Instructions for Obtaining Survey Forms, Administering the Survey, and Viewing Survey Results

The most recent version of these instructions can be found at http://coursesurvey.colostate.edu/instructions.pdf.

Obtaining Survey Forms and Cover Sheets (Department Representatives)

Department staff may pick up blank forms and Survey Cover Sheets at the Help Desk in Morgan Library. These forms and cover sheets can then be distributed to instructors. To determine whether forms and cover sheets are available for pickup, please call the Help Desk at (970) 491-1841.

Distributing Forms and Cover Sheets (Department Representatives)

• For each section offered in your department or program, please bundle one cover sheet with a number of forms equal to the section enrollment. If your department or program uses custom questions, please ensure that the question numbers correspond with the numbers in the Instructor Prepared Items section of the survey.

• Please ensure that the course instructor is listed as the instructor of record in the University Banner database. You may verify this on the Course Survey@CSU Web site at http://coursesurvey.colostate.edu/info/.

• Please list the Course Reference Number for the section on the cover sheet.

• For team-taught courses, or courses in which you wish to administer multiple surveys for GTAs and others associated with the course, please check the co-instructor listings at (http://coursesurvey.colostate.edu/info/).

• Important Note: If you run short of forms, please do not create your own copies. Instead, please pick up additional forms at the Morgan Library Help Desk. The forms are printed centrally at CSU on specific-weight paper to ensure that both sides of the form will scan properly (bubbles on the front and written comments on the back).

Administering the Survey (Instructors)

Instructors should set aside class time at the end of the term to allow students to complete the survey. The instructor should distribute the forms to students and provide the following instructions:

1. Please indicate that the course survey is designed to provide feedback to course instructors and is to be used for course improvement. In addition, it is designed to provide information for students to make informed choices about courses.

2. Please inform students that their signatures are requested. You may note that the Academic Faculty and Administrative Professional Manual, which governs evaluation procedures at the University, allows the use of unsigned comments only with the instructor’s agreement.

3. Please ask students to use pens with black ink to complete the form. Please note that our tests indicate that light pencil or colored inks do not scan well. To ensure the best results during scanning, students should fill in each bubble completely.
4. **Please ask students to enter the five-digit Course Reference Number for the course section.** We recommend displaying the Course Reference Number on a projector, a whiteboard, or a blackboard.

5. If the course is team-taught, please display the instructor codes.

6. Please ask for a student volunteer to collect completed surveys and return them to the Morgan Library Help Desk, the University Testing Center, or the Concierge Desk at TILT. The **cover sheet should accompany the forms and should be placed first in the stack.** Instructions for returning the forms are found on the bottom of each page of the survey. Instructors should not view the forms until they have been entered into the database and final course grades have been submitted.

7. Please leave the room while students complete the survey.

**Returning Completed Surveys (Student Representative)**

**Campus Mail:** Completed surveys may be sent to:

Student Course Survey  
University Testing Center  
8002 Campus Delivery

**Hand Delivery:** Completed surveys may be returned to the Morgan Library Help Desk, the University Testing Center, or the Concierge Desk at TILT (first floor, facing the Oval).

**Viewing Survey Results**

When all surveys have been processed, an announcement will be sent to the University community indicating that they are available for viewing. To view survey results, visit [http://coursesurvey.colostate.edu](http://coursesurvey.colostate.edu) and click on the Results link. Access requires an eID and a campus connection to the Web (including connections through VPN, SSL, or a secure Web connection via [http://secure.colostate.edu](http://secure.colostate.edu)).

Visitors will be asked to log in with an eID. Depending on their status, visitors will be able to view the following information:

- Anyone in the University community may view the results of survey questions for any course and for any instructor.
- Instructors may also view the responses to questions in the Instructor Prepared Items section of the survey.
- Instructors may also view comments made by students on the survey forms. These forms are saved as PDF files and are available to the instructor through the course survey Web site.
- If the department code permits it, department representatives may also view comments on the digitized survey forms.

**Sharing Survey Results**

Instructors may grant access to responses to questions and to the digitized survey forms. This access can also be revoked.

**For more Information:** Please contact the University Testing Center at cosurvey@ColoState.edu or 970 491-6498.