

Checking-In With Your Students

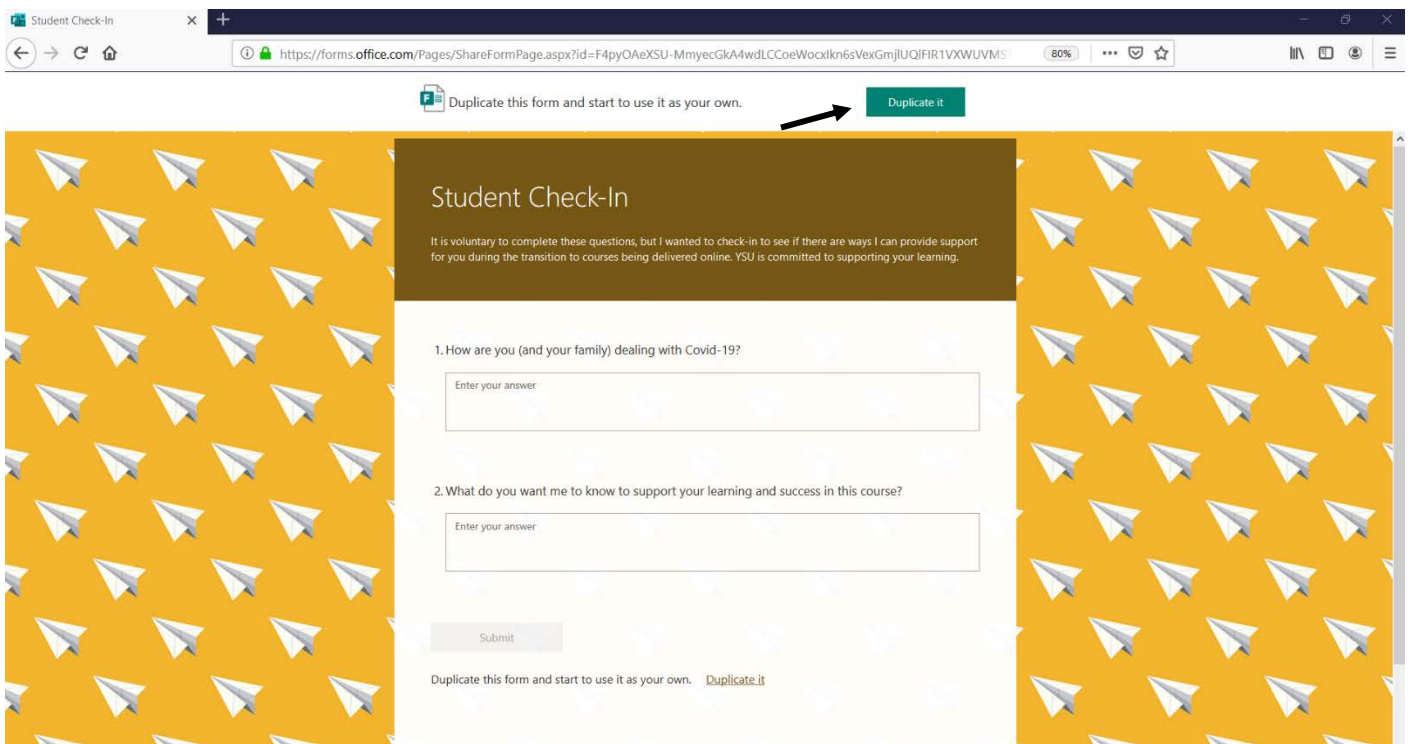
Covid-19 has brought with it a new normal for work and school. I'm sure many of you are juggling work from home schedules with partners or children, maybe your family has experienced a loss of income, or you are caring for a high-risk family member. Without in-person contact with you or their peers, students may be struggling to ask for help or express how they are coping. As a low-stakes way to check-in with your students, we're inviting you to duplicate this quick 2-question survey that asks students:

1. How are you (and your family) dealing with Covid-19?
2. What do you want me to know to support your learning and success in this course?

You can optionally ask students to provide their name, and/or edit the questions in any way you see fit. The responses will only be available to you and anyone you share them with. After reviewing your students' responses, please feel free to [reach out to ACT](#) to schedule a consult or to connect you and your students with additional campus resources.

