Student Reviewer Instructions

Project: Student Reviews Driving Change in the Online Learning Experience

Project Collaborators: Linda Kingston, Jody Ondich, & Nicola Scott

Contents

Student Contact: Nicola Scott

nicola.scott@lsc.edu

218-733-6820

Minnesota State Innovation Funding Project 2022

Student Reviewer Instructions

What You Need to Get Started

- A computer, laptop, or device with an internet connection*

- A microphone and speaker/earbuds – your computer/laptop/device may have these devices*
- Signed Confidentiality Agreement

*All reviews will be completed in the Tutoring and Learning Center. You can use your own laptop or one of the TLC computers in a study room and headphones are available to borrow at the TLC reception. Book the front study room at the TLC reception at lsc.edu/TLCbookings or contact Nicola Scott (nicola.scott@lsc.edu/218-733-6820).

Important Information

- You have from September 7, 2022 – October 5, 2022, to complete your reviews and interview
  - Your first class will be added to your D2L shell when requested in the training. You will have 24 hours after it has been added to your D2L shell to record your review of the online D2L class shell and schedule your interview
  - Classes can take between 2 – 12 hours to be added to your D2L shell
- For payment of each review, you are required to submit:
  - Recorded Video Review shared via a downloadable VidGrid, or SharePoint/OneDrive
    - For each review section, you are required to state the number of the rubric question you are responding to verbally
  - Completed Written Rubric Review (Appendix A)
    - Completion of the review rubric can be either hand-written or typed. Handwriting must be legible or must be typed up.
    - Full sentences and explicit explanation is required
  - 30-minute interview to be scheduled with Nicola Scott (nicola.scott@lsc.edu) within 24 hours of your review (Appendix B)
    - It is your responsibility to schedule this review. See "Scheduling section."
  - Completed & Signed Review Tracking Form (Appendix c)

- Upon completion, you will receive payment on October 21, 2022, via Bank Mobile and the Student Payment Center. Contact Holly Israelson (holly.israelson@lsc.edu) for more information.

Adding a review course added to your D2L shell

Your first class will be added in the first week of the review period (September 07, 2022 – September 14, 2022).

![Lake Superior College - A member of Minnesota State]

Student Reviewer Instructions

Once your first review is fully complete, schedule your next review course to be added to your D2L shell.

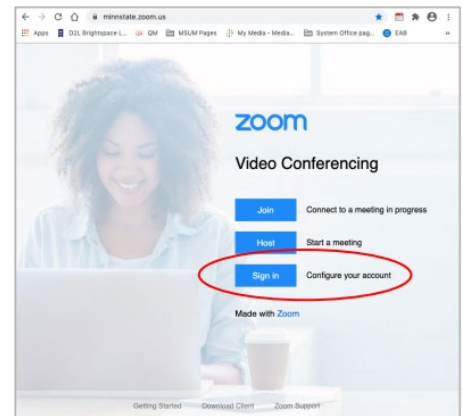## Recording your Review & Completing your Review Rubric

Step-by-Step Zoom Instructions
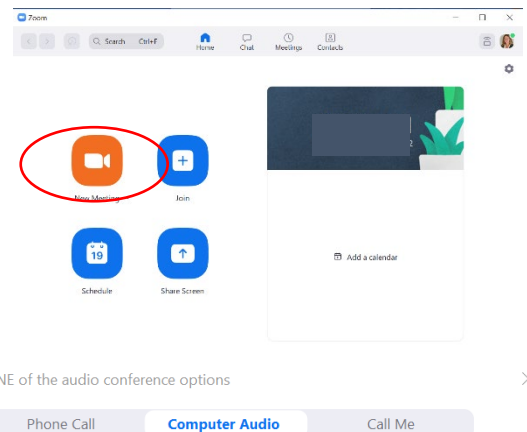
1. **Log onto Zoom using your Minnesota State**

   Go to **https://minnstate.zoom.us/**
   Click on Join or Sign In
   a. Join – Enter in the Meeting ID
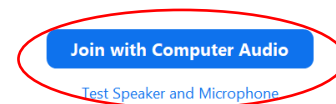   b. Sign In – Your username is your StarID and your StarID password

2. **Start a "New Meeting"**

   Once logged in, click on "New Meeting."

