

TALK to your students about

COURSE EVALUATIONS

During the Course Evaluation Period, as an instructor, you can:

1. Post course evaluation session dates on your Quercus course page and remind students in class that course evaluations are live.
2. Devote a few minutes in class to talk to your students about how course evaluations play a role not only in your development of the course but **your development as an instructor**, as well. Share an example of how you have used course evaluation data to enhance your teaching.
3. Devote a few minutes of in-class time for your students **to start** their course evaluations. You might preface this time by talking about the importance of course evaluation data and then offer 5 to 10 minutes for students to log into their evaluations. If you do this, remember to mention to students that they can **save and go back at any time** during the session to complete their evaluations, should they need to. We suggest you leave the room during this period.
4. Post updates on the current response rates for your class on your Quercus course page and remind students of how important it is to you that you hear from the majority of them.

At the same time, the online Course Evaluation System, Blue, will:

- Send out programmed reminders to students “incomplete” in the system.
- Send you an email to check on your response rates in real time at any time during the course evaluation session.

For more tips on speaking to your students about course evaluation feedback, read Maryellen Weimer’s 2016 article in Faculty Focus by clicking the link below:

- [Benefits of Talking with Students about Mid-Course Evaluations](#)

Instructor resources supporting the course evaluations process can always be found at
www.courseevaluations.utoronto.ca