



How to Access End-of-Course Surveys

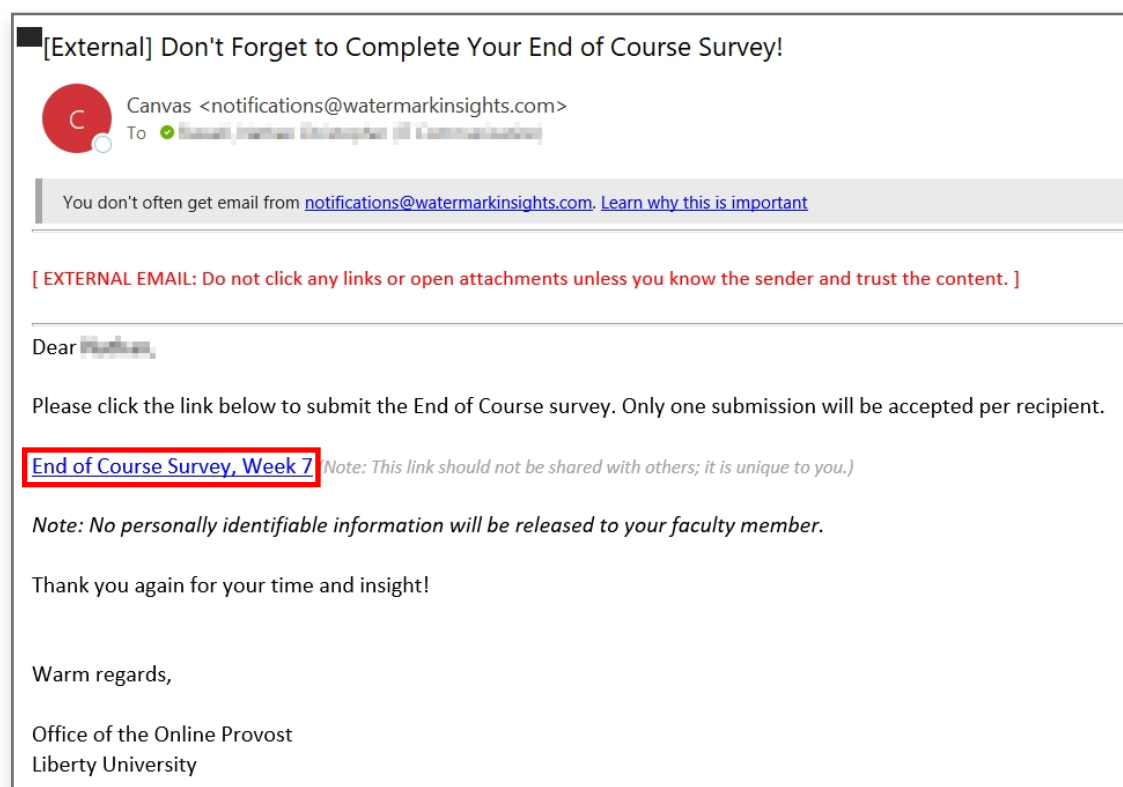
Introduction

The End-of-Course (EoC) Survey is a survey that allows you to give feedback to your professor on how they can improve the effectiveness of their courses. As your course nears the end of the term, the End-of-Course survey will become available.

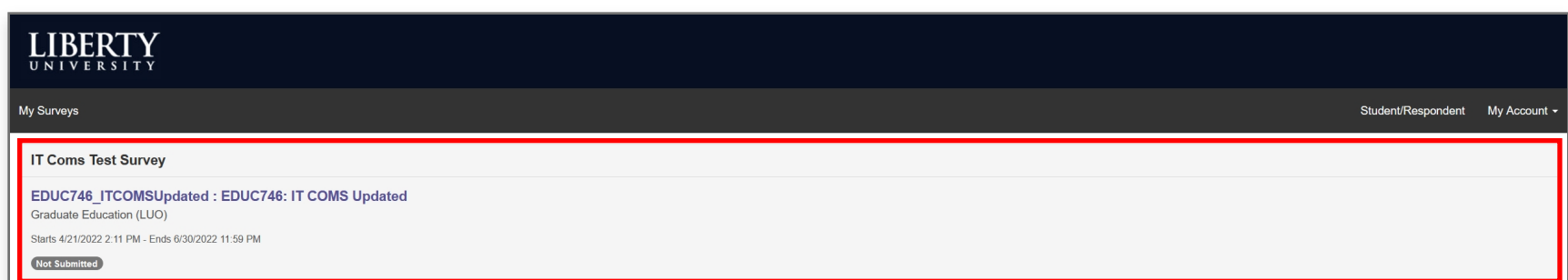
The End-of-Course Survey can be accessed through the following methods: from the email sent to your email inbox when a survey is available, from the Canvas notification when you log into a course, or from the link from course navigation menu. In this document, we will review how to access and complete a survey through all of these available methods.