How to Duplicate the Survey

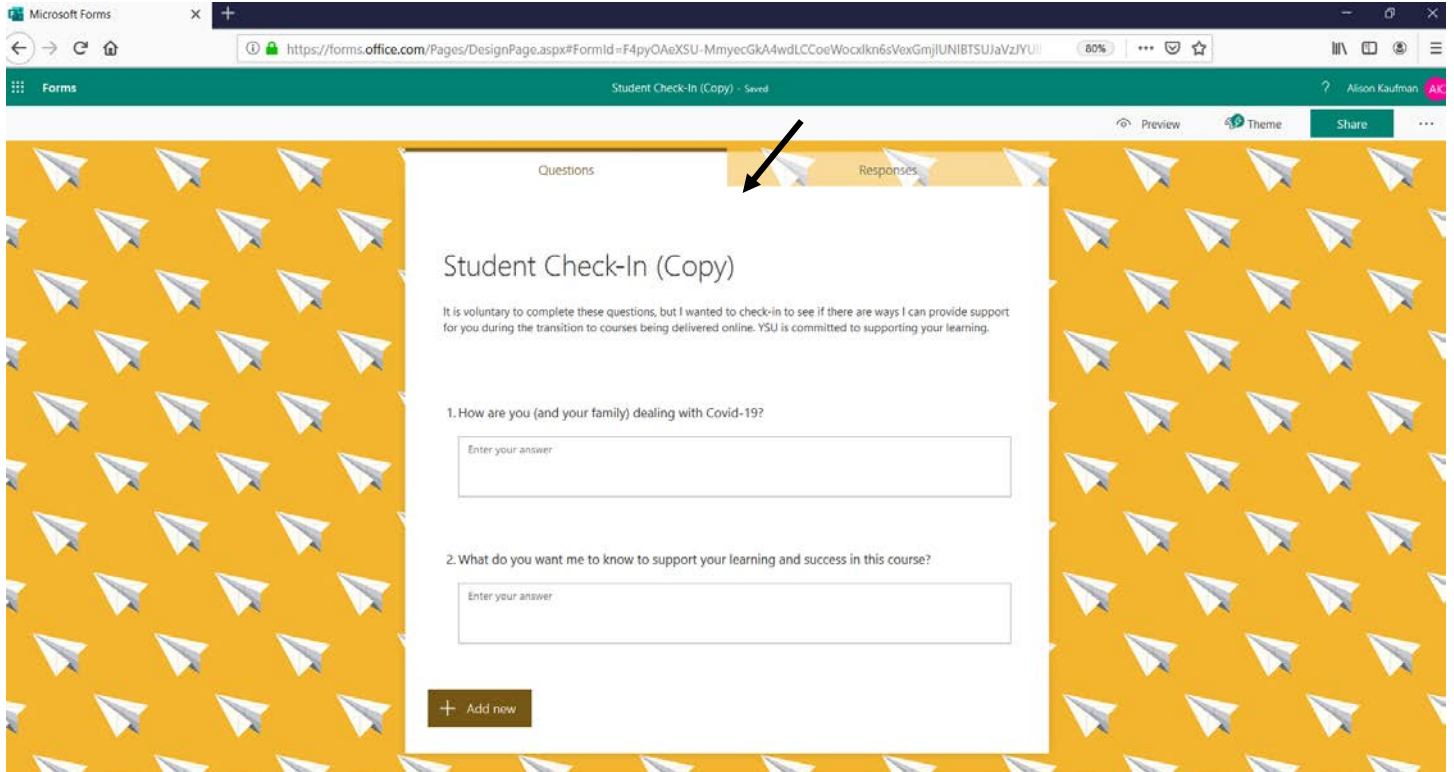
1. Open the [survey link](#).
2. Click the button on the top of the screen that says "Duplicate It"