3. **Test Speaker and Microphone**

   Ensure your computer audio is working.

4. **Open the D2L Class to Review**

   Log in to D2L and open the class shell you plan to review.
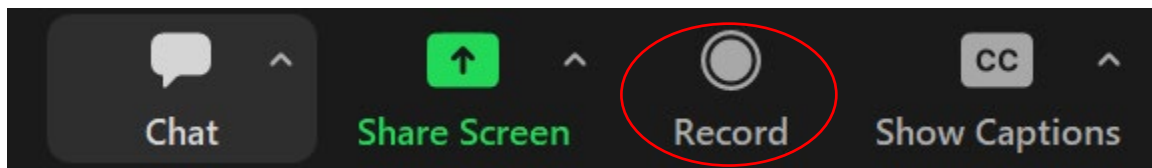
5. **ShareD2L Class Window on Zoom**

Go back to Zoom and Share the D2L window by clicking the green "Share Screen" option. Select the D2L window and click "Share."
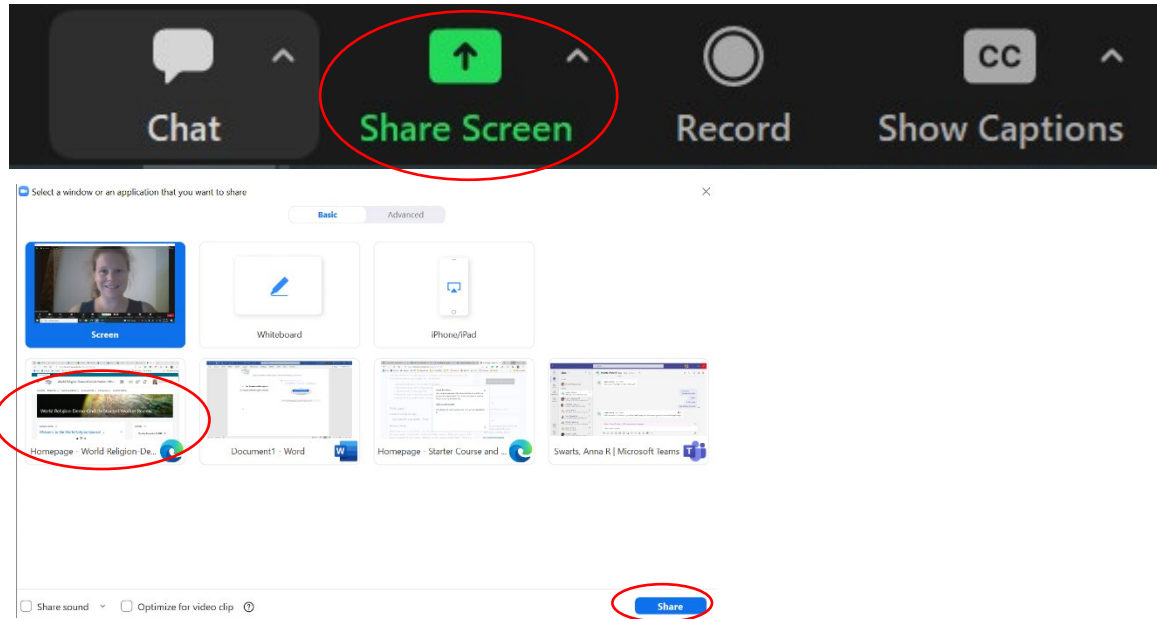
6. Click "Record."

7. **START YOUR REVIEW**

Follow the Student Review Rubric and review the class. Elaborate and share as much as you can. Please follow the respectful guidelines identified in the training, but please be as honest as possible.

8. **End your Zoom meeting to save the recording**

9. **Schedule your Interview**

How to Schedule Your 30-Minute Interview

Tip: Use the Scheduling Assistant feature on your LSC Outlook Calendar can help with scheduling at a time that works for everyone.

