

Best Practices for Encouraging Students to Complete Course Evaluations

1



Show students that their feedback is used to improve courses.

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

Assess periodically throughout the semester. When asking students for feedback at the end of the semester, they understand the impact their feedback can make on the instructor 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 student feedback is used to improve teaching. Specific examples of changes made based on previous feedback have a tremendous impact on students.

3



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

Highlight the items mentioned in step 2 in 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 students asking them to complete the form can have a substantial impact.

Since the instructor 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.