



Western Nevada College

Carson City • Douglas • Fallon • Fernley • Hawthorne • Lovelock • Smith • Yerington

ONLINE SURVEY PROCESS

The following is a sample of the email that is sent to each student registered in every web class during the 12th week of a semester. The URL is specific to each student and allows a student to take the survey only once. If a student takes more than one web class, he/she will get an email for each class containing an exclusive link to their class survey.

E-mail invitations will be sent with survey link to all web students via their personal email address. Students may provide their email address by following the Update Address link on WEB-REG. **Faculty may want to encourage students to provide a current email address on WEB-REG and to check for the survey invitation after the 12th week of the semester.**

The main text of the email invitation is taken from the instruction sheet that is attached to each packet containing paper surveys that is distributed in classrooms. (See Instructions for Class Administration on the IR website http://www.wnc.edu/files/reports/institutional/instructions_for_class_admin.pdf)

http://snaponline.snapsurvey.com/test_class_100_w01_faculty_name/surveylogin.asp

Please click on the link above to complete student course evaluation for TEST CLASS 100 W01 - FACULTY, NAME.

Your ratings will be most helpful to the instructor and to the institution if you answer thoughtfully and honestly. Question 15 is an optional question and will be provided to students at the instructor's discretion. This evaluation is completely confidential and will not be given to instructor until after semester grades are reported.

The evaluation must be completed no later than the last day of the semester or it will not be processed. If you have any questions, you may contact Barbara Ford at 775 445-3301 or bford@wnc.edu

Thank you for your time.

Students will get reminder emails if they don't complete the survey.

The survey distribution dates can be found at the IR website at the following location:

<http://www.wnc.edu/institutional/evaluations/>