TOP TEN WAYS TO INCREASE COURSE EVALUATION RESPONSE RATES

1. Prime students to boost student participation—ask students if they intend to complete the course evaluation with a show of hands. Asking individuals about their intended behavior can boost participation.

2. Add “Complete the Course Evaluation” to your syllabus as an ungraded problem or assignment.

3. Remind students that there are several ways to access their course evaluations:
   - Follow the link provided in invitation and reminder emails from “CPCC Course Evaluations” (BlueSystem@cpcc.edu)
   - Visit CPCC Course Evaluations and click the "Get Started" button
   - Use the direct link: https://cpcc.bluera.com/cpcc/

4. Advise students to visit CPCC Course Evaluations for more information about the course evaluation process and answers to frequently asked questions.

5. Guide students about how to write helpful feedback on the open-ended questions.

6. Provide an incentive to your students to complete the course evaluation. For example, if the class reaches a predetermined target response rate, then there will be a helpful hint about the final, the study guide will be released early, or everyone will be assigned a few extra points.

7. During the course evaluation period, show or mention the response rates at the beginning of every class and encourage your students to complete the course evaluation.

8. Use class time to have students complete the course evaluation. Set aside the first 10 to 15 minutes and have students bring in a mobile device or reserve time in a computer lab. Display the response rate and leave the room. When you return, refresh the response rate and show the class the increase. Meanwhile, you can be checking the response rates while waiting for the class to complete the course evaluation.

9. Run through the course evaluation questions with your students in class and explain how the questions relate to your class.

10. Explain how you personally use student feedback. Explain the importance of student feedback in how you approach course design, assignments, readings, etc. Tie the course evaluation questions directly to some specific assignments or approaches in your class on which you want feedback.