

Student Feedback Quick Guide for Students

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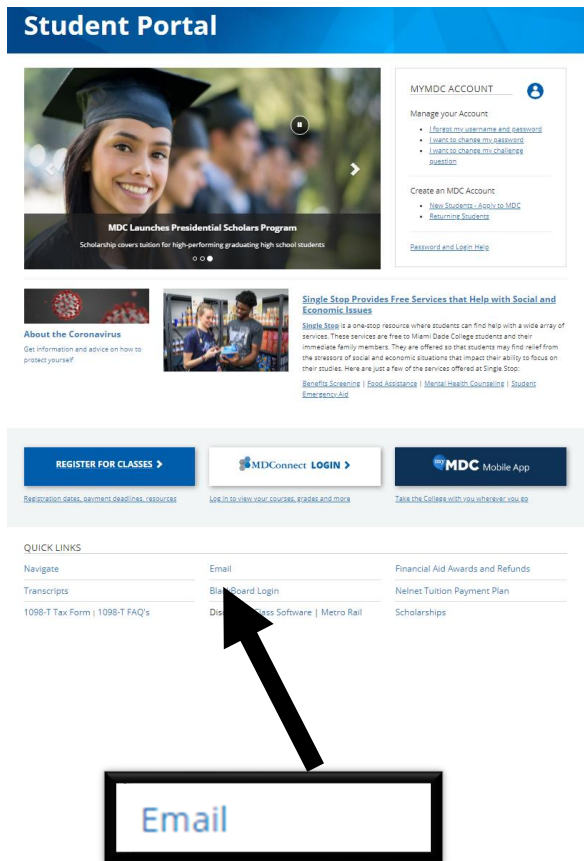
SECTION 1

Access Student Feedback Survey

There are two options for students to access the Student Feedback Surveys.

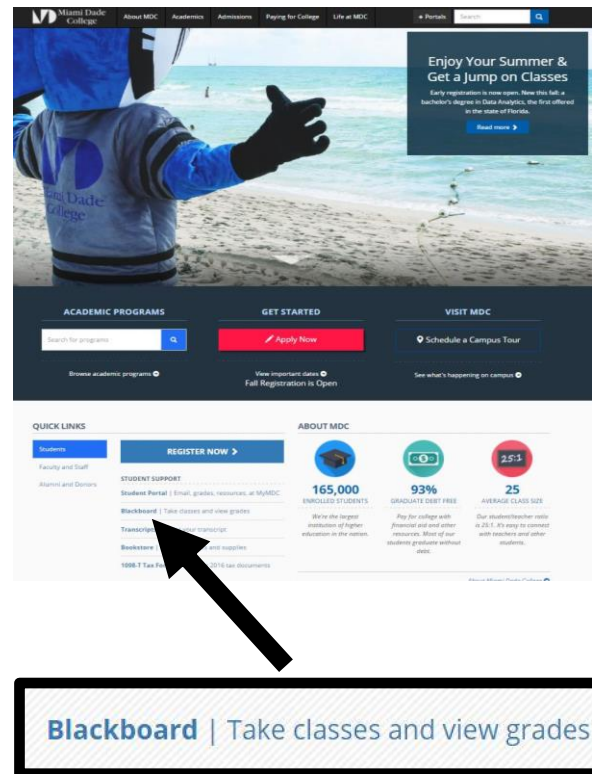
Option A

Students may access the Student Feedback Survey in CES via their [MyMDC e-mail](#) by clicking a unique link in the invitation email.



Option B

Students may access the Student Feedback Survey in CES via [MDC's website home page](#) by clicking the Blackboard link.



NOTE: All MDC students have a [Blackboard](#) account.

SECTION 2 – Option A

Login to MyMDC Email

Sign in with your Miami Dade College account:

someone@example.com

.....

