

Boost Course Evaluation **RATES!**

Did You Know? Allocating just 10–15 minutes of class time for online evaluations can increase completion rates by up to 20%.

Purposeful messaging from instructors directly boosts student participation and yields more valuable feedback.



Frame the “Why”

Students treat evaluations like optional junk mail unless you show them why their voice matters.

- **Improve the Course:** Explain how their feedback directly updates assignments and materials.
- **Bust the Anonymity Myth:** Reassure them that ratings are anonymous and released after grades.
- **Set a Class Goal:** Give them a collective target response rate to hit together.



Dedicating In-class Time

- **Reserve 10–15 Mins:** Treat evaluations as an essential class activity in the final 2 weeks.
- **Step Out of the Room:** Have students pull out phones/laptops and leave the room (or mute Zoom) to ensure privacy.
- **Put it on the Agenda:** Add the evaluation slot to your lecture slides.

Multi-channel Nudges

- **In-Class Reminders:** Give quick 15-second verbal plugs at the start or end of class while open.
- **Moodle Announcement:** Use the announcement activity to send reminders to students.
- **Final Countdown:** Send a quick personalized nudge 24 hours before the window closes.



FACULTY ACTION TIMELINE & CHECKLIST

Timeline	Strategy
3 Weeks Out	Share 1 concrete example of a past course improvement made from feedback.
2 Weeks Out	Put "Evaluation Time" on class slides/agenda and post the direct link in Moodle.
1 Weeks Out	Dedicate 10–15 minutes of quiet in-class time for students to complete it.
Final Days	Send a final nudge, and thank students.

