

# CATS Online

## Student Proctor Guidelines

**Courses will be evaluated using the online Course And Teacher Survey (CATS) system.**

**Please follow the guidelines below:**

- ✓ Inform your fellow classmates that the instructor will not see the results until after final grades have been submitted.
- ✓ The online survey should be completed during the last two weeks of class.
- ✓ The survey should be administered in the beginning of class.
- ✓ The instructor should allow approximately ten minutes for the completion of the survey.
- ✓ The Instructor should not be in the room when the students are completing the survey.
- ✓ If the course has multiple instructors, there will be a separate survey link for each instructor.
- ✓ Surveys can be accessed on any laptop or mobile device.
- ✓ Preferred browsers for accessing the online evaluation are Chrome, Firefox and Safari.

**There are two different ways for students to access the survey using their Villanova Username and Password.**

### Email

- An email containing a link to the online CATS was sent to each students' Villanova email address from The Office of Planning and Institutional Research.

### Blackboard

- Log into Blackboard by going to myNova and selecting eLearn (found in the upper right hand corner of the myNova page).
- The center column, labeled Blue Course Evaluations, will contain a link to the online CATS.

Thank you for your participation in the online CATS process. We appreciate your time and attention. Should you have any questions, please contact the Office of Planning and Institutional Research by email at [CATS@villanova.edu](mailto:CATS@villanova.edu).

We welcome your feedback.