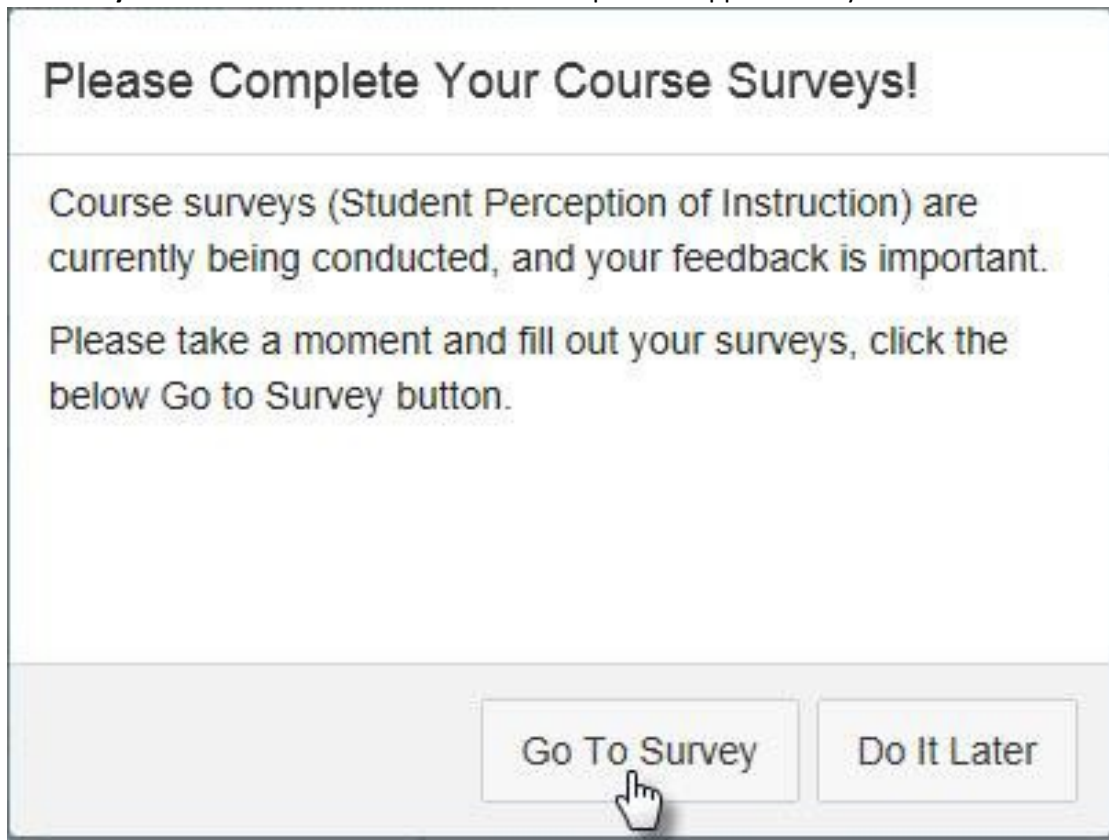# Student View of Course Survey

How Students Participate in a Course Survey

1. Log in to Canvas
2. Access Course
3. When prompted with the "Please Complete Your Course Surveys!" window alert, click the **Go to Survey** button or Do It Later. The Do It Later option disappears 3 days before SPoI ends.

4. After completing the survey, students click the **Submit** button. If they begin, but do not complete, they have the option to select the **Come Back Later** button to finish at another time.

Students have the option to Opt Out of the SPoI. When they elect to Opt Out, they are prompted with the following (mandatory to complete):

Close

* Let us know why you would choose to opt out (select all that apply):

☐ I intend to withdraw from the course.

☐ The course was fine, I have no useful feedback.

☐ Survey is too long.

☐ I am too busy.

☐ I typically submit feedback using Rate My Professor.com.

☐ I don't believe it's anonymous

☐ Other - please describe below

Submit   Cancel

Students also have the option to send alerts directly to the SPoI administrator if they would like to be contacted separately about their technical experience. These are tied to the **Contact Me** message box (located on the bottom right corner of the survey) and will go directly to the system administrator. The system administrator will forward the messages as needed. *However, students should only provide instructor feedback through SPoI or follow other University procedures for providing feedback unrelated to SPoI.*

1. Click the **Contact Me** button
2. Type the SPoI related question or feedback
3. Click **Submit** button