Sign in

[Forgot Username or Password? | Reset Temporary Password](#)

If you do not have a student account and would like to create one now:
[Create My Student Account](#)

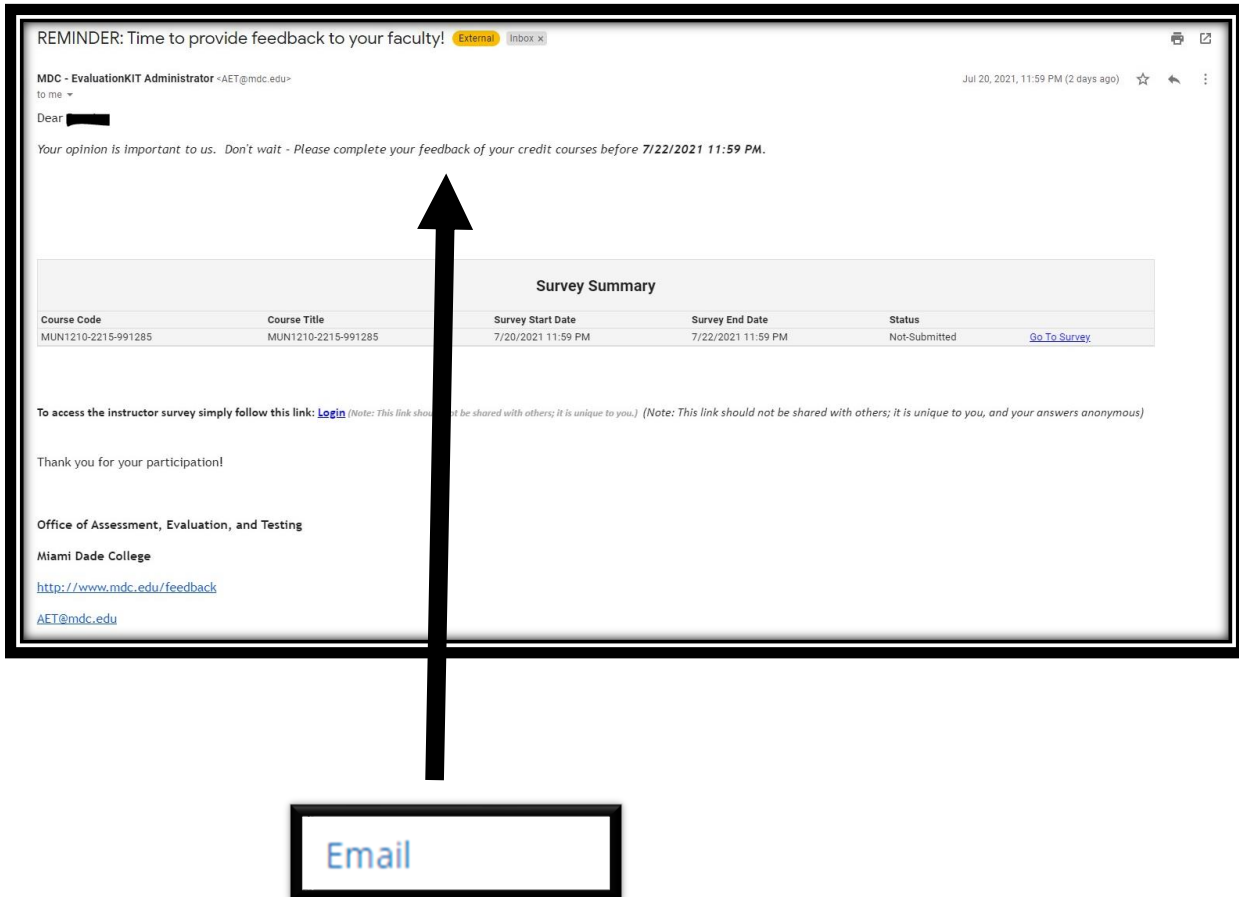
Get Help
Contact the Help Desk at 305-237-2505

Enter MDC student credentials to login to MyMDC email.

NOTE: If students selected **Option A** in **SECTION 1** to login, then skip **SECTION 3B** and continue on to **SECTION 4**.

