

Student Survey of Instruction (SSI)

Notes to the Instructor:

1. OSU uses Qualtrics course evaluation software to deliver the SSI online. Students enrolled in your course(s) will be emailed a link to their survey dashboard. Students can also view their survey links within Canvas (<https://canvas.okstate.edu/>) during the survey period. Survey links remain active for the duration of the survey period or until submission of the survey by the student.
2. Online instructors are encouraged to send messages to their students requesting that they complete their surveys during the survey period.
3. In-class instructors are encouraged to provide class time for students to complete the survey during the survey period. In advance of a chosen class period, please inform your students that you will be providing class time and request they bring Internet-connected devices (laptops, smartphones, tablets, etc.) on which to complete the survey.
4. During the class period, choose a responsible student to read the instructions below to the class.

In-class instructors should NOT remain in the classroom while students are completing the Student Survey of Instruction to help preserve student anonymity.

In-Class SSI Student Directions:

**Please read the following instructions
To the students completing the SSI in class.**

Students, thank you for taking part in the OSU Student Survey of Instruction. This “course evaluation” is your opportunity to provide valuable feedback on this course and your instructor. Your instructor will not see the results of this survey until after final grades have been submitted. Please be thoughtful with your comments, as the results of this survey will be used to benefit future students by helping improve instruction.

You should have received an email with a link to your survey dashboard. Simply click the link for the dashboard, then choose the survey for this class from the provided list.

Alternatively, a link to the survey for this course can be found within Canvas, at the following link: <https://canvas.okstate.edu/>. Once in Canvas, go into any of your courses and click the “Course Evaluations (SSI)” tab. This will open “My Survey Dashboard” where each course with an available survey will be listed with a link to the SSI survey for that course. **Click the link for this course to begin the survey.**

If this course has multiple instructors, you may have links to evaluate each instructor separately. Please take note of the name of the instructor listed as part of the link you click and within the survey itself to make sure you are directing your comments and feedback to the appropriate instructor. Please answer all questions in the survey, and be sure you click the final arrow button at the end to submit your feedback. Lastly, please note that, once you submit a survey, you will not be able to return to it to add to or change your responses.

If you did not bring an Internet-connected device to class today, we ask that you complete the survey on your own prior to the survey's closing.