

Student Check-in: Companion Guide

Especially during this time of remote teaching, it is important to invite feedback from your students on how their learning experience is going and how it might be improved. We have created a student check-in survey that you can copy, adapt, and deploy for your course. Once you have deployed your unique copy of the student check-in, only you and your teaching team will be able to view the results.

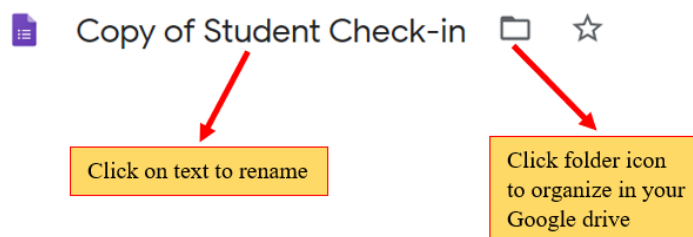
This document describes how you can use the student check-in. We have offered two versions of the same student check-in: one for Google Forms and one for the D2L Surveys tool.

Option A: Google Forms

Google Forms offers many flexible options to collect and analyze feedback from your students and has a very intuitive user interface. However, there is no way to keep submissions anonymous while restricting submissions to just the students in your class; if this is a deal-breaker, consider [Option B](#) below instead.

Copying the student check-in

1. Ensure that you are logged into my.ryerson.ca and are not logged into any personal Google accounts.
2. [Click on this link to access the student check-in template](#).
3. Once it opens, click the blue “Use template” button at the top right.
4. Once you have a copy, you can rename the file by clicking on the title text. You can also move the file into your desired folder in Google Drive.

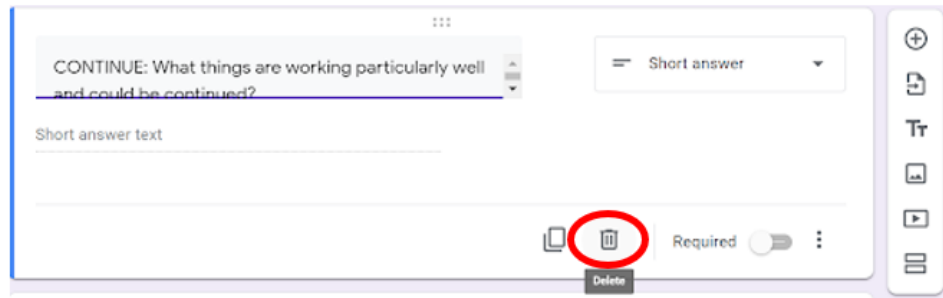


Adapting the student check-in

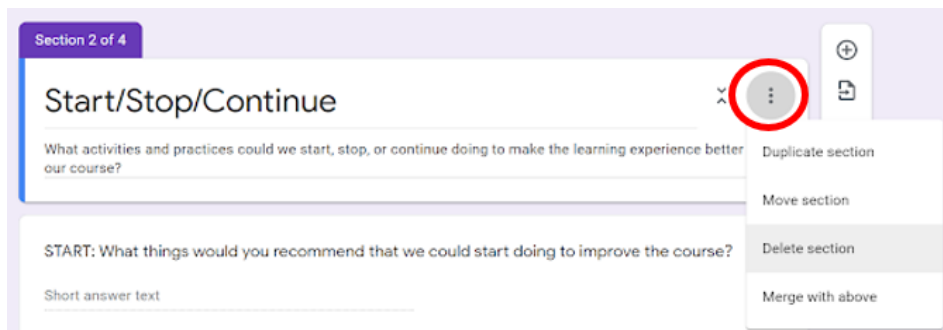
Our student check-in template consists of questions that should be applicable to most pedagogical situations. However, **we strongly recommend** that you review the questions and adapt them to your course where necessary.

For instance, if you wish to delete questions or sections of the student check-in, you could follow these steps:

1. To delete a question, first click on the question that you want to delete and then click the trash icon:



2. To delete a section, select the three dots icon and then click "Delete section" from the drop down menu:



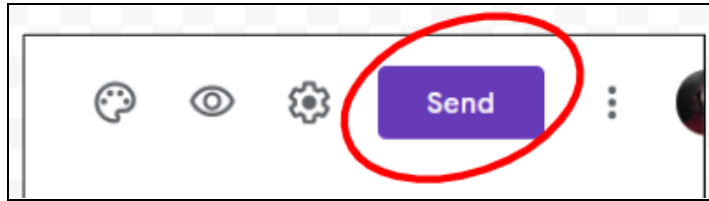
Google offers more information on [how to add/edit/delete questions and sections](#).

Deploying the student check-in

The Google form settings are configured so that anybody at Ryerson with the "Send" link can submit up to one submission, and can edit their answers after submission. The option to "collect email addresses" is turned off to preserve student anonymity. If desired, you can [change these settings](#).

Once the form is to your liking, here is how you can invite submissions from your students:

1. Click the purple "Send" button at the top right.



2. Click the middle link icon, select the “Shorten URL” option, and click “Copy.” Leave the “Automatically collect respondent’s Ryerson University email address” unchecked to preserve anonymity.