SECTION 2 – Option A

Email Sample to Students



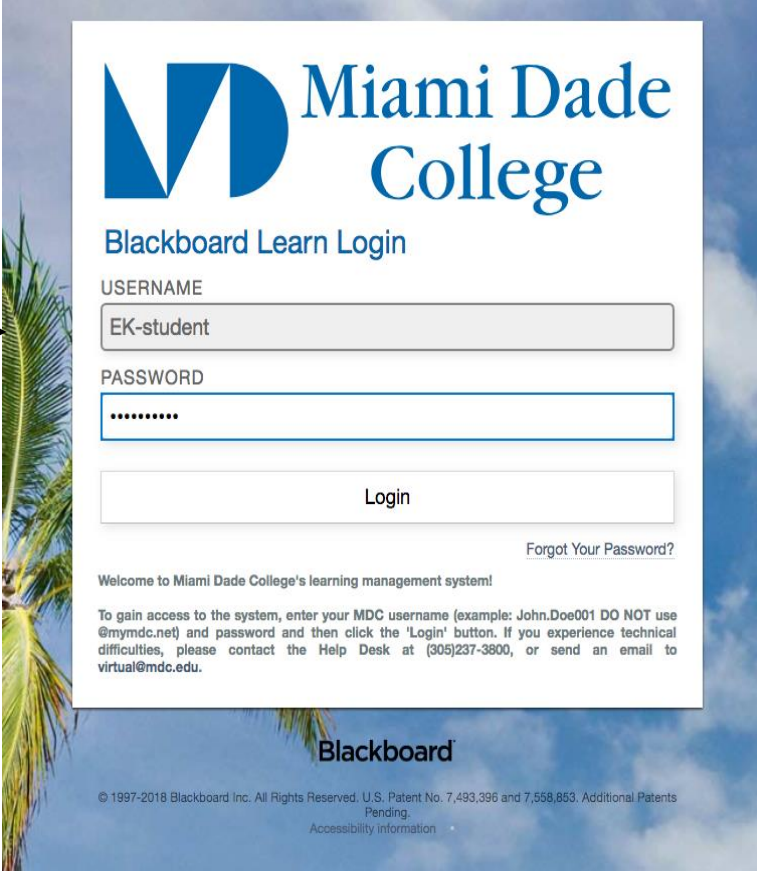
NOTES: All MDC students have a [Blackboard](#) account.

The Survey Summary includes a list of courses that require Student Feedback for each student.

The Student Feedback Survey will be available on a specific start date.

SECTION 3 – Option B

Login to Blackboard



Miami Dade College

Blackboard Learn Login

USERNAME
EK-student

PASSWORD
.....

Login

[Forgot Your Password?](#)

Welcome to Miami Dade College's learning management system!

To gain access to the system, enter your MDC username (example: John.Doe001 DO NOT use @mymdc.net) and password and then click the 'Login' button. If you experience technical difficulties, please contact the Help Desk at (305)237-3800, or send an email to virtual@mdc.edu.

Blackboard

© 1997-2018 Blackboard Inc. All Rights Reserved. U.S. Patent No. 7,493,396 and 7,558,853. Additional Patents Pending.
Accessibility information

Enter **MDC student** credentials to login to Blackboard.

NOTE: If students selected **Option B** in **SECTION 1** to log in, then skip **SECTION 3B** and continue on to **SECTION 4**.

SECTION 3 - Option B

Blackboard Homepage

The screenshot shows the Blackboard homepage for Miami Dade College. The header includes the MDC logo and the slogan "Opportunity Changes Everything!". A navigation menu on the right lists "Academics", "Admissions", "Registration", "Tuition", and "MDC Home". The main content area features a "Welcome to SUMMER 2021" banner for the period of May 10 to July 30, 2021, with options for Blended, MDC Live, and MDC Online. Below the banner, there is a section for "Proctored MIDTERM Exams | 6-Week Classes (Summer B)" with details about the exam window from July 7 to July 11, 2021. A "Go To Survey" button is highlighted with a black arrow pointing to it from a callout box below the page.

[Click Here to Take the Survey](#)

NOTES: The link is only available for students who have available Student Feedback Survey(s) to complete in a given term.

