

# INSTRUCTORS

## Instructions for Student Feedback Forms (SFF)

### In-class Administration

Student Feedback Forms can be completed in class to help increase response rates. Instructors and students can conveniently access SFFs using a browser on a computer, mobile device or tablet.

Instructions about administering SFF in class are listed below:

- Before your SFF is scheduled to open, go to the SFF Admin Panel at <http://sff.temple.edu/admin> to confirm the accuracy of your course information and to customize your SFF at the course level.
- When the SFF is open, go to <http://sff.temple.edu> to confirm the accuracy of your course information and to complete the eSFF Instructor Form for **each** of your courses. There are only two items to complete (one of the two questions is designated for an open-ended response).
- Explain to your students that they will receive a university email communication and reminders from **Student Feedback Forms**, and encourage your students to respond to the SFF.
- Be sure to share with your students the importance of providing course and instructor feedback, and discuss how you use the information.
- Give students 10-15 minutes of class time to complete their SFFs. Schedule and announce the date in advance. Remind students to bring their smartphone, tablet or other mobile device to class on that date.
- Students and instructors may return to their feedback form to complete or edit their responses until the SFF is closed by clicking “Resume Feedback” or “Modify Feedback”.

#### On the Announced Date:

- Provide students with the SFF link (<http://sff.temple.edu>). Ask students to go to that link (or access via Next Steps in TUportal) to fill out feedback. ***Then leave the room while the administration of the online SFFs is taking place.*** You may also ask a student volunteer to read the instructions (on the next page) to your students.
- After the in-class administration date, please remind students who did not finish filling out their feedback form, or students who were not in class, to complete the SFF for your class.

If you have any questions, or if any of the course or instructor information on the website is incorrect, contact Gina Calzaferrri, Institutional Research and Assessment (IRA), at [gina.calzaferrri@temple.edu](mailto:gina.calzaferrri@temple.edu) or 215-204-8277, or email [sff@temple.edu](mailto:sff@temple.edu).

**STUDENT VOLUNTEER**  
**Instructions for Student Feedback Forms (SFF)**  
**In-class Administration**

Read aloud the following:

1. Our instructor set aside class time today to complete our Student Feedback Form (SFF).
2. Even though the forms are available to you online at any time during the administration period, our instructor decided to set aside class time to ensure that we get a high response rate, especially at this busy time of the semester. The fact that our instructor is willing to use valuable class time to collect feedback shows you how important this process is.

The feedback that you provide is essential to improving the classroom experience and is also important in making decisions about how courses are taught at Temple University.

3. Your responses will be treated seriously and confidentially. Our instructor will not receive feedback until after the grading deadline has passed, and no identifying information is associated with responses in any reports to our instructor.
4. If you complete **all** your SFFs, you will have access to **SFF Data for Students** next semester. **SFF Data for Students** is a resource tool for students to access selected course and instructor feedback from prior semesters.
5. Please take out your mobile device. If you don't have a mobile device with you, remember to complete your SFF as soon as possible.
6. Log-in directly to <http://sff.temple.edu> and complete your feedback for this course. You can also find a link to the SFF website through the Next Steps Channel or the My Courses tab in TUportal. Click on this course to navigate to the SFF website.
7. Thank you for taking the time to provide your course feedback.