A screenshot of the 'Send form' dialog box in Google Forms. It has a title bar with a close button (X). Below the title, there is a checkbox labeled 'Automatically collect respondent's Ryerson University email address' which is unchecked. Below this is a 'Send via' section with three icons: an envelope, a link icon (which is highlighted with a purple underline), and a code icon. To the right of these icons are Facebook and Twitter social media icons. Below the 'Send via' section is a 'Link' section containing the URL 'https://forms.gle/kjfZmeQLi3RkPobP8'. Below the URL is a checkbox labeled 'Shorten URL' which is checked. At the bottom right of the dialog are 'Cancel' and 'Copy' buttons.

3. Email the link to your students, preferably through [the Classlist tool in D2L Brightspace](#). Remind them that they will need to be [logged into ONLY their Ryerson Google account](#) in order to fill it in.
4. Once your students respond, you will be able to see their responses in the form by switching from the “Questions” tab to the “Responses” tab. You will have the option to view responses by question, unique submission, or as a summary with bar and pie charts.
 - If you wish, you can click on the small green spreadsheet icon in the “Responses” tab to open a Google Sheet with the responses.
 - If you wish to stop accepting new responses, use the “Accepting responses” slider in the “Responses” tab to stop accepting responses.

Google offers more information on [how to send your form](#) to students and [analyze your form responses](#).

Option B: Surveys tool in D2L Brightspace

The [Surveys tool in D2L Brightspace](#) allows you to deploy the student check-in within your existing course shell. Since it lives in your course shell, only your students will be able to fill it in.

Copying the student check-in

1. [Click on this link to download and save a .zip file version](#) of the student check-in template to your computer.
2. In your D2L course shell, navigate to Course Admin > Import/Export/Copy Components
3. Select “Import Components” and click Start.
4. Upload the .zip file from step 1 and click “Import All Components” to import it into your course shell. *Note:* it is configured to be hidden from student view upon import.
5. Once import is complete, navigate to Assessment > Surveys to find the student check-in.

Adapting the student check-in

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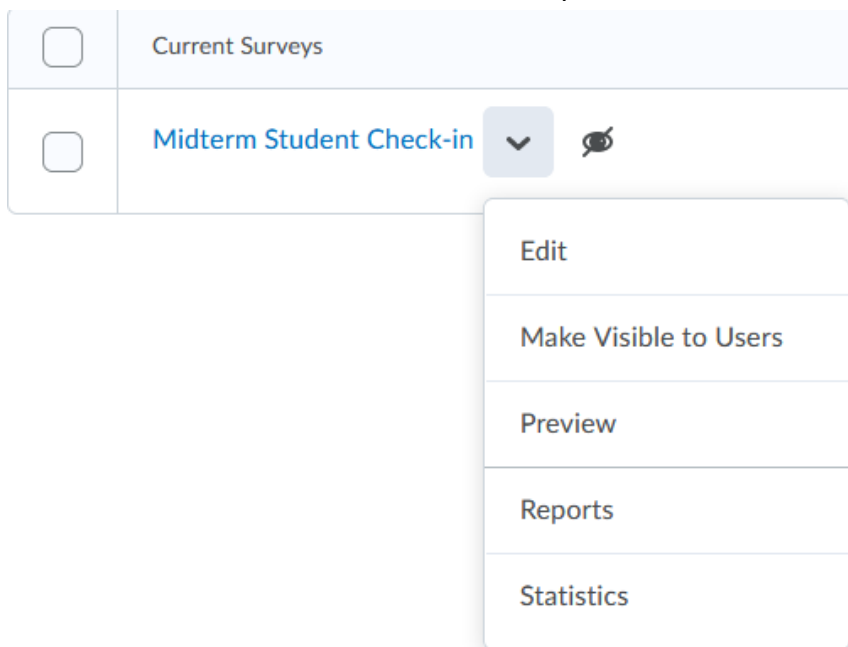
Much [like the D2L quizzes tool](#), you can preview the survey to review the questions and then add/edit/delete questions through the “Add/Edit Questions” button in the survey’s Properties tab.

Other settings to note:

- The “make results anonymous” setting should already be turned on and cannot be turned off (under the Properties tab)
- Attempts allowed is set to “Single attempt that is editable,” but you can change this if desired (under the Restrictions tab)

Deploying the student check-in

1. Select “Make Visible to Users” from the drop-down menu



2. Let your students know they can access the student check-in via Assessments > Surveys
3. You can [review the student check-in results](#) through the “Statistics” button of the survey. You can also [set up a report](#) to [create a CSV file export](#) of results.

Post student check-in suggestions

Once you have received your students’ feedback, consider having a discussion with your TA/GAs (if applicable) to explore how you can best address student concerns and incorporate their ideas for the remainder of the course.

Consider following up with your students about their feedback. You could do this within a live synchronous session or through asynchronous means (e.g. email, announcements). Share the big takeaways from the results and let them know what potential changes are and are not feasible to implement this semester. If many students have indicated that they are facing challenges with their transition to remote learning, this may also be a good time to remind them of Ryerson’s [Student Learning Services](#) for resources and support.

Finally, if you’d like to discuss the student check-in questions or results, you may connect with the Centre for Excellence in Learning and Teaching at teachingcentre@ryerson.ca.