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[2]

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 **Add/Edit Questions** 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 **Done Editing Questions** , then **Save and Close** the **Edit Survey** page. Preview your changes by selecting the inverted triangle beside **Early Feedback Survey** and choosing **Preview**[3] .

PART C: Viewing the Survey Results

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

---

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*.