**Collecting Formative Feedback From Students: Templates**

Instructors are welcome to the following adaptable templates to collect formative feedback. We recommend that you use Qualtrics so that feedback can be collected electronically and anonymously – Qualtrics templates and instructions are available on the [CTL site](https://www.uwindsor.ca/ctl/). We do ask that you remember to wait until the final grades have been submitted before requesting feedback from students.

**Introductory Text**

Please provide me with feedback on my teaching and/or the course. This feedback will be used for my own development as a teacher and the refinement of the course in the future. **Please note that your comments will remain anonymous.**

Thank you for your participation in this course, and your patience over the last few weeks!

**Template 1**

1. **Feedback on the Course**
2. What specific aspects of the course were effective? Give one or two examples of specific things that helped you learn.
3. How would you describe the manageability of the course workload?
4. What specific changes would make the course more effective?
5. **Feedback on the Instructor**
6. What aspects of the instructor’s teaching were effective?
7. Do you have any suggestions on how the instructor could teach more effectively?

**Overall Comments**

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**Template 2**

1. What did you find most **useful** in this course?
2. What specific **changes** would you recommend?

**Overall Comments**

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**Template 3**

1. What I enjoyed most about this class is…
2. What I enjoyed least about this class is…
3. The class readings were…
4. The teaching style was…
5. The assessments were…

**Overall Comments**

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**Optional Questions**

Did you find the textbook/readings useful/helpful/clear?   
How helpful were the laboratories/tutorials?   
I incorporated *[teaching method]* to help you apply the material. Did you find this interesting/helpful?

In the transition to an online format, what did you find most/least effective?