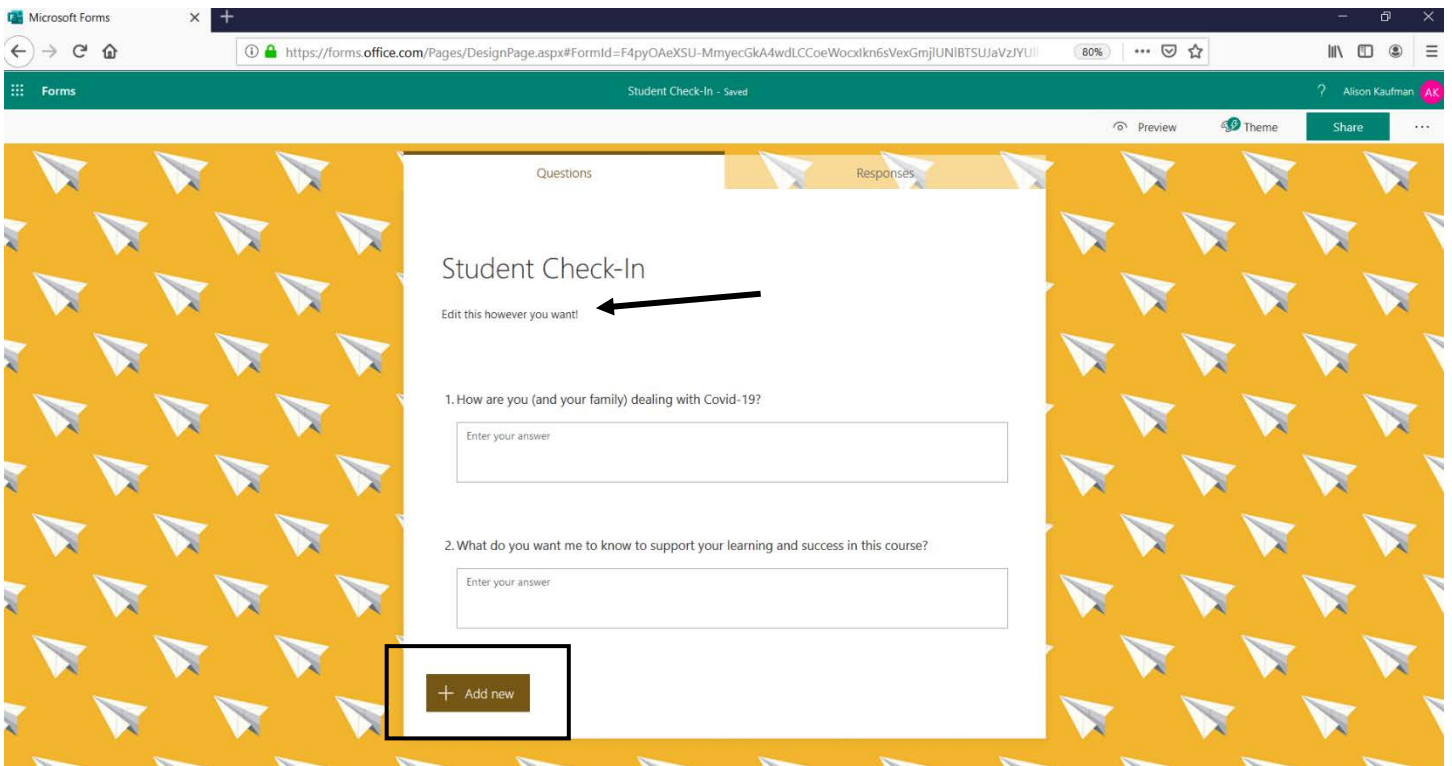
The screenshot shows a web browser window displaying a Microsoft Forms survey. The browser's address bar shows the URL: <https://forms.office.com/Pages/ShareFormPage.aspx?d=F4pyOAeXSU-MmyecGkA4wdLCCoeWocxlkn6sVexGmjIUQIFIR1VXWUVMS>. The survey title is "Student Check-In". Below the title, there is a short paragraph: "It is voluntary to complete these questions, but I wanted to check-in to see if there are ways I can provide support for you during the transition to courses being delivered online. YSU is committed to supporting your learning." The survey contains two questions: "1. How are you (and your family) dealing with Covid-19?" and "2. What do you want me to know to support your learning and success in this course?". Each question has a text input field with the placeholder "Enter your answer". At the bottom of the survey, there is a "Submit" button and a "Duplicate this form and start to use it as your own. Duplicate it" link. A black arrow points to the "Duplicate it" button in the top right corner of the survey area.

