

SPRING 2017 CATS Online - Student Proctor Guidelines

This course 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 Instructor should not be in the room when the students are completing the survey.
- ✓ Surveys can be accessed on all laptops, tablets, mobile devices, etc.
- ✓ 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 survey was sent to your Villanova email address.
From: The Office of Planning and Institutional Research
Subject: Villanova Course and Teacher Survey (CATS)

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 survey for this course.

Thank you for your participation in the CATS process. We appreciate your time and attention to this online course evaluation. Should you have any questions, please contact the Office of Planning and Institutional Research by email at CATS@villanova.edu. We welcome your feedback.