

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 though 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.

[External] Don't Forget to Complete Your End of Course Survey!
Canvas <notifications@watermarkinsights.com> To •</notifications@watermarkinsights.com>
You don't often get email from notifications@watermarkinsights.com. Learn why this is important
[EXTERNAL EMAIL: Do not click any links or open attachments unless you know the sender and trust the content.]
Dear
Please click the link below to submit the End of Course survey. Only one submission will be accepted per recipient.
End of Course Survey, Week 7 (Note: This link should not be shared with others; it is unique to you.)
Note: No personally identifiable information will be released to your faculty member.
Thank you again for your time and insight!
Warm regards,
Office of the Online Provost
Liberty University

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.

The faculty member responded to my	email/phone call/etc. within 36 hours.			
ky Eagle				
Strongly agree	Agree	Disagree	Strongly disagree	Not Applicable
0	0	0	0	0
Strongly agree	Agree	Disagree	Strongly disagree	Not Applicable
The faculty member provided substar	tive feedback on my written assignme	ents that identified strengths and areas	s for improvement.	
ky Eagle				
Strongly agree	Agree	Disagree	Strongly disagree	Not Applicable
	0	0	0	0

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 : I Sparky Eagle				
Sparky Eagle				
Strongly agree	Agree	Disagree	Strongly disagree	Not Applicable
0	0	0	0	0

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	he 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.

746:	Confirm	×
ohone	IT Coms Test Survey EDUC746_ITCOMSUpdated : EDUC746: IT COMS Updated	
A,	Cancel Submit	,,
	0 0	0

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.**

Parents •••			Reques	st Info	Apply Now
	Please Complete Your Course Evaluations!	ccount	Dashboard	Courses	Calendar
s 46: IT COMS	Course evaluations are currently being conducted, and your feedback is important. Please take a moment and fill out your evals, click the below Go to Survey button.				
ncements	GO TO SURVEY OR OPT-OUT DO IT LATER				
Week 1 Announcement					

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.

		EDUC746:
	Home	Recent Announce
	Announcements	
	Assignments	View /
Please Complete Your Course Evaluations!	Discussions	Feb 1
	Quizzes	
ourse evaluations are currently being conducted, and your feedback is important.	Grades	(D w
lease take a moment and fill out your evals, click the below Go to Survey button.	People	View
	Modules	Jan 03
GO TO SURVEY OR OPT-OUT DO IT LATER	My Media	
	Microsoft Teams meetings	Anno Welco
	Microsoft Teams classes	and so
	Take Your Course Survey Now!	Dec 0

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.

IT Coms Test Survey EDUC746_ITCOMSUpdated : E Sparky Eagle	EDUC746: IT COMS Updated			
* 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 Sparky Eagle	various methods throughout the cours	e (email, announcements, discussion	boards, etc.).	
Strongly agree	Agree	Disagree	Strongly disagree	Not Applicable
0	0	0	0	0
The faculty member provided substar	ntive feedback on my written assignme	ents that identified strengths and areas	s for improvement.	
Sparky Eagle				
Strongly agree	Agree	Disagree	Strongly disagree	Not Applicable
* The faculty member was supportive a	ind encouraging with his/her communi	cations throughout the course.		
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 : E Sparky Eagle	EDUC746: IT COMS Updated			
The faculty member responded to my Sparky Eagle	email/phone call/etc. within 36 hours			
Strongly agree	Agree	Disagree	Strongly disagree	Not Applicable
0	0	0	0	0

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 sugges N/A. Wish I could take the course twice!	a to improve the course content.	
	Exit Come Back Later Submit	

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

* Please describe the recommendations you would suggest to improv	ve 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.

746:	Confirm		×
phone	IT Coms Test Survey EDUC746_ITCOMSUpdated : EDUC746: IT COMS Updated		
A		Cancel	Submit

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