

# What can instructors do to encourage students to complete their online course evaluations?

1



Create a culture of assessment in your classroom.

Talk about assessment with your students from the first week of the course. Provide examples of how you have used student feedback in the past.

Assess periodically throughout the semester. When you ask students for feedback at the end of the semester, they understand the impact their feedback can make on you and the course.

2



Act on the email that is sent to instructors a few days before the invitation email is sent to students.

Instructors should alert the students that a student rating email will be sent to them, with their password and a link to the student rating system.

Encourage the students to complete the form and explain why it is important for the instructor to get feedback. Most importantly, explain how you use student feedback to improve your teaching. Specific examples of changes you have made based on previous feedback have a tremendous impact on students.

3



During the last week of classes, remind your students to complete the form.

Highlight the items mentioned in step 2 in your discussion with the class.

4



Provide students the opportunity to complete their evaluations in class.

Even though the evaluations are online, instructors can still set class time aside to allow students to complete their course evaluations either on their own devices or in a computer lab. The student ratings system can be accessed from any device with a web browser.

5



Sending an email to your students asking them to complete the form can have a substantial impact.

Since you will not know which students have completed the rating form and which have not, thank students if they have completed the form and invite those who have not completed the form to provide you with feedback.