Overview