

## INCREASING RESPONSE RATES ON-LINE TEACHING EVALUATIONS

### Face-to-Face Class Messaging

Research studies have shown that students are much less likely to complete teaching/course evaluations on their own time or outside of time set aside during class time. The University of Houston's Faculty Senate Faculty Affairs Committee recommends that faculty members consider implementing the following recommendations to increase student response rates to on-line teaching evaluations delivered in face-to-face classes.

- 1) Please consider setting aside time at the beginning or in the middle of your class for your students to complete the online teaching evaluations. (Note: If teaching evaluations are scheduled for the end of class, students are more likely to leave without completing the evaluation intending to complete it at a later point).
- 2) Please consider providing your students with written instructions on completing the on-line evaluation. (Note: See attached PowerPoint instructions for completing on-line evaluation through AccessUH. The attached PowerPoint presentation can be displayed in class and left running during the time set aside to complete the on-line evaluation).
- 3) Please consider reading the following script to your class before you leave the room to allow your students to complete the on-line evaluation.

***“We will now be conducting course evaluations online. In a moment I will show you how to access the online evaluation. But first, a few comments about why we conduct course evaluations. Every semester, instructors carefully review prior semesters’ teaching evaluations and modify course content accordingly. Thus, your evaluations can contribute to the quality of courses in this department and at UH in general. Course evaluations can also help you directly – when you select courses, you are able to look at prior students’ course evaluations, which can serve as a guidance for you as to whether a course or instructor are a good fit for you. Please take the time to complete these evaluations honestly and fairly. Also, please take the time to complete the comment section as this is often the most valuable information to us.”***

[At this point you might wish to reiterate in your own words why student teaching evaluations are important to you and/or provide examples of how evaluations and comments have helped you modify previous classes]

Referring to the instructions in the attached PowerPoint:

***“You will need to login to your AccessUH account using a smartphone, table, or laptop. There is an icon (see written instructions) titled ‘Faculty/Course Evaluations’ to select. On the next screen (you can show move to this screen) select ‘Complete an Evaluation’. Finally, select the evaluation for this course to begin. I will step out of the room for 10-15 minutes to provide you with time to complete the evaluation”.***

### **On-Line Class Messaging**

Please consider sending an email consisting of the prepared text and the informational PowerPoint presentation on accessing student evaluation through AccessUH to your on-line students, encouraging them to complete the on-line student teaching evaluation.

***“The course evaluation for <Insert Course Name> is now available through AccessUH. Please take the time to complete the evaluation honestly and fairly, as this is one of the best means we have to evaluate the job we are doing here at the <COLLEGE NAME>. Also, please take the time to complete the comment section as this is often the most valuable information to us. Please know that as your class instructor I value your feedback and that the information you provide by completing the evaluation is very useful in helping me to continually improve the class.***

***To complete the evaluation you will need to login to your AccessUH account using a smartphone, table, or computer/laptop. There is an icon titled ‘Faculty/Course Evaluations’ to select, which you will see in the first slide of the attachment. On the next screen (you can show move to this screen) select ‘Complete an Evaluation’, which is also displayed in the second visual of the***

***attachment. Finally, select the evaluation for this course to begin from the list of courses in which you are enrolled.***

***Again, students' evaluations of courses are one of the best means we have to evaluate the job we are doing and we take the results and comments very seriously.***

***Sincerely,"***