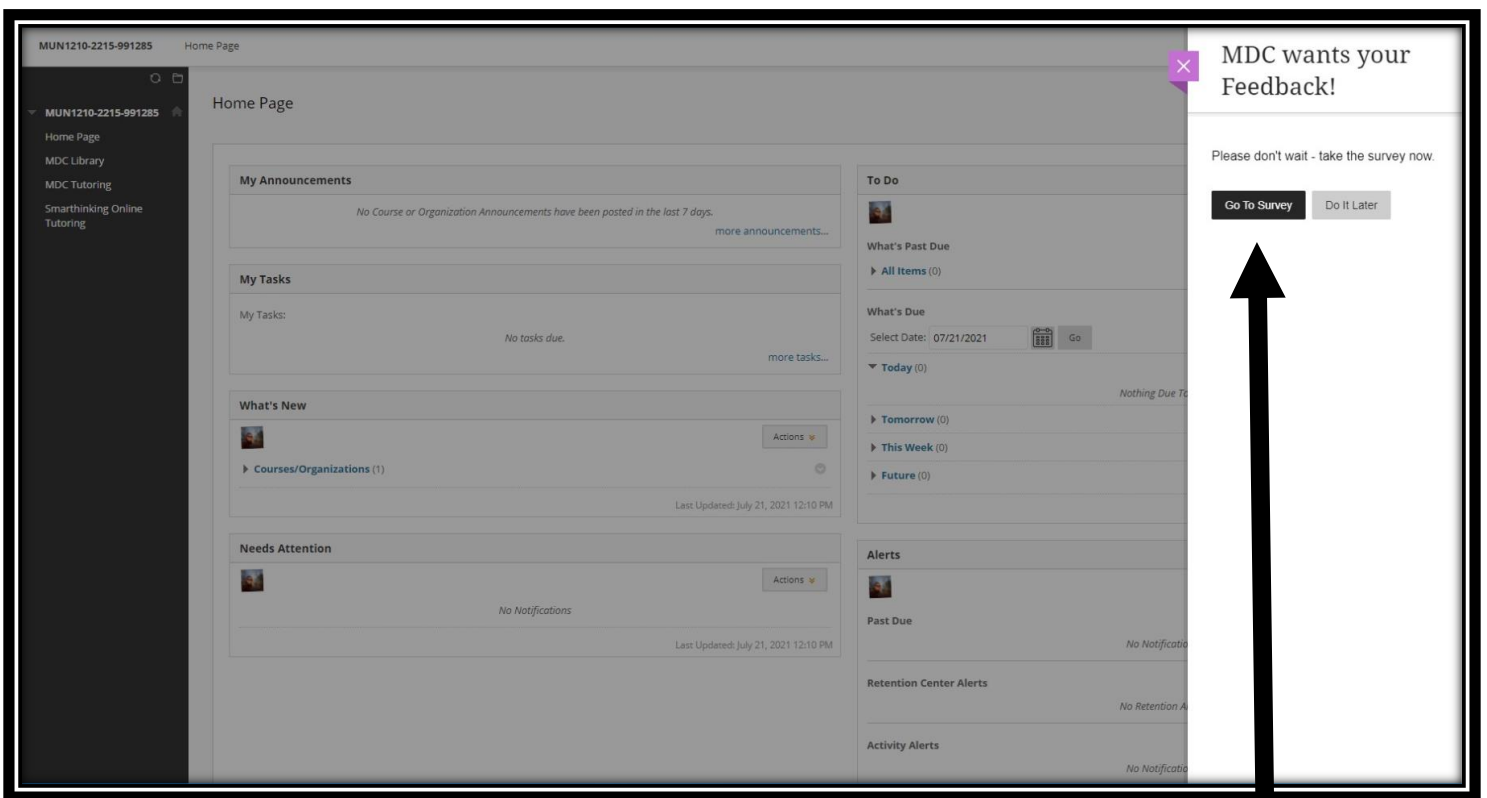
Survey availability varies depending on the length of the course and/or instructor's decision to modify the start and/or end date of the survey.

SECTION 3 - Option B

Blackboard Homepage

The pop-up message appears on Blackboard's home page for students who have available Student Feedback Survey(s) to complete in a given term.

NOTE: Click the “Go to Survey” link to display all courses that require student feedback.



