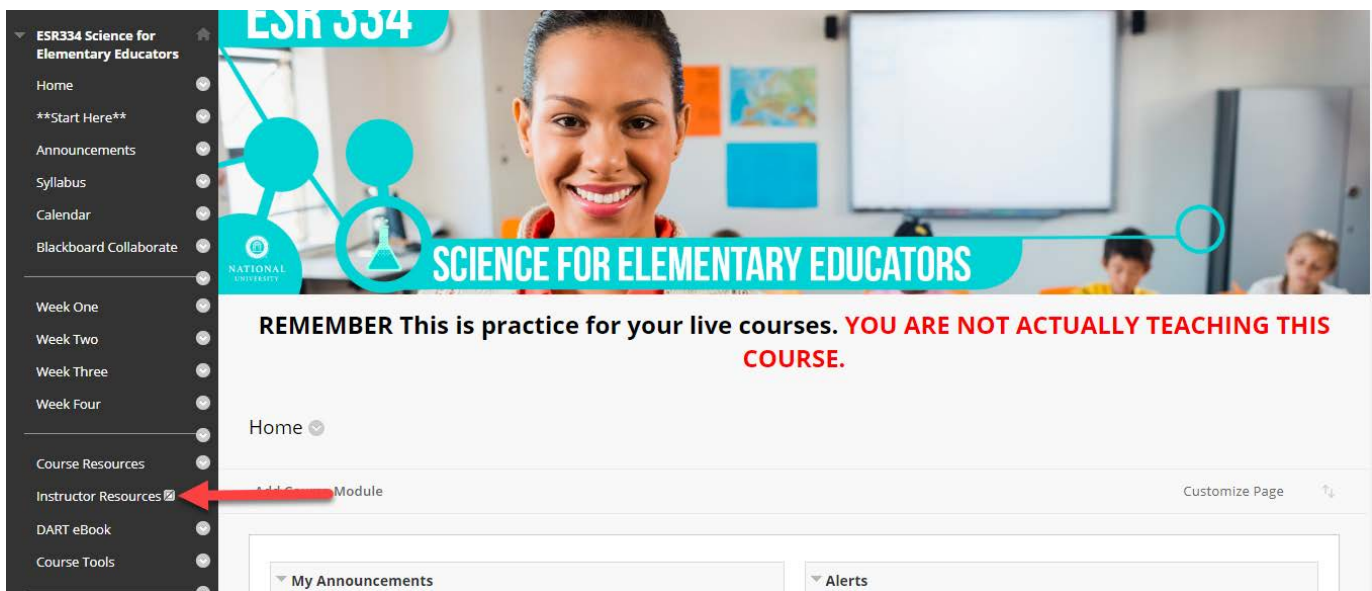




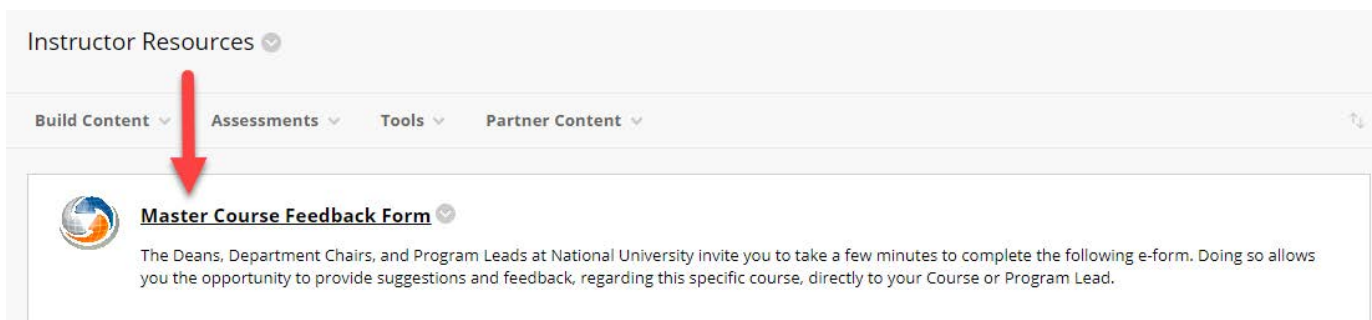
As you teach your courses, you may wish to provide feedback to your Course or Program Lead about your experience with the course, its materials, and design. National University welcomes any suggestions of corrections or additions to the Master Course. To submit your suggestions, please fill out the Master Course Feedback Form, located within the Instructor Resources section of each course.

Job Aid Objective: This job-aid provides faculty with an overview of how to access the Master Course Feedback Form in your online classroom.

Step 1: To access the Master Course Feedback Form, click on the Instructor Resources link in the left-hand menu bar.



Step 2: Then, scroll down the page and click on the Master Course Feedback Form link.



Step 3: When the form opens, use the drop-down menus to indicate the urgency of the issue and the course location. In the left-hand text box, describe the issue as you see it and, if you have a suggestion, propose a solution to the issue in the right-hand text box.

Master Course Feedback

Dear [redacted]

The Deans, Department Chairs, and Program Leads at National University invite you to take a few minutes to complete the following e-form. Doing so allows you the opportunity to provide suggestions and feedback, regarding this specific course, directly to your Course or Program Lead.

What you may not realize is that your input is a valuable component of the course development process and will contribute to the strengthening of the courses as we work with the Center for Innovation in Learning (CIL) to implement necessary updates and enhancements. Needless to say, the feedback you provide is extremely vital to keeping NU courses current and relevant for our students. By focusing the largest portion of development on the areas identified, by those of you teaching these courses, we will see the largest return in terms of student engagement and success.

If, at any time, you experience an issue with the course in a running term, and it requires immediate attention, please contact the Online Faculty Concierge at 877-533-4733 (select Option 2) or email them directly at facultyconciierge@nu.edu.

The form is titled "Issue" and contains the following elements:

- Two dropdown menus: "Select urgency" and "Select Course Location".
- Two text input boxes: "Please describe the issue" and "(optional) Please propose the solution".
- A dark grey button labeled "Add issue" at the bottom of the form.
- A blue button labeled "Submit" below the "Add issue" button, with a red arrow pointing to it.

Step 4: When you are finished, click the Submit button to forward your feedback.