

Getting Feedback on Your Course

Collecting student feedback is an integral part of teaching. It tells you how well your course is going with your students. In collaboration with Enterprise Solutions Unit, Education Office has developed a number of questionnaires for staff members to collect and analyze student feedback in a quick and easy way. These questionnaires are course-based, addressing four major aspects of a course including

- Course Content,
- Teaching/Learning Materials,
- Delivery, and
- Assessment, Coursework and workload.

With these questionnaires, you can gain a better understanding of the effectiveness of your course as well as the needs and concerns of your students.

Special Features of these questionnaires

Web-based

These questionnaires are administered via the CityU online teaching platform, WebCT. This saves on the time and effort required for distributing questionnaires during class time and data processing.

Flexible

You have complete control over the administration of the questionnaire. You decide the group of students to answer the questionnaire and the period for data collection.

100% tailored-made

You can freely edit the questionnaires according to your needs and interests.

Quick and easy

Responses are analyzed automatically and results are displayed on the Web. Statistics are presented in graphical format, which facilitates result interpretation. Data can be downloaded for further analysis.

Construction of these questionnaires

All these questionnaires contain three types of items:

- Items asking students to give their own opinions on various aspects of a course
- Items asking students to evaluate their own contribution to their learning and to assess their understanding of the course
 - Open-ended items enabling students to freely express their opinions

Guide to use Formative Evaluation Tools on WebCT

1. First register your course at <http://www.cityu.edu.hk/webct/reg.htm>.
2. After receiving an email telling you that your course has been activated on WebCT, you may login to the system with your **electronic ID and password**.
3. Select the course you wish to collect student feedback.
4. Click the following icon displayed at the bottom of the front page.



5. Check the *Designer Options* button on the top of the screen.
6. Select *Management and Analysis* under *Quiz and Survey Management*.
7. Select the questionnaire you wish to use.
8. Preview its content by selecting *Preview Survey* on the right and click **Go**.
9. You may customize the questionnaire to meet your need and interest, but don't forget to click *Update Survey* at the bottom.
10. For a more detailed description about how to edit a questionnaire, click *HELP* on the top menu bar.
11. Select *Edit Survey Settings* to control the evaluation period by putting in the *start-date* and the *end-date* for student access to the questionnaire.
12. Notify your students to go to **WebCT** and answer the questionnaire on the Web.
13. You may monitor student participation by checking student *Submissions*.
14. To view the results, simply click *Detail*.

If you wish to know more about these tools or you need assistance with formative evaluation of your teaching, contact Tracy Lo of EDO at 3442-6718 or pdtracy@cityu.edu.hk.