

Instructor Feedback Tab How-to's

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What is instructor feedback and why is it important?

Instructor feedback is information that instructors provide about the course they are teaching. In the "Charting a Course" system, instructors can provide feedback by completing an online feedback form. This online form provides instructors with an opportunity to describe their perception of events during a class offering. The information they provide also gives insight into information gathered through the Student Critique of Training. Instructors can provide feedback based on classroom observations and external factors that contribute to the progression of a class. Instructor feedback is important to consider when making course revisions. If you do want to be identified as the one providing feedback about the class, select "Yes" for the "Anonymous Feedback" radio button.

There are seven categories of instructor feedback:

- Course Materials
- Lesson Topics
- Objectives and Assessments
- Safety and Training Facilities
- Instructor
- Safety
- Students

How do I decide when to complete an instructor feedback form?

The best time to complete an instructor feedback form is when your students complete the Student Critique of Training. This allows individuals who are evaluating the course to compare students' responses on the Student Critique of Training form to the feedback you provide about the course.

If students completed a Student Critique of Training at intervals during the course, such as at the end of a module or unit, you should provide feedback at the same time. In such cases, select "Interim" as the "Type of Feedback". If students complete a critique form at the end of the course, then select "End of Course" as the "Type of Feedback".

How do I select a feedback form for my classroom type?

Choosing your classroom type will direct you to the appropriate instructor feedback form. There are three classroom types. Choose the classroom type that describes your course.

- **Traditional Classroom** is a classroom where neither the instructor nor the students use any type of computer technology.
- **Introductory Automated Electronic Classroom (I-AEC)** is a classroom where the instructor has a computer subsystem (IS), a presentation system, and a local area network (LAN).

Source: Chief of Naval Education and Training Integration Training Working Group; December Conference Materials; NMCI/AEC's PowerPoint slide 13; available online at <https://www.cnet.navy.mil/cnet/rtwg/dec.htm>.

- **Advanced Automated Electronic Classroom (A-AEC)** is a classroom where the instructor uses a variety of technologies, such as an electronic podium, interactive dry write board, digital projection system, document camera, and individual computer work stations.

Source: Chief of Naval Education and Training Integrated Navy Training Requirements and Planning Databases (INTRPD) Summit; Education and Training Strategies (ETS) Division PowerPoint slide 6; available online at https://cnet.navy.mil/netpdtc/intrpd/summit_briefs.htm.

How do I provide feedback for a course?

Follow these steps to provide feedback for a course:

1. [Complete instructor feedback form.](#)
2. [Select feedback categories.](#)
3. [Identify and describe problem areas.](#)
4. [Develop suggestions for revisions.](#)

1. Complete instructor feedback form.

The instructor feedback form is a survey that provides instructors with the opportunity to numerically assess a course in seven categories. To complete this survey you should read each feedback item and choose the rating that most appropriately describes the course.

Some items ask you to rate the course on a 1-5 scale:

- 1 = Strongly Disagree
- 2 = Disagree
- 3 = Neutral
- 4 = Agree
- 5 = Strongly Agree

Other items ask you to rate the course with a Yes, designated as a "1" or a No, designated as a "0".

If an item does not apply to your course, choose N/A.

2. Select feedback categories.

Instructor comments are additional information about strengths and opportunities of the course. Comments can be entered in the seven categories that were mentioned previously. These comments could include any specific events or situations that describe reasons for strengths and opportunities or any information that would be useful in revising the course. The following descriptions of the seven categories will help you decide what kind of comments to make.

- **Course Materials** includes information about the materials that facilitate learning in a course, such as the Trainee Guide, technical manuals, training aids, and training equipment.
- **Lesson Topics** includes information about the organization of lesson topics and whether or not those lesson topics provided students with an adequate understanding of the material.
- **Objectives and Assessments** includes information about the amount of time that learners had to complete practice skills and tests. It also includes information about the linkage of lesson objectives to test questions and the explanation of grading criteria.
- **Safety and Training Facilities** includes information about how lessons on safety were conducted. It also includes data about the physical conditions of the learning facility, such as classroom equipment, laboratory equipment, training equipment, and training aids.
- **Instructor** includes information about your preparation for class and ability to help students outside of class.
- **Safety** includes information about how safety was discussed prior to performance laboratories and if it was made a priority during those activities.
- **Students** includes information about student behavior, their understanding during classes and laboratories, their motivation, and their participation during class.

3. Identify and describe problem areas.

Problem areas are specific things that did not work as well as you had expected. Problem areas hinder the success of a course in producing trained students and should be considered for revision. The problem area should be named and described in enough detail that proper revisions can be made. It is also beneficial to include specific events or situations that explain why the area was problematic.

Items in the instructor feedback form that you rated low should be identified as problem areas and described in detail.

4. Develop suggestions for revisions.

Emphasis in a course should be on providing quality training which results in educated and well-trained students. Revisions should increase the graduation rate and decrease the nongrad rate. Once problem areas have been identified, revisions to the course can be suggested. Analyze the specific event or situation that caused the problem area, and determine possible reasons for the problem area. Suggest a revision that will resolve the problem area in the future.