1. **Go to your LSC Outlook Calendar**

    To open your LSC Outlook Calendar, log into your LSC email address and select the Calendar icon on the left side of the window. Click on "New Event".
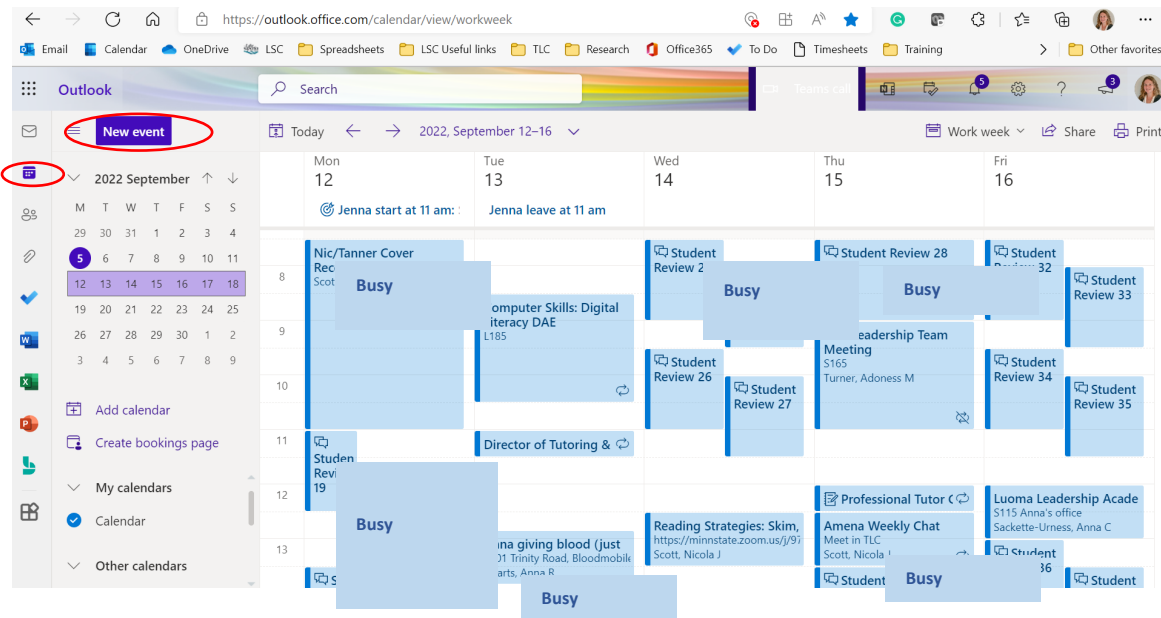
2. **Add the following information:**

    Name of Meeting: *Student Review Interview: [your name] [course code & ID]*
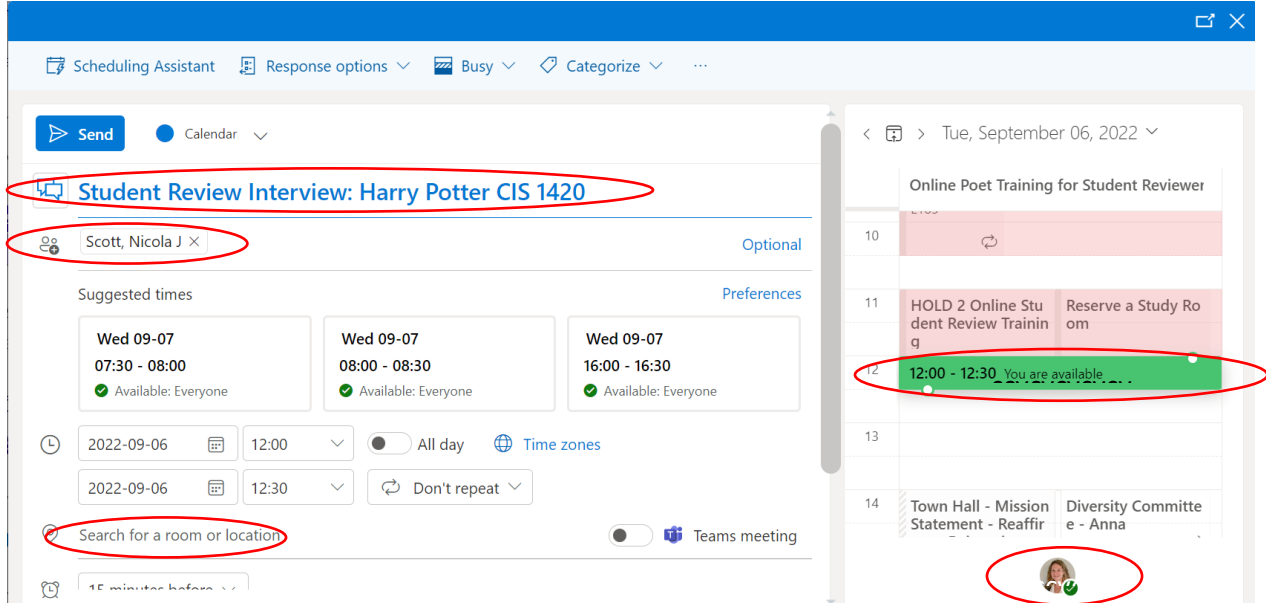
    Who: *Nicola Scott*

