Instructor Course Evaluation (Ice)

Student Perception

Student Manual

OIRA/ASPS
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Instructor Course Evaluation (ICE)

The **ICE** is designed to evaluate your instructor, the course and your student development/learning in the course. Your input is essential for the improvement of the teaching learning process. Therefore, please give the **Questionnaire** your serious attention and answer questions carefully.

Your login credentials will only be used to assign to you the appropriate surveys based on your term class schedule, but a random token will reference your filled-in survey at submission. Accordingly, all responses you fill-in will be kept **anonymous** so please feel free to express your frank and honest opinions.

For those surveys that are currently available for your response, click on the title of a survey to either begin or to complete a survey that you started but did not complete.

**Kindly note that Students who withdrew from courses will not be able to fill-in the survey.**

Thank you for your time and cooperation.
User Sign-On

- Access Banner Site > **AUBsis Student Information System**
- Log-on
Survey Access
Personal Information

Answer a Survey
Related Surveys

- You will be displayed with your registered Course Reference Numbers (CRNs) for the Term along with the Instructor name
Available Surveys

• The listed surveys are currently available for your response. Click on the title of a survey to either begin or to complete a survey that you started but did not complete.

• On the referenced options for selection (scale from poor to excellent), rate your class instructor, course and your student learning/development in the course by selecting the option which **BEST** describes your judgment on each item. If the item in **NOT** Applicable, please bypass and move to the next item.
Survey Questions

- Select as applicable
- Continue to Next Question
- You have the option to save and continue at a later date.
Survey Questions

- Select as applicable
- Continue to Next Question
- If need to re-access the previous Question, use the browser back arrow
- You have the option to save and continue at a later date.
Survey Questions

- Select as applicable
- Continue to Next Question
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Survey Questions

- Select as applicable
- Continue to Next Question
- If need to re-access the previous Question, use the browser back arrow
- You have the option to save and continue at a later date.
Survey Questions

- Open Ended Questions
- Continue to Next Question
- If need to re-access the previous Question, use the browser back arrow
- You have the option to save and continue at a later date.
Survey Questions – Last Question

Last Question provides you with options to:
- return to beginning of survey
- save and continue at a later date

Once you have completed the survey, click **Submit Survey**

Once a Survey is submitted, you cannot re-access it
Once you click the **Submit Survey**
You will be asked to confirm the submit.

Once a Survey is submitted, you cannot re-access it.
Submit Survey

Upon submitting the survey, you will be presented with a confirmation message.
Save and Continue

If you opted to Save and Continue later, you will be presented with an action confirmation and reminder to finish later.
Unfilled and Incomplete (not submitted) Surveys

Dear Student,

Kindly COMPLETE and SUBMIT Instructor Course Evaluation (ICE)s for course Education 215-Section 1, that you have partially filled out and saved.

Thank you for your cooperation. Information that you provided is important and very useful for improvement.

Deadline for keeping ICE surveys is May 14, 2013 at 12:00 pm.
Published Results

- Instructors can view the ICE results with facility of following up on response rate of their respective departments and courses. To submit the query, please follow the following directions:
  - Go to AUB SIS
  - Login secure section using username and password
  - Click ‘Misc Queries’, Select a Query,
  - Select ICE Results, select Term, Department, then Submit the query.

- All ICE results will be published, by term, under the OIRA Web Site.
Thank you