Accessing EoC Surveys from Email

Step 1: Click on the link to the **End-of-Course Survey** from the email prompting you to complete the survey.



Step 2: Any available surveys will be shown here. **Click on the survey** for the course you wish to evaluate.



Accessing EoC Surveys from Email (continued)

Step 3: Fill out the Survey.

IT Coms Test Survey

EDUC746_ITCOMSUpdated : EDUC746: IT COMS Updated

Sparky Eagle

* The faculty member responded to my email/phone call/etc. within 36 hours.

Sparky Eagle

Strongly agree

Agree

Disagree

Strongly disagree

Not Applicable

* The faculty member interacted using various methods throughout the course (email, announcements, discussion boards, etc.).

Sparky Eagle

Strongly agree

Agree

Disagree

Strongly disagree

Not Applicable

* The faculty member provided substantive feedback on my written assignments that identified strengths and areas for improvement.

Sparky Eagle

Strongly agree

Agree

Disagree

Strongly disagree

Not Applicable

* The faculty member was supportive and encouraging with his/her communications throughout the course.

Sparky Eagle

The survey will specify which professor is being evaluated. This can be seen at the top of the survey, just below the title, as well as in the text of each question.

IT Coms Test Survey

EDUC746_ITCOMSUpdated : EDUC746: IT COMS Updated

Sparky Eagle

* The faculty member responded to my email/phone call/etc. within 36 hours.

Sparky Eagle

Strongly agree

Agree

Disagree

Strongly disagree

Not Applicable

If at any time you wish to exit the survey before completing it, scroll to the bottom of the page and **select Come Back Later**.

* Please describe the recommendations you would suggest to improve the course content.

N/A. Wish I could take the course twice!

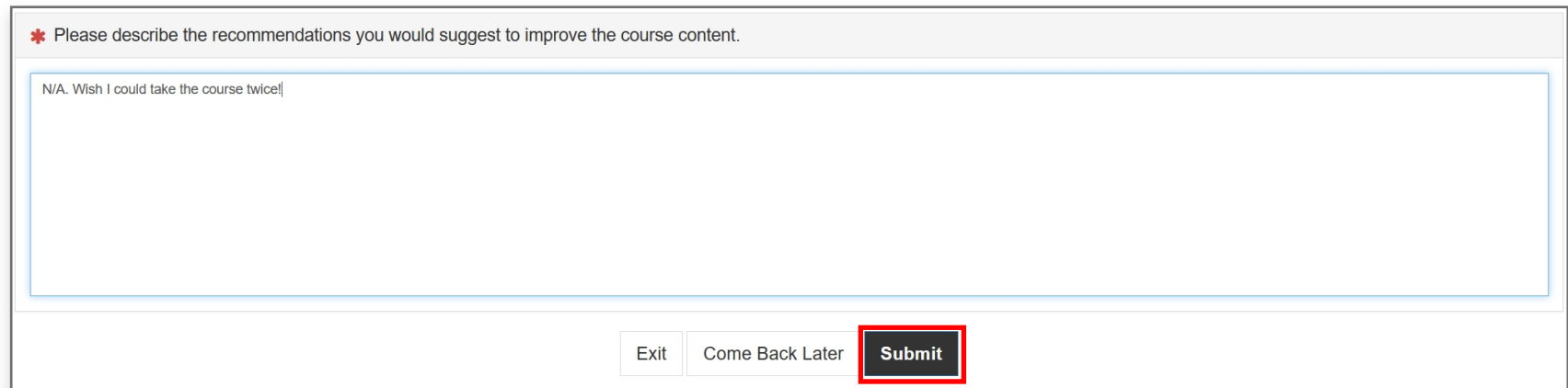
Exit

Come Back Later

Submit

Accessing EoC Surveys from Email (continued)

Step 4: Once you've completed the survey, **click Submit**.