The screenshot shows the Blackboard Home Page for user MUN1210-2215-991285. The page layout includes a left-hand navigation menu with links for Home Page, MDC Library, MDC Tutoring, and Smarthinking Online Tutoring. The main content area is divided into several sections: My Announcements (no announcements in the last 7 days), My Tasks (no tasks due), What's New (Courses/Organizations 1), and Needs Attention (no notifications). On the right side, there are sections for To Do, What's Past Due, What's Due (with a date selector for 07/21/2021), Alerts (Past Due, Retention Center Alerts, Activity Alerts), and a 'Go To Survey' button. A pop-up message titled 'MDC wants your Feedback!' is overlaid on the right side of the page, with the text 'Please don't wait - take the survey now.' and two buttons: 'Go To Survey' and 'Do It Later'. A black arrow points from a callout box at the bottom right to the 'Go To Survey' button.

[Click Here to Take the Survey](#)

NOTE: Students can click the “Go to Survey” link to complete the survey for a particular course.

SECTION 4

Complete Student Feedback Survey

The browser settings may (or may not) need to be adjusted to access CES.

Each Student Feedback Survey contains Course Title, Unique ID, and Instructor Name.

MDC wants your Feedback!

Summer 2021 (2215) | Student Feedback: ALTERNATE | MDC Courses
MUN1210-2215-991285

English (United States)

Miami Dade College
Student Feedback Survey for Alternate Learning Courses

This survey gives you the opportunity to express your views on how this course is being taught. Since your instructor is very interested in your opinion, please read each item carefully. This survey is ANONYMOUS and individual responses will be kept CONFIDENTIAL. After the term is over, your instructor will receive only summary totals for the entire class. The summary totals for each instructor and class will also be made available to students.

Use the following scale to respond to the items below:

You **STRONGLY AGREE** with the statement as it applies to this instructor.
You **AGREE** more than you disagree with the statement as it applies to this instructor.
You **DISAGREE** more than you agree with the statement as it applies to this instructor.
You **STRONGLY DISAGREE** with the statement as it applies to this instructor.
This statement **DOES NOT APPLY** to this instructor or you are **UNABLE TO COMMENT**.

* 1. The instructor treats me with respect.

Strongly Agree Agree Disagree Strongly Disagree Does Not Apply or Unable to Comment

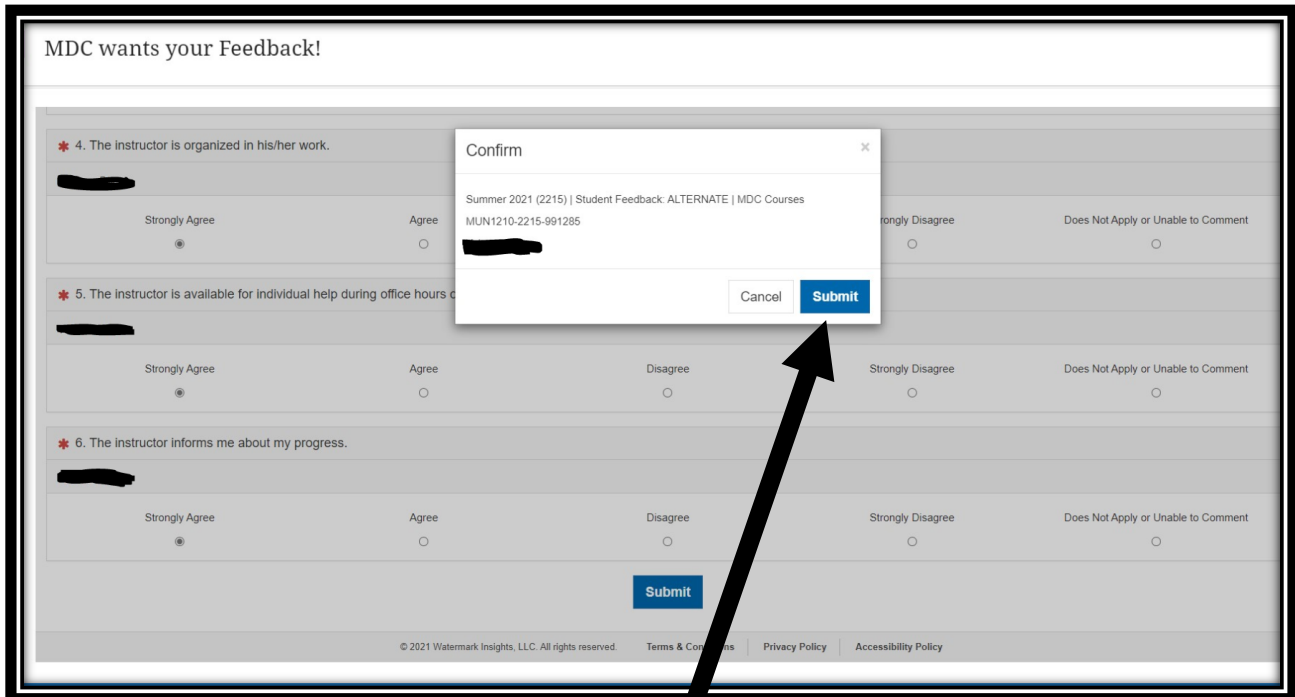
* 2. The instructor is knowledgeable about his/her subject matter.

