

Course And Teacher Survey (CATS) Student Proctor Guide

Please follow the guidelines below:

- ✓ Administer CATS in the first **10 minutes** of a class session during the last two weeks of class.
- ✓ The instructor **should not** be present in the physical or virtual space.
- ✓ 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.
- ✓ Preferred web browsers are Chrome, Firefox and Safari.
- ✓ Students log into the CATS system using their **Villanova username and password**.
- ✓ When connecting to Villanova Wi-Fi, **VUMobile** must be selected. **NOTE: VUGuest will NOT work.**
- ✓ 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**.

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.

OR

2. **Brightspace** - Navigate to MyNova and search for [Brightspace](#). CATS are located on the blue menu bar under **Villanova Resources → CATS Surveys**



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