    Date: *[use calendar to the right and ensure that the selected time is green]*

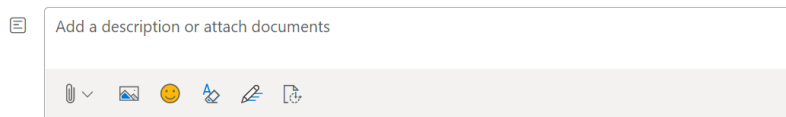   Time: *30 minutes*

    Location: *[leave blank]*

    Example:

Student Reviewer Instructions

IMPORTANT: Interviews must be scheduled within 24 hours of completion of your recorded review and rubric. Interviews can only be scheduled **Monday – Friday between 8 am – 5 pm**. If this doesn't work for you, please email me. Your interview is only confirmed once the meeting has been accepted and a Zoom link is added to your meeting request by Nicola Scott

3. **Attach your Review Rubric doc. and video review.** If the files are too large, Upload and Share to a cloud or use OneDrive.

4. **Send Meeting Request by clicking "Send".** The interview is only confirmed once Nicola has accepted and updated the meeting invite with a Zoom link.
5. **Join your interview at the designated time.** Please have the D2L shell available to open if needed.
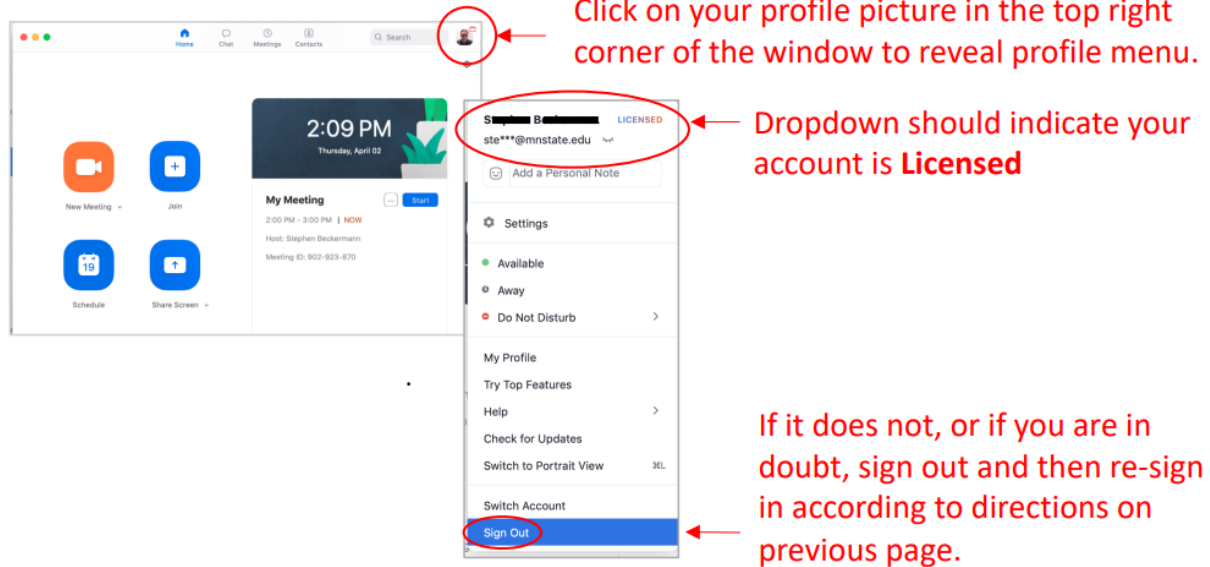
Additional Zoom Assistance

- View **Video Tutorials**
- View **Getting Started Videos**
- View **Configuring Audio and Video**

Logging into Zoom with your Minnstate.edu email address

To check your log in identity, open the Zoom client application.

