



TO: Faculty Members
FROM: The Office of Planning and Institutional Research
DATE: Spring 2017
SUBJECT: CATS Online

Villanova is transitioning the paper Course And Teacher Survey (CATS) system to an online evaluation system for the spring 2017 semester. OPIR, in cooperation with UNIT, selected eXplorance Blue as the vendor for the online system. Your spring 2017 courses will be evaluated electronically. Survey questions have remained the same, only the data collection process has change. All courses with enrollment greater than or equal to 4 will be included in the online CATS process.

The survey is accessible by students on any laptop, tablet or mobile device. Preferred browsers are Chrome, Firefox and Safari. There are two different ways for students to access the survey using their **Villanova Username and Password**.

- 1. Student email:** An email containing a link to the online survey will be sent to the Villanova email address for each student enrolled in your course:
From: The Office of Planning and Institutional Research
Subject: Villanova Course and Teacher Survey (CATS)
- 2. Blackboard:** Once in Blackboard, students will see in the center column, a section labeled Blue Course Evaluations. This section will contain a link for their online survey.

Like our current paper and pencil system, **please allow 10 minutes** at the start of a class session during the final two weeks of classes for students to complete CATS online during class. Affording students the opportunity to complete CATS in class is one way to help ensure that response rates remain high. However, students will also have the ability to complete CATS online on their own time. Students will receive an initial email invitation inviting them to complete their online CATS approximately 2 weeks prior to the end of class.

Consistent with University policy, faculty should not be in the class during the administration of the online survey. During this time period, you will also receive an email from the Office of Planning and Institutional Research with a subject of Villanova Course And Teacher Surveys – View Response Rates. This email will contain a link allowing you to monitor the response rate for your course. Please encourage participation. Rest assured that students will only be able to complete the online form one time.

Please select a student proctor to administer the online survey. See the [Student Proctor Guidelines](#) for more information. You may wish to consider asking a student who has already completed the survey online to serve as the proctor.

We sincerely appreciate your participation in this very important process. Please contact the Office of Planning and Institutional Research by email at CATS-Questions@villanova.edu if you have any questions.

Thank you for all that you continue to do to advance the educational mission of Villanova University. We welcome your feedback.