SOR SURVEY ADMINISTRATION PROCEDURES
Spring 2020

1. If you are teaching your lecture via Zoom or other interactive mode, you can "proctor" your own SORs. Or you can select other options that are convenient for you (1) Send the student an email with the survey link in it. (2) Put the survey URL in Canvas and let students know when you would like them to complete the survey.

2. If you experience any difficulty when administering the SORs, please complete the online **Proctor Observation Form** as soon as possible, explaining what the issues or problems were. The form is available at: https://www.brookdalecc.edu/pie/sor/
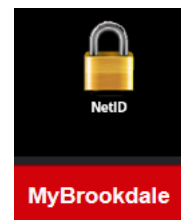

If students do not know their MyBrookdale NetID User Name or Password:

They can **look them up** by going to the Brookdale Homepage, clicking on "My Brookdale" (top right), and then NetID.

Students can **Change/Reset their password** here as well.

Students will enter their username, last name and either their social security number or 7-digit Brookdale ID number.

If students still cannot obtain their NetID User Name and Password, they can call Brookdale's Help Desk at 732-224-2829 or email helpdesk@brookdalecc.edu
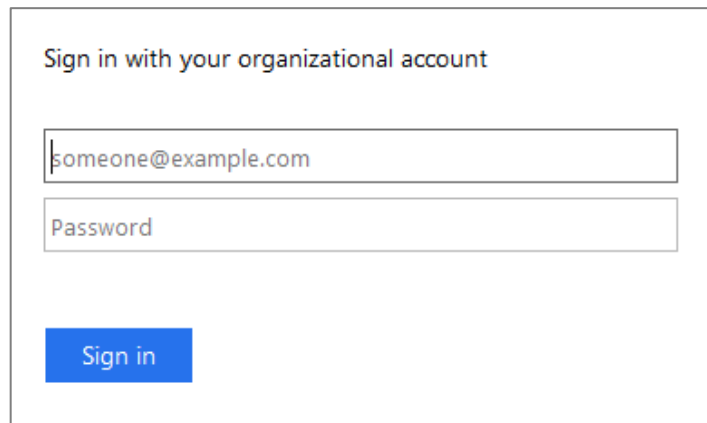

SOR Survey Administration Script

1. Write the following URL in an email, on a white board in Zoom or in a Canvas assignment (or any other way you would like to administer the survey this Spring as long as it is done electronically)

https://brookdale.mce.cc

Students should see something like this:

Sign in with your organizational account

someone@example.com

Password

Sign in

2. Tell students that their **User name** is their **complete Brookdale email address** (username followed by **@my.brookdalecc.edu**).
3. Their **Password** is their **NetID password** (this is the same password they use for their Student Email, WebAdvisor, and Canvas).

4. *Include the following instructions (orally or in writing). By completing this short survey, you have an opportunity to share your opinion regarding your professor and various components of this course. The information you provide may be used to revise and update course material and help your professor be more effective. Your specific responses will remain anonymous and confidential and cannot be associated with you, unless you choose to identify yourself in your comments. No student survey data for any class will be available to faculty until after grades are submitted.*

*Although you may have more than one course listed on your survey dashboard, only complete the survey for **this particular course**. Do not complete the other surveys until you are specifically asked to do so.*