


# Mid-Semester Feedback Submission Directions (Student Guide)

At a predetermined date around the middle of the semester, the Mid-Semester Feedback tool will be available for students to submit course feedback. Generally, students will have about one week to complete a feedback survey for each course you are taking.

Feedback submitted through the Mid-Semester Feedback tool is **completely anonymous**, and the submissions are only visible to the official instructor of record for your course.

 Only users with the role of "**Student**" or "**Auditor**" in the course can submit feedback. Users with the role of "**Visitor**" or "**Guest Student**" are not eligible to access the Mid-Semester Feedback tool in a Canvas course.

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## Notes / Considerations

- 💡 **Some instructors may collect feedback using an alternative method other than the Mid-Semester Feedback tool.**
  - Instructors who do this may turn off the Mid-Semester Feedback tool in their Canvas course.
- **If you are taking multiple classes, you will need to submit a separate Mid-Semester Feedback survey in each course site.**
- **You will only get one (1) submission per course.**
  - You may want to write out your answers to the questions before you go to the Mid-Semester Feedback tool to submit your comments.

## Submitting Mid-Semester Feedback

1. In your Canvas course, click the **“Mid-Semester Feedback”** button in the Course Navigation.
  - a. If it is outside of the Mid-Semester Feedback submission dates, you will not be able to view and complete the survey questions.
2. The Mid-Semester Feedback questions will display for you to complete.
  - a. Your comments are strongly encouraged for each question, but it is not required that you complete all questions to submit.
3. When you have completed the questions, click the **“Submit”** button.
4. Repeat steps 1-3 for all courses you are taking in the current semester.

- 💡 For more help, please contact [canvas@yale.edu](mailto:canvas@yale.edu).