NOTES: Students complete a survey for each instructor assigned to their courses in a given term. Survey availability varies depending on the length of the course and/or instructor's decision to modify the start and/or end date of the survey.

SECTION 5

Submit Student Feedback Survey

Students who complete this section have successfully submitted a survey for an instructor.



The screenshot shows a survey titled "MDC wants your Feedback!". It contains three questions with radio button options for "Strongly Agree", "Agree", "Disagree", "Strongly Disagree", and "Does Not Apply or Unable to Comment". A "Submit" button is located at the bottom of the survey. A "Confirm" dialog box is overlaid on the survey, displaying the text: "Confirm", "Summer 2021 (2215) | Student Feedback: ALTERNATE | MDC Courses", and "MUN1210-2215-991285". The dialog box has "Cancel" and "Submit" buttons. A large black arrow points from the "Submit" button in the dialog box to the "Submit" button on the survey page.

Students must click on "Submit" to complete the process of Student Feedback.

NOTE: Depending on the size of the monitor or device, the displayed window may vary.

SECTION 6

Student Feedback Dashboard

In the CES dashboard, click on courses that have not yet been completed for feedback.

Locate course(s) associated with the 'Not Completed' link.



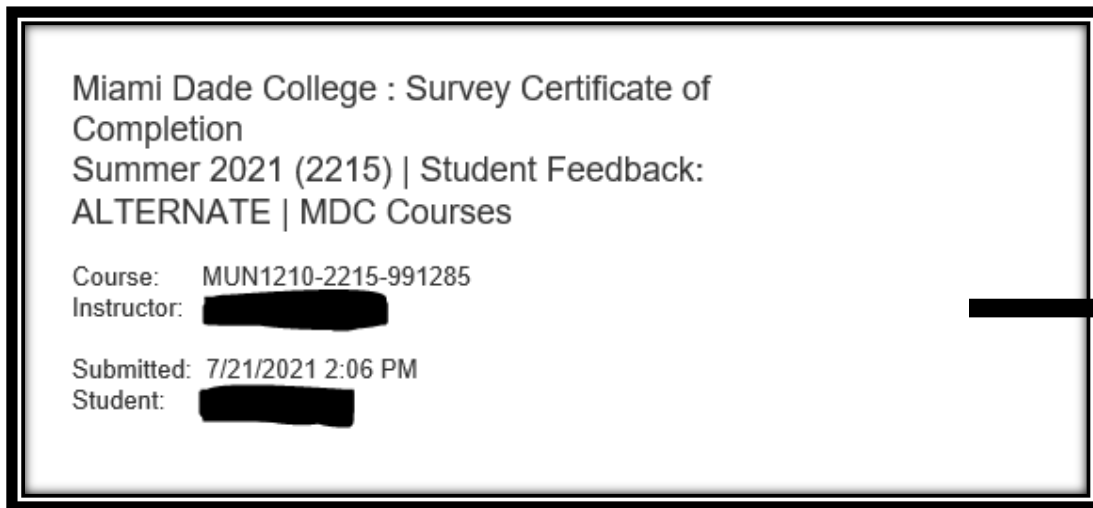
NOTES: Students should verify that their Student Feedback Survey was completed.

Students can see the date and time when their feedback was completed by course.

SECTION 7

Certificate of Survey Completion

After students complete each Student Feedback Survey, they receive a Certificate of Survey Completion message via their MyMDC email. See example below



NOTE: Students may email the certificate to their instructor(s) if needed.