

# Course Feedback

Project Advance uses Syracuse University's online course feedback system. Students who register for Syracuse University credit provide an email address during the registration process. Approximately 3 to 4 weeks before the end of the semester in most districts, students will receive a link to the course feedback system at the email they provided during registration. Students will receive reminder emails every three days after the survey opens until the survey close date.

Students enrolled for Syracuse University credit have the opportunity to complete a course feedback survey. Emails are sent to students with links to course feedback.

IMPORTANT: The system requires the acceptance of a session cookie by your browser. Chrome and Firefox are the best browsers to use. If you encounter issues accessing the system, please check to make sure cookies are accepted and/or clear your browser cache and try again. Please contact [coursefeedback@syr.edu](mailto:coursefeedback@syr.edu) if you need assistance.

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## Course Evaluation FAQs

### [When do I tell my students about course feedback?](#)

Let students know about the course feedback process at the start of the semester and remind them when the survey opens.

## **Do all students receive course feedback emails in the fall semesters?**

No, only SUPA students who are taking a course (s) through Syracuse University's Project Advance for course credit that receive an email with a survey link when the feedback window opens.

## **Is it possible to customize my student course feedback?**

Yes, each course includes a standard set of core questions. However, you have the option to add supplementary questions that align with the specific objectives of your course by coordinating with your administrator.

## **How do I get a greater course feedback response rate?**

Encourage participation by explaining its importance, offering small incentives, and providing time in class for students to complete the survey.

## **Why is course feedback collected online now instead of sending out paper packets as before?**

All Syracuse University course feedback is collected online through the University system called course feedback survey (formally known as evaluationkit). This allows an organized and streamlined process.

## Can I review my course feedback throughout the time it is open to see how many of my students have responded?

No, while you can track response rates in real time during the entire time the course feedback window is open you can ONLY review your responses once the course feedback window is closed.

## How do I access my course feedback?

You access your course feedback at the same website as you are track response rates – [syracuse.evaluationkit.com](https://syracuse.evaluationkit.com). After the survey closes, you will receive an email with instructions on how to access your feedback report.

## What happens if a student tells me they did not receive their course feedback email?

Ask the student to check their spam folder and please double check the email they entered when registering for the course. If they still are not receiving emails about course feedback, instructors or students can reach out to Syracuse University Project Advance at [supa-evaluations@syr.edu](mailto:supa-evaluations@syr.edu).

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## **Information for Course Instructors**

### **Accessing Course Feedback**

- Go to the [Syracuse University Course Feedback website](#) and log in with NetID and password.

Course Feedback offers the following information:

- Up-to-date response rate tracking
- Visibility of your courses included for feedback
- Access to reports within the system that always remain available
- Email notifications to show you which courses are open for feedback
- Email notifications the day you can access course-level reports

## **Important Dates**

- For the fall semester, the course feedback window opens when students return to school in January and closes the end of the first week of February.
- For the spring semester, course feedback window opens in mid-May and closes the day after the grading window closes.

For more information about the Syracuse University Course Feedback approach and system, please visit the [Course Feedback page](#).