Mid-Semester Feedback Instructor Tool

The following topics will be addressed in this help document:

- General Information
- View Important Feedback Survey Dates
- Setting up Your Feedback Survey
- Adding Custom Questions
- Modify/ Edit Your Custom Questions
- Viewing Feedback Submissions
- Removing the Feedback Tool

⚠️ Some schools have opted out of using the Mid-Semester Feedback tool. If you do not have the Mid-Semester Feedback tool in your Canvas site, please contact your school administration for other methods of collecting feedback from your students.

General Information

The tool is visible to instructors and students by default. If an instructor does not wish to use the tool, they may disable or remove the tool from the course.

There are 4 optional questions which were developed based on suggestions from the Yale College Teaching and Advising (TLA) Committee. Instructors may opt to use any of those questions in their survey.

Instructors are able to create four additional custom open ended questions for each course.

Student submissions will be purged on a pre-selected date that is displayed within the Mid-Semester Feedback Instructor tool. Instructors are welcome to download copies of the student feedback for their courses prior to the purge date.

⚠️ Note: Only users with the role of “Instructor” in the course can add/modify questions and view student submissions. Only users with the role of “student” or “auditor” in the course can submit feedback.
Note: The Mid-Semester Feedback tool is comprised of 2 separate tools located in the Canvas Course site’s course navigation bar - one for Instructors to set up questions and view survey submissions and a second tool where students will submit their feedback.

**Mid-Semester Feedback Instructor** - This tool will be available to instructors at the beginning of the semester. All users in your course with the role of “Instructor” will be able to modify the survey and view submissions. TAs will see the tool in the Course Navigation, but will not be able to use the tools. Students will not see this tool.

**Mid-Semester Feedback** - This tool will also be available in the Course Navigation at the beginning of the semester - but the survey will not open until the survey opens at the middle of the semester. Students who click on the tool before the survey opens will be presented with the survey dates. Although the student tool will be visible in the Course Navigation for all users, only users with the role of “Student” and “Auditor” will be able to submit feedback.

Note: The instructor tool will become visible in your course navigation bar at the beginning of the semester so you can set up your survey questions.

**View Important Mid-Semester Feedback Survey Dates**

1. Go to your Canvas course site.
2. Open the Mid-Semester Feedback Instructor tool.
3. On the next page, you will see the deadline details for the survey:

- **Course Question Deadline** - For each course, instructors are able to add/modify four additional open-ended questions. Instructors can make the additions/modifications up until the Course Question Deadline.
- **Feedback Opens to Student** - The date upon which survey will become active and students will be able to submit feedback.
- **Feedback Closes** - The date after which no more student submissions will be accepted.
- **Submissions Purged** - This is the date upon which all student submissions will be purged from the system. (Instructors are encouraged to download a copy of all student submissions prior to this date to keep a record of their course feedback.)

### Setting up Your Mid-Semester Feedback Survey

The Feedback Survey will contain four optional questions which were developed by the TLA committee. The Instructor(s) of the each course site is able to add a maximum of 4 additional open ended questions to be included in the survey. If you do not set up custom questions, students will still be presented with the 4 optional questions when the survey opens unless you deselect the optional questions. If you do not have any optional or custom questions in your survey, the tool will be disabled for students.
Note: If you are teaching multiple courses, you will need to set up the Mid-Semester Feedback Instructor tool in each of your courses.

1. Go to your Canvas course site.

2. Open the Mid-Semester Feedback Instructor tool.

Adding Custom Questions

3. To set up your custom questions, click the “Manage Questions” link.

4. On the Manage Questions screen, you will see a list of optional questions followed by a section where you can add your 4 custom questions. Click the “+ Question” button [1].
5. In the pop-up, enter the text of your question stimulus and then click the “Submit” button. You may enter up to 2 custom questions.

![New Question](image)

6. After you add a question, your question will be displayed on the Manage Questions screen below the required questions.

**Modify/ Edit Your Custom Questions**

7. To modify your question, click the edit icon next to your question. In the pop-up, modify your question text and then click the “Save Changes” button.
8. To delete your question, click the delete icon next to your question. In the pop-up, click “OK” to confirm the delete.

Viewing Mid-Semester Feedback Submissions

1. Go to your Canvas course site.
2. Open the Mid-Semester Feedback Instructor tool.

3. To view student submissions, click the “View Submissions” link.

4. On the View Submissions page, you will see a listing of submissions by date. To view the submissions you can:
   
   A. Click on the individual submission to view each submission one at a time
   
   B. Click the “Download All Submissions” link to download a CSV file containing all submissions.
Your downloaded submissions will be in a CSV file that can easily be opened with Excel. The first row of the file will be the list of questions and each subsequent row will represent one of the student submissions:

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submission Date</td>
<td>9/25/2019 12:48</td>
<td>Were the weekly quizzes helpful?</td>
<td>What is helping your learning in this class?</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>I admit that I don't love the group work because my group members are not reading materials before class. Maybe if we rotated groups I would like it more.</td>
<td>Yes, the weekly quizzes were helpful - they reinforced what we learned in class, so that was great.</td>
<td>The lecture slides available before class has been so helpful.</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>9/25/2019 12:49</td>
<td>Nothing! I like it all!</td>
<td>They are okay - but there are way too many of them.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>I really like the in class discussion - both in small groups and with the whole class.</td>
</tr>
</tbody>
</table>

**Note:** Mid-Semester Feedback Submissions will be purged - be sure to check the Mid-Semester Feedback dates to see when the submissions will be purged for your course and make sure that you download a copy of your feedback submissions prior to that date if you would like to maintain a record of the feedback.

As students begin submitting feedback, you will be able to view and download submissions. You do not need to wait for the survey to close to begin viewing submissions.

### Removing the Mid-Semester Feedback Tool (Do Not Want to Collect Feedback)

If you do not want to use Mid-Semester Feedback in your course, you can remove or disable the tool. You can always re-enable the tool.

1. Go to your Canvas course site.
2. Open the Mid-Semester Feedback Instructor tool.
3. Once you are in the Mid-Semester Feedback Instructor tool, under the "Settings" section, click on the slider for “Allow Student Access”. 

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Poorvu Center for Teaching and Learning
4. After you click the slider, you will see a pop-up asking you to confirm that you want to disable the tool in this course. If you are certain, click “OK”.

5. When you complete the process, you will see the message indicating that the tool is disabled. When the tool is disabled, the student tool will be automatically be removed from the Course Navigation menu.

**Alternative Method to Remove Mid-Semester Feedback Tool**

As an alternative, you can also disable the tool by simply removing the Mid-Semester Feedback Instructor tool from the course navigation menu. When the Instructor tool is removed, the student tool will not appear when the survey date opens. To remove the tool from your course navigation menu:
1. Go to the "Settings" area.

2. Under "Settings", click on the "Navigation" tab. The Navigation section is split into 2 segments:
   - The upper portion - this part of the page lists out the tools that are on your course's navigation menu.
   - The lower portion - this part of the page lists out tools that have been hidden from the student view.

3. Drag the "Mid-Semester Feedback Instructor" tool from the upper portion of the page down to the lower portion of the page.

4. Click the "Save" button at the bottom of the page.

Note: You can re-enable the Mid-Semester Feedback tool at any time by going either turning the switch to allow student access again or dragging the item in the "Navigation" setting back to the upper portion.

If you re-enable the tool after the Course Question Deadline, the survey will contain the default optional questions.
For more help, please contact canvas@yale.edu.