

Tips to Maximize Student Participation in Student Evaluations of Teaching

- Include in your course syllabus information regarding:
 - Why SETs are important:
 - to the students as a way to carefully and thoughtfully reflect on their course experience.
 - for the instructor as a way to learn what did/did not work in achieving course objectives.
 - How instructors will use this feedback in order to demonstrate to the student that they will act on their input.
 - A link to Blue.
 - The evaluation schedule.
- Provide timely and consistent feedback throughout your course in order to encourage students to become vested in the feedback process, of which SETs are one avenue.
- Prior to the scheduled notification, reiterate to your students the value of their input and give an example of how the evaluations have impacted and/or changed elements within your course.
- Reassure students that their responses are anonymous.
- Set aside time during your class for the students for evaluations. Almost all students have an electronic device with them and can complete the SET on a laptop, tablet, or phone. This strategy is particularly effective in both face-to-face and online synchronous courses.
- Offer a small incentive to an entire class for collectively achieving a pre-determine response rate (e.g., 5 points added to a quiz grade).
- Personally remind students to complete the SET. Students are more inclined to participate if the instructor encourages student feedback.
- Monitor the response rates in real time using the dashboard in Blue and encourage as appropriate. *(Please note: To protect anonymity, OIEP will not disclose which students have or have not completed the evaluation.)*