FEAS Early Feedback

Q: Are you interested in getting anonymous early feedback from your students so you can make minor modifications to your teaching approach as the course moves forward?

A: If yes, then you can add the Early Feedback Survey to your course in onQ. Simply copy the existing survey to your course using the guide below.

Part A: Copying the Early Feedback Survey into your onQ
1. Login to onQ and navigate to your course. In the upper right hand corner, click Edit Course > Import / Export / Copy Components. Ensure the top-most radial button is selected (Copy Components from another Org Unit), and click the Search for Offering button. In the pop-up window, search for “FEAS Instructor Resources” ¹. Select the radial button, and click Add Selected at the bottom.

2. Back on the Import / Export / Copy Components page, do not Copy All Components. Instead click Select Components. Scroll down on this page and select the following components:
   i. Question Library (Select individual items to copy)
   ii. Surveys (Select Individual items to copy)

3. Click Continue. Check the box beside FEAS Early Feedback Survey. Click Continue.

4. Click the “+” symbol beside “Surveys without category” and check the box beside “Early Feedback Survey”. Click Continue.

5. You will now see a summary of the elements that you are about to copy. The summary should include 6 of 6 items in the Question Library and 1 of 1 item in Surveys. Click Finish to begin the copying process, and wait for the process indicator to complete. The survey is now installed in your course.

¹ If you do not see the course, please write a support ticket to help@engineering.queensu.ca requesting instructor access to the FEAS Instructor Resources course.
6. (Optional) Consider increasing the visibility of the Survey to your students by implementing these three strategies:
   i. Put a due date on the Survey so it shows up in the student Calendar
   ii. Create a NEWS item on the course homepage announcing the Survey
   iii. Displaying the survey link to students in a Content module on onQ

PART B: Editing the Survey in your onQ Course

1. If you wish to edit some of the questions in the Early Feedback Survey, first preview the questions by clicking Assessments > Surveys. Select the inverted triangle beside “Early Feedback Survey” and choose Preview.

2. To edit a question, navigate to Assessments > Surveys. Select the inverted triangle beside Early Feedback Survey and choose Edit. Scroll down so you can see all questions. Click and click the FEAS Early Feedback Survey folder. Select the inverted triangle beside the question you wish to edit, make your changes, and click Save. Click , then Preview on the Edit Survey page. Preview your changes by selecting the inverted triangle beside Early Feedback Survey and choosing Preview.

PART C: Viewing the Survey Results

1. Click Assessments > Surveys. Select the inverted triangle beside Early Feedback Survey and choose Statistics.

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2 If you need assistance with these optional steps, please contact the FEAS Teaching & Learning Team for assistance at feas.online@queensu.ca.
3 If you need assistance with any advanced strategies for adding or editing questions, please contact the FEAS Teaching & Learning Team for assistance at feas.online@queensu.ca.