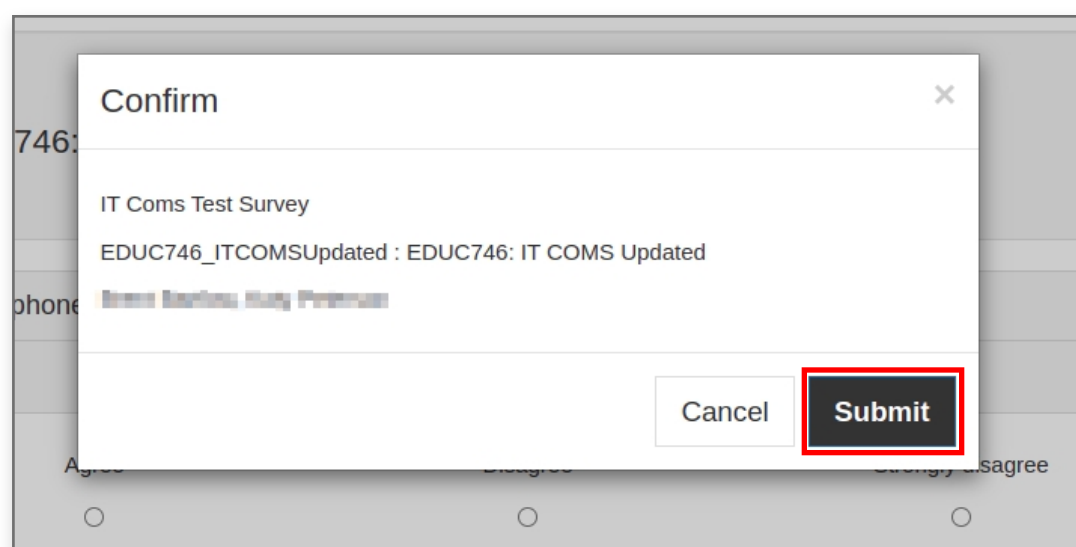


* Please describe the recommendations you would suggest to improve the course content.

N/A. Wish I could take the course twice!

Exit Come Back Later **Submit**

Step 5: Then click **Submit** in the confirmation text box.



