Methods to Increase Student Response to Online Course Evaluations

1. Promote completion of evaluations during the evaluation period (April 7-23).

2. Check your response rates by logging in to www.yourwordisheard.com. Announce the response rates to your class. This helps encourage other students to complete.

3. Explain to your students how important the evaluations are to you.

4. Select a day for students who have not completed their evaluation to complete it in class. Announce this date to students and ask them to bring their smartphones/tablets/laptops with them to class on that day in order to complete their evaluation.

5. Arrange for a student of the class or TA to work with you on the selected date if desired.

6. Remind students a week or a class ahead of time that a few minutes will be set aside in order for them to complete their evaluation in class.

7. On the selected in-class completion date, students can either:
   - Log in to Blackboard (evaluations are on the ‘My UofL’ tab) or

   It is not necessary for students to look for their original email invitation.

8. Devote 10-15 minutes of class time so students can thoughtfully complete their evaluation.

9. If students have any questions, please ask them to contact the Office of Institutional Research & Planning at IRSURVEY@louisville.edu.