.]	Select	Deselected
Edit	[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.]	Select	Deselected
Edit	[Replace this text with your comment-based (students respond by entering text) custom question. Please record your questions for future reference as this text will not appear in reports.]	Select	Deselected

- Enter the text for your question, then click **'Select'**.

Close

Selected Deselect

[Replace this text with your single-selection (Strongly disagree to Strongly agree) custom question.]

Strongly disagree  
 Disagree  
 Neutral  
 Agree  
 Strongly agree



**IMPORTANT:** Instructor defined questions count toward the 5 additional questions to the University of Manitoba Core Course Evaluation.

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

- Click **'Show Section'** to reveal the question options.

**Predefined instructor-related questions:**

▼ Show Section

**Predefined course-related questions:**

▼ Show Section

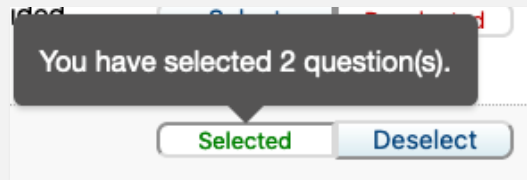
- Click **'Select'** to the right of the predefined question to add it to the course evaluation.

**Predefined course-related questions:**

The course objectives were clearly articulated.

Learning expectations were clearly communicated.

**TIP:** After clicking 'Select', a pop-up will display the number of questions that you have selected.



**REMEMBER:** You may only add 5 questions to each Course Evaluation.

**Step 4.** Click 'Save' and then 'Submit' 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.

**Step 5.** The selected questions for one course evaluation can be copied to another course evaluation. Completing this step does not prevent you from selecting/deselecting questions in another course evaluation.

to

**Step 6.** To preview the course evaluation as it will appear to students, click '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 the instructor-defined questions.

**Step 7.** Your task list (once refreshed) will show which tasks are complete and which tasks remain.

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## Support

If you require support, please contact [SRI@umanitoba.ca](mailto: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.