Confirm

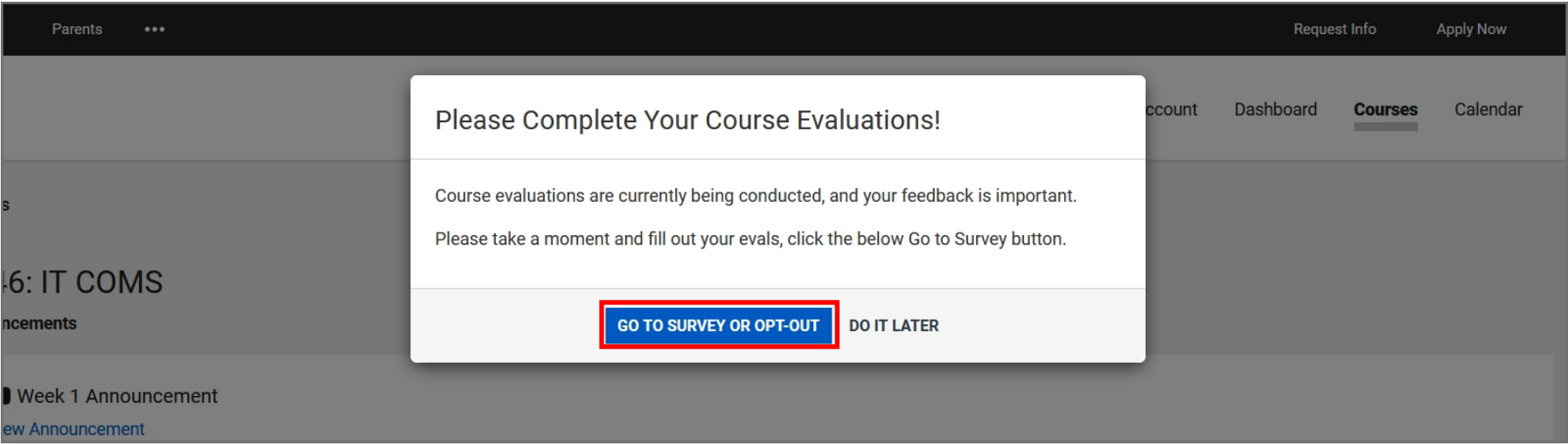
IT Coms Test Survey

EDUC746_ITCOMSUpdated : EDUC746: IT COMS Updated

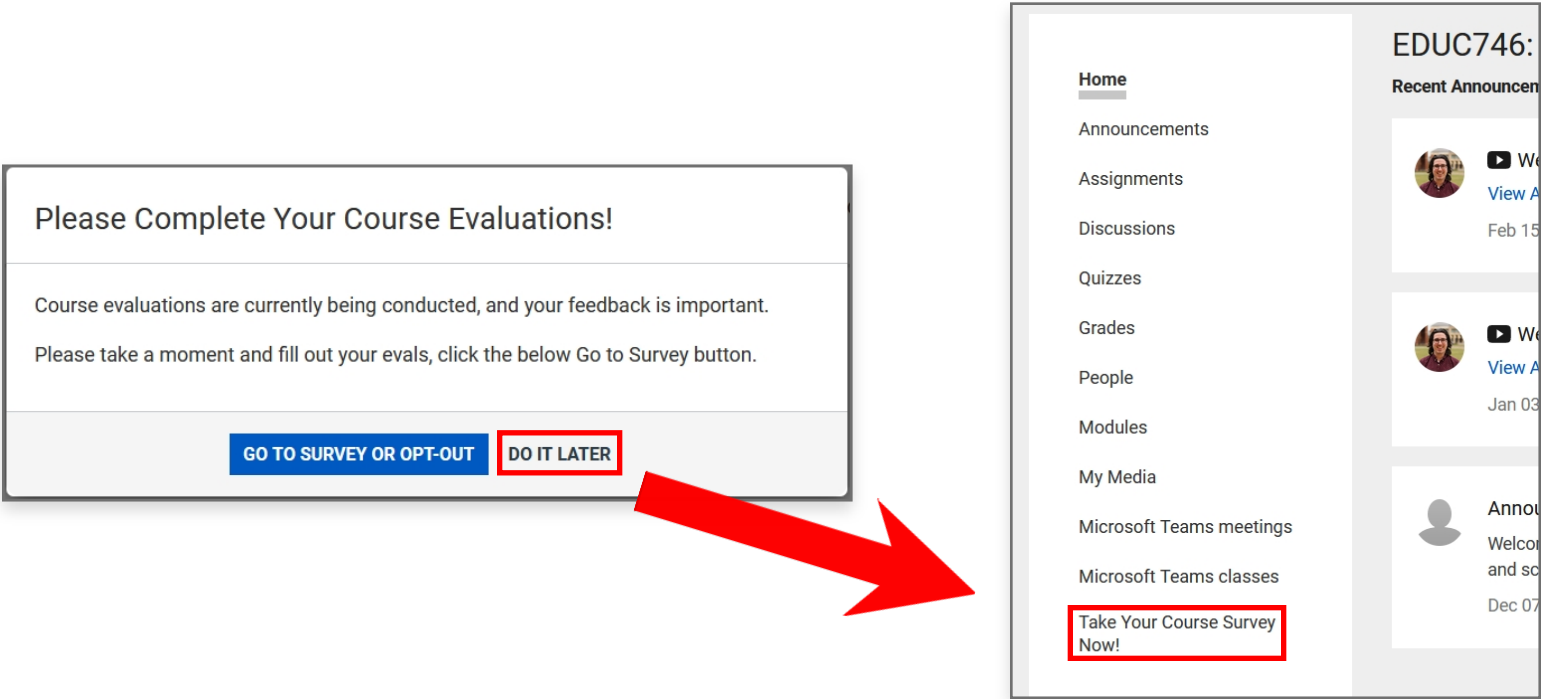
Cancel **Submit**

Accessing EoC Surveys from Canvas

Step 1: Open a course in Canvas. If there is a survey available, a pop-up will appear prompting you to take the survey. **Click Go to Survey.**



If you are not ready to take the survey, **click Do It Later**. While the survey is available, it can be accessed by **clicking** the **Take Your Course Survey Now! link** from the course menu on the left.



Note: If you have multiple End of Course Surveys available, clicking Take Your Course Survey will show you all the surveys you have available. You can select which survey to take from this list.

Step 2: Fill out the Survey.

A screenshot of a survey titled "IT Coms Test Survey" for course "EDUC746_ITCOMSUpdated : EDUC746: IT COMS Updated" by "Sparky Eagle". The survey contains four questions, each with a five-point Likert scale (Strongly agree, Agree, Disagree, Strongly disagree, Not Applicable). The questions are: 1. "The faculty member responded to my email/phone call/etc. within 36 hours." 2. "The faculty member interacted using various methods throughout the course (email, announcements, discussion boards, etc.)." 3. "The faculty member provided substantive feedback on my written assignments that identified strengths and areas for improvement." 4. "The faculty member was supportive and encouraging with his/her communications throughout the course." Each question is followed by the name "Sparky Eagle".

Accessing EoC Surveys from Canvas

The survey will specify which professor is being evaluated. This can be seen at the top of the survey, just below the title, as well as in the text of each question.

IT Coms Test Survey
EDUC746_ITCOMSUpdated : EDUC746: IT COMS Updated
Sparky Eagle

* The faculty member responded to my email/phone call/etc. within 36 hours.

Sparky Eagle

Strongly agree

Agree

Disagree

Strongly disagree

Not Applicable

If at any time you wish to exit the survey before completing it, scroll to the bottom of the page and **select Come Back Later**.

* Please describe the recommendations you would suggest to improve the course content.

N/A. Wish I could take the course twice!

Exit

Come Back Later

Submit

Step 4: Once you’ve completed the survey, click **Submit**.

* Please describe the recommendations you would suggest to improve the course content.

N/A. Wish I could take the course twice!

Exit

Come Back Later

Submit

Step 5: Then click **Submit** in the confirmation text box.

Confirm

IT Coms Test Survey
EDUC746_ITCOMSUpdated : EDUC746: IT COMS Updated
James Harrison, Holly Peterson

Cancel

Submit

Note: If a survey needs to be reset, reach out to the IT HelpDesk by visiting www.liberty.edu/HelpDesk.