

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**.



The screenshot shows the Villanova University homepage. At the top, the Villanova logo is on the left, and on the right are icons for a grid, mail, and message. Below the logo is a blue navigation bar with links: Villanova Resources (with a dropdown arrow), Brightspace Help (with a dropdown arrow), Discover, Awards, and Insights Portal. On the left, a vertical sidebar menu lists: University Bookstore, CATS Surveys (which is highlighted with a yellow box), CATS Reports, Academic Integrity, and Villanova Copyright. The main content area features a photograph of a church spire and trees, with the text "to Villanova University's Brightspace!" overlaid.

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. 27/2023