

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



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. 1/27/2023