3. If you are not signed in to your YSU Office 365, you will be prompted to enter your YSU email address and password.

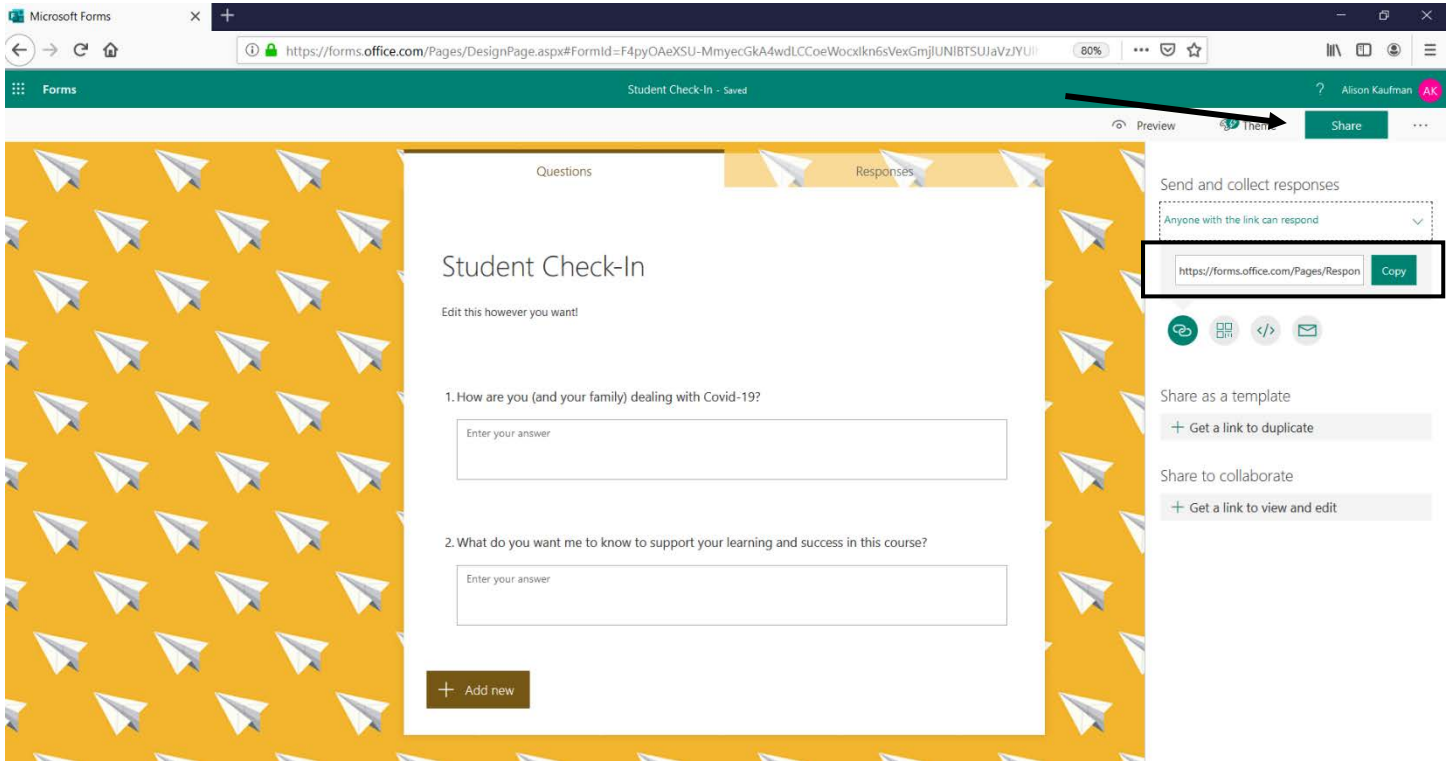
- The survey template will be copied into your YSU Office 365 account. Any changes you make to the survey and all responses will not be shared with the Institute for Teaching and Learning (or anyone else). The survey is now yours to edit and use as you see fit.



- You can edit text or questions by clicking directly on the question or text. You can also add additional questions using the "Add New" button at the bottom of the screen.



6. Click “Share” and then copy the survey link. You can then take this link and send it out through e-mail or post it in your Blackboard course shell (or wherever you are posting course content).



7. After sending out your survey link, you can view your student responses by clicking the responses tab. You can also download the answers to an Excel file using the “Open in Excel” link.

