Tips for Increasing Course Evaluation Response Rates

Prior to the Course Evaluation Period You May
Consider the Following Tips:

Announce during class time the dates in which course evaluations will be open for your course and the method by which you encourage students to complete the evaluation.

Ensure students that the course evaluation process is completely anonymous. As a faculty member you will not be able to see any results to the evaluations until after final grades are posted and even then you will not be able to identify who responded or what was said by any individual student. If students don’t feel confident in their anonymity on the evaluations they are much less likely to respond at all.

Clearly articulate to your students how personally valuable course evaluations are to you as an instructor. If possible, share an example of feedback you have received in the past and how you have incorporated that feedback into the design and delivery of future course offerings.

Encourage students to complete all of their course evaluations, not just the evaluation for your course only. Course evaluations are valuable to the entire institution; therefore encouraging broad participation showcases their importance to students.

Want to learn more about the course evaluation process for faculty, students and administrators, including when they are available to students and how to monitor response rates? Please visit the EvaluationKit Resource Website:

https://www.sjfc.edu/departments/provosts-office/evaluationkit/
How Can Course Evaluations Be Completed?

- During class time using student laptops, tablets or mobile devices
- During class time in a computer lab
- Outside of class time at a time that is convenient for each student

If you choose to administer course evaluations during class time, please remember the same classroom process for conducting course evaluations that was in place when paper evaluations were used is still required for online evaluations. Instructors should not be present during the 10 to 15 minutes that the students will need to complete the evaluation. You have the option of designating a staff or faculty member to administer the survey on your behalf. The following statement should be read to students by the instructor prior to leaving the room or by the designee.

"Do not begin to fill out the course evaluation until your instructor has left the room. Your instructor will not see the responses until after grades have been assigned."

Automated Email Reminders to Students

A series of automated email reminders are sent to students from the evaluation system, including:

- Notification of upcoming evaluations prior to start date
- Announcement of open evaluation on start date
- Two reminders sent for those students who have not responded
- Pop-up window reminders in Blackboard for non-responders throughout evaluation period

During and After the Course Evaluation Period You May Also Consider:

During the Evaluation Period

- Monitor the response rates for each of your courses. You can check the overall percentage of students in each of your courses that have already responded at any point during the open evaluation period.
- Send a personal reminder to students mid-way through the evaluation period. A personal reminder from a faculty member is often much more effective at encouraging student participation than the automated reminders sent from the course evaluation system.
- Reserve time during class for students to complete the evaluations. Giving this time encourages all students to respond and shows how valuable course evaluations are to the instructor.

After the Evaluation Period

- You will not know individually who responded and who did not respond to your course evaluation, but you will know the final response rate for your course overall. You may choose to give all students some type of reward or incentive in your course if you reach a certain threshold of responses, ie. 85% or higher. If the class response rate reaches that level, everyone receives the reward; if not, no one in the course receives the reward. Even an incentive of less than 1% of the final grade can increase response rates significantly.