

## Course And Teacher Survey (CATS) Student Proctor Guide

### Please follow the guidelines below:

- ✓ It should take approximately **ten minutes** for students to complete CATS.
- ✓ The instructor **should not** be physically present when students are completing the survey.
- ✓ CATS should be completed during the **last two weeks of class**.
- ✓ The survey should be administered at the **beginning of class**.
- ✓ Please inform your fellow classmates that the instructor will not see the results until after final grades have been submitted and that **responses are completely confidential**.
- ✓ If the course has multiple instructors, there is a separate survey link for each instructor.
- ✓ Surveys can be accessed on any laptop or mobile device.
- ✓ When connecting to Villanova Wi-Fi, **VUMobile** must be selected.
- ✓ Preferred web browsers are Chrome, Firefox and Safari.
- ✓ Students log into the CATS system using their **Villanova username and password**.

**Note:** VUGuest will **NOT** work.

### There are two ways for students to access CATS:

1. **Email Invitation** - An invitation email containing a link to the CATS system is sent to each students' Villanova email address from the Office of Strategic Planning and Institutional Effectiveness.
2. **Blackboard** - Students can navigate to myNova and search for [Blackboard](#). CATS are located under **My Courses → Tools → CATS Surveys - For Students**.

The screenshot shows the Blackboard user interface. At the top right, a red box highlights the 'My Courses' button, with a red arrow and the number '1' pointing to it. Below this, a red arrow and the number '2' point to the 'Tools' menu in the left sidebar. Within the 'Tools' menu, a red box highlights the 'CATS Surveys - For Students' option, with a red arrow and the number '3' pointing to it. The main content area shows various course-related information, including 'Falvey Library Course Reserves Services', 'Automated recording of class weeks', 'My Courses' (with a message 'You are not currently enrolled in any courses.'), and 'VU Blackboard Policy'.

Thank you for your participation in the CATS process. We appreciate your time and attention. Should you have any questions, please contact the [Office of Strategic Planning and Institutional Effectiveness](#). We welcome your feedback.