

# How to Support Online Course Evaluations in Your Classroom

A Step-by-Step Best Practices Guide for Instructors



## GETTING THE WORD OUT

1. Determine your Division's course evaluation period. Visit: <https://courseevaluations.utoronto.ca/important-dates/evaluation-sessions/>
2. Choose a date to provide in-class time for course evaluations
3. Make an announcement that you will be providing time in class to fill out course evaluations
  - a. Make the announcement at least 1-week prior
  - b. Remind your students via email/Portal/etc.
4. Use the '1-week reminder' PowerPoint slide that accompanies this document
5. Tell your students why you want to hear from them. This is shown to significantly affect response rates. You may want to provide students with the current response rate as well.
  - a. Explain the important role course evaluations play in your teaching practice
  - b. Share specifically how you have used course evaluations to enhance your teaching
  - c. Describe something you would like particular feedback on such as a new assignment

## ON THE DAY OF



1. Try to schedule the in-class evaluation period during the start of class (avoid the end of class as students may hastily fill in their evaluation to leave)
2. Set a time limit. We recommend at least 10 minutes. Notify your students that you will leave the room
3. Designate a student volunteer who will track the time, notify the class when the time is up, and, if required, come and personally notify yourself when the time is done
4. Post the 'Completing Your Evaluations' slide and keep it up for the duration of the designated evaluation time period
5. When you come back in, thank your students for taking the time to provide feedback
6. Show your students the updated response rate for the class