Click on your profile picture in the top right corner of the window to reveal profile menu.

Dropdown should indicate your account is **Licensed**

If it does not, or if you are in doubt, sign out and then re-sign in according to directions on previous page.

Appendix A: Student Review Rubric

Student Review Rubric

Standard	Yes/No	Comments
1. The syllabus is in Content.		The syllabus should appear in Content. If it is not there, please comment on where you found it, or whether it was in the course at all.

Standard	Yes/No	Comments
2. A Due Date Overview is in Content.		A summary document listing the due dates for the course should appear in Content. If it is not there, please comment on where you found it, or whether it was in the course at all.

3. Look in Content and choose two assignments. Is it clear **how you complete these assignments** and how they are going to be **graded**? This might be writing an essay or completing a quiz, participating in a discussion, or doing a lab.

Standard	Assign. name	Comment
3a. Assignment One: Identify the assignment.		Explain what the assignment is, how it is graded, and how one completes it. What is the due date?

Standard	Assign. name	Comments
3b. Assignment Two: Identify the assignment		Explain what the assignment is, how it is graded, and how one completes it. What is the due date?

Student Reviewer Instructions

Standard	Yes/No	Comments
4. The course is set up in a consistent manner.		Courses can vary in set up, but is it easy to figure out? The course may be organized week-by-week, or you might see it called "Units" or "Modules," or it could be some other format. Please describe the organization of the Content. If there is no obvious consistent layout, please indicate what the problems are in the organization of the Content.

Standard	Yes/No	Comments
5. The methods of grading and the grading scale are indicated. The instructor has made it clear what students are being graded on.		Please explain where you found the grading information and how the course is graded.

Standard	Yes/No	Comments
6. The instructor indicates the best way to **communicate** with them.		Does the instructor give office number, email address, phone number, and suggestions for communication? Are there Zoom meetings? Where did you find this?

Student Reviewer Instructions

Standard	Yes/No	Comments
7. There are **links to outside resources** like D2L help videos, the library, Tutoring and Learning Center, the LSC Technology HelpDesk, Student Services, etc.		Please indicate where you found these. If you do not find them, please indicate where you looked for them.

Standard	Yes/No	Comments
8. The **instructor introduces** themself. They also ask students to introduce themselves.		Please explain where you found the instructor introduction. Did it include words, pictures, and/or a video? How are students expected to introduce themselves? If you did not find an instructor introduction, describe where you looked to try and find this information.

Standard	Yes/No	Comments
9. There is an Announcement welcoming students to the class and letting students know what they need to do first.		If this does not exist, please describe what is on the home page of the course when you first log in.

Standard	Yes/No	Comments
10. It is clear what **materials** are required for purchase or use in the course. There are also instructions on how to access the materials.		Please indicate where you found this information.

Standard	Yes/No	Comments

Standard	Yes/No	Comments
11. There is clarity about whether late work is accepted, and if it is, how one submits it and how it is graded.		Please indicate where you found the late work policy. Was it easy to find?

Discussions: Please visit Discussions.

Standard	Yes/No	Comments
12. There is a discussion topic for general questions.		This should be found at or near the top of the page when you go into Discussions.

Standard	Yes/No	Comments
13. Look at one of the Discussion forums. The directions for what students are supposed to post are clear. One can easily tell when posts and replies are due.		Due dates might appear in the title of the Discussion, or they might appear within the directions.

Quizzes: Please open one Quiz.

Standard	Yes/No	Comments
14. The directions for the quiz are clear. Students can easily tell when this quiz is due. It is clear how long the quiz will be		If any of these things are not clear, please indicate what is missing in the quiz that would help clarify due date, availability, and length of time for the quiz.

available to take, and how long students have to finish once they start the quiz.		

Accessibility

15.

• Font type is big enough to read easily • Color contrast between writing and background is clear • Videos have closed captioning • Documents have an outline, sections, and clear structure		If any of these things are not true, please indicate what problems might exist. If you have any questions, please talk to Nicola for assistance

16. General Course Questions:
 a. What are two things you think are positive about this class?

b. What are two things you would change or add that you think would improve student learning in this class?

c. On a scale from 1-10, where would you rate this course for ease of navigation and comprehension? 1...2...3...4...5...6...7...8...9...10

17. Meta-Question:
 Are there any questions we *should* be asking future student reviewers to look for/comment on but didn't?

18. OVERALL, if this was a required course that you needed to take (please circle your answer):

I would be able to figure out how it works with ease.   Yes/No

Comments:

I would feel comfortable contacting the instructor if I had questions based on what I see in the course.   Yes/No

Comments:

Name of course reviewed: _____

Name of reviewer: _____

Date: _____

Review Number: _____

Appendix B: Student Review Interview Questions

Student Reviewer Instructions

Student Online Reviewer Interview Questions

Fall 2022 Course Evaluation
Date_____
Course: _____
Instructor: _____
Student Name: _____

Part One
Elaborate on Review Rubric responses and follow-up on responses.

Part Two
Feedback questions

1. [Instructor's name] expectations were clearly stated.					
*Relates to Q4 in LSC End of Semester Course Evaluations					
Response option:	Weight	Frequency	Percent	Percent Response	Means
Strongly Agree	(4)		%		
Agree	(3)		%		
Disagree	(2)		%		
Strongly Disagree	(1)		%		
Not Applicable	(0)		%		
Response Rate			Mean	STD	Median

2. [Instructor's name] course policies regarding grading, attendance, deadlines, professional demeanor, etc were clear to me.					
*Relates to Q5 in LSC End of Semester Course Evaluations					
Response option:	Weight	Frequency	Percent	Percent Response	Means
Strongly Agree	(4)		%		
Agree	(3)		%		
Disagree	(2)		%		
Strongly Disagree	(1)		%		
Not Applicable	(0)		%		
Response Rate			Mean	STD	Median

Page Break

3. [Instructor's name] used materials and activities that [would help] me learn.

*Relates to Q7 in LSC End of Semester Course Evaluations

Response option:	Weight	Frequency	Percent	Percent Response	Means
Strongly Agree	(4)		%		
Agree	(3)		%		
Disagree	(2)		%		
Strongly Disagree	(1)		%		
Not Applicable	(0)		%		
Response Rate			Mean	STD	Median

4. [Instructor's name] [identifies when they are] readily available, in person or electronically via email, to assist when necessary.

*Relates to Q9 in LSC End of Semester Course Evaluations

Response option:	Weight	Frequency	Percent	Percent Response	Means
Strongly Agree	(4)		%		
Agree	(3)		%		
Disagree	(2)		%		
Strongly Disagree	(1)		%		
Not Applicable	(0)		%		
Response Rate			Mean	STD	Median

5. What did you like about this course and why?

*Relates to Q10 in LSC End of Semester Course Evaluations

6. What didn't you like about this course and why?

*Relates to Q11 in LSC End of Semester Course Evaluations

Student Reviewer Instructions

7. Do you have any additional comments you would like to share about this course?

*Relates to Q12 in LSC End of Semester Course Evaluations

Appendix C: Review Tracking

Student Review Tracking

Number of Reviews approved by Employee Contract: _____

Review #	Class Code and Number	Review Date	Sent Downloadable Video Review	Sent Review Rubric Document	Interview Date	Interview Completed
1			☐	☐		☐
2			☐	☐		☐
3			☐	☐		☐
4			☐	☐		☐
5			☐	☐		☐

I have completed the reviews to the best of my ability and have submitted all downloadable video reviews, review rubric, and completed the recorded interview.

Student Signature_____   Date_____

Project Supervisor Signature_____   Date_____