

Confirmation Checklist

Course Feedback System

This checklist helps administrators confirm that every step in the course confirmation process has been completed. All steps happen within the Manage Courses widget on the lower-left of the Course Feedback System dashboard.

First, click a semester project hyperlink in the widget. On the next page, click the icon in the View column to see the list of courses included in the current project.

Adding and removing people

You can add and remove instructors, teaching assistants, and students yourself, one at a time per course. To add someone, click the plus (+) icon in the Enrollments column of the Project Courses table. In the Enroll User window, set Enroll As to the role (Instructor, Teaching Assistant, or Student), then enter the username only if the user already exists in the account, or the username, email, first name, and last name for a new user. Click Save.

To remove someone, click the hyperlinked number in the Students, Instructors, or Teaching Assistant column for the course, check the person to remove, and click Unenroll Selected.

Note: You can view course-level survey start and end dates but not change them, and you cannot add or remove courses. Those changes stay with OIE (coursefeedback@syr.edu).

☐ **Validate that all courses that will receive a course feedback form are listed for your school/college or department.**

Helpful tips:

- ✓ Use Search Courses at the top of the page to bring up a specific course or instructor.
- ✓ Sort the Project Courses table by clicking the column headings.
- ✓ These course types are excluded: experience credit, internships, international courses (offered through Syracuse Abroad by educational institutions outside the U.S.), independent study, individualized study, thesis, field placement, and dissertation.
- ✓ For courses that need to be added or removed, email OIE (coursefeedback@syr.edu) with the list of courses.

☐ **Validate that the instructors associated with each course are accurate.**

Helpful tips:

- ✓ Add or remove instructors using the steps under "Adding and removing people" above; set Enroll As to Instructor when adding.
- ✓ Feedback is collected with or without an instructor listed: the AACQ (the main University survey) and any applied department questions go to every section regardless. Only instructor-specific questions depend on the role, and if the

instructor is left blank those questions will not appear for students. Confirm the correct instructor is attached so that feedback is collected.

- ✓ If you cannot resolve an instructor assignment, email OIE (coursefeedback@syr.edu) as a fallback.

☐ **Validate that the TAs associated with each course are accurate.**

Helpful tips:

- ✓ Add or remove TAs the same way; set Enroll As to Teaching Assistant when adding.
- ✓ TA-specific questions work the same way: they appear only when a TA is attached. Instructor and TA roles are independent, so a section can have one, both, or neither. Confirm TAs are correct so their feedback is collected. TAs can be assessed on a separate form your school/college or department designates, or as part of the main form.
- ✓ If you cannot resolve a TA assignment, email OIE (coursefeedback@syr.edu) as a fallback.

☐ **Communicate to OIE (coursefeedback@syr.edu) any courses that need to be merged or are cross-listed.**

Helpful tips:

- ✓ Once courses are merged, only the assigned parent course holds and displays the results.
- ✓ Merged and cross-listed courses still appear separately in your Manage Courses view, even after the merge or cross-listing occurs.

☐ **Preview the feedback form for courses to confirm it is accurate.**

Helpful tips:

- ✓ If there are any discrepancies in the feedback form assigned to a course, email OIE (coursefeedback@syr.edu) with the details.

Other items you can confirm in the Manage Courses widget

- ✓ Enrolled students: click the number in the Students column to view enrollment, or add and remove students using the steps above. This changes who receives the survey and the response-rate denominator, so adjust it only when you know it is incorrect.
- ✓ Survey start and end dates: review the dates in the table to confirm they match the University's expected timeframe. You can view but not change them; email OIE (coursefeedback@syr.edu) for date corrections.

Questions or comments? Contact the Office of Institutional Effectiveness at coursefeedback@syr.edu.

For current information and resources on the course feedback process, visit effectiveness.syr.edu/course-feedback.