



# Top Ten Ways to Increase Course Evaluation Response

- 1** Explain how you personally use student feedback. Explain the importance of student feedback in how you approach course design, assignments, readings, etc., and give specific examples of changes you have made based on feedback.
- 2** Tie course evaluation questions directly to some specific assignments, strategies, or approaches in your class on which you want feedback.
- 3** Run through the questions with your students in class and explain how they relate to your class, including any questions you have added specifically for your course.
- 4** Use class time to have students complete the course evaluation. Set aside the first 10 to 15 minutes and have students bring in a mobile device. Display the response rate and leave the room. When you return, refresh the response rate and show the class the increase. Meanwhile, you can be checking the response rates while waiting for the class to complete the course evaluation.
- 5** Show or mention the response rates at the beginning of every class and encourage your students to complete the course evaluation.
- 6** Mention that the invitation & reminder emails will come from [institutional.research@eku.edu](mailto:institutional.research@eku.edu). Links are also available through Blackboard on the menu on the left side of the course home page.
- 7** Provide an incentive to your students to complete the course evaluation. For example, if the class reaches a predetermined target response rate percentage, then there will be a helpful hint about the final, the study guide will be released early, or everyone will be assigned a few extra points. **NOTE - INSTRUCTORS ARE NOT TO KNOW WHO DID OR DID NOT COMPLETE AN EVALUATION. TO ENSURE STUDENT ANONYMITY, THIS INCENTIVE IS BASED ON THE OVERALL RESPONSE RATE PERCENTAGE.**
- 8** Guide students about how to write helpful feedback on the open-ended questions.
- 9** Add “Complete the Course Evaluation” to your syllabus and list the dates the course evaluation is available for completion by adding the course evaluation as an ungraded problem or assignment.
- 10** Prime students to boost student participation—ask students if they intend to complete the course evaluations with a show of hands. Asking individuals about their intended behavior (e.g., voting, filling out surveys) can boost participation.