

Dear Butte College Humanizing CoP participants,

Thank you for being part of our Ascend implementation this semester! You will survey your students three times (dates are listed on our [CoP webpage](#)). Each survey cycle begins on a Monday and ends on the following Sunday. Please refer to the resources below for guidance with your implementation.

If you have questions, please contact Michelle at brocansky@gmail.com.

Before the Survey Begins

Prepare yourself for success by doing the following things in advance.

1. Familiarize yourself with the Ascend dashboard.
 - [Sign in](#)
 - Locate your class(es) in the **Surveys** tab
2. You will see one block for each class. Share the Class Code, Student Link, and/or QR Code with your students in that class.

☐ Johnson, PSY 20, N6963

Class Code: GUDD

7 conditions

Class survey instructions >

Student Link: perts.me/GUDD



Preview survey ↗

3. On the Friday before the survey start date, post an announcement in Canvas notifying students that you'll be asking them to complete an anonymous survey that will help you improve your teaching.
4. Add a page (or Assignment if you will be assigning it for points or extra credit, see next step) in Canvas with the survey instructions. See the "Survey Instructions" section below for sample language or import the Page template from the Canvas Commons - search for *Ascend*. If you have a Canvas course with more than one section, you'll need to send an individual announcement or message out to the students in each section.
5. Alternatively, consider setting the survey up as a Canvas Assignment for points or offer extra credit to students who complete the survey or to the whole class if they reach 80% completion. Remember, you won't have access to students' responses but you *will* see a list of students who completed the survey, making it easy to offer points/credit.

Survey Instructions

You may use the template below to create an "Instructions for Ascend Survey" page in Canvas. Or you may import our template Canvas Page from the Canvas Commons (log into your course, click on Commons in the far left column, search for Ascend). Feel free to adapt it to your voice, but keep in mind these [recommendations](#) to maximize participation and honesty in responses.

Remember, your **Class Code**, **Student Link**, and **QR Code** are provided in your [PERTS dashboard](#) in the **Surveys** tab. Look for this:

Class Code: GUDD

Student Link: perts.me/GUDD



Hi everyone,

Being a good instructor is very important to me. To help me make this class a better experience for all students, I need your honest feedback. To gather your feedback, I'm inviting you to complete a short, **confidential** survey. The survey responses will come directly to me. I will **not** be able to see your individual responses connected with your name.

To start the 5-10 minute, confidential survey, follow one of the steps below. Please complete the survey by Sunday, December 10th.

1. Go to: *<enter the custom link for your class survey from the PERTS dashboard and be sure it is a clickable link>*
OR
2. Or go to perts.me and enter this Participation Code: *<enter Course Code/Participation Code here>*
OR
3. Pick up your phone and scan the QR code below
<download the QR Code from the PERTS dashboard, upload it into Canvas, and insert it into the Canvas page>

Thank you in advance for your time. I appreciate you!

After the Survey

1. Schedule two reminder announcements: one on Thursday and one on Sunday.
2. You will receive your survey report(s) the Monday after the survey end date. Only **you** will be able to see the results of your class survey, which will be completely anonymous. You will also be able to see a list of students who responded (that list is not linked to their responses), which you may use to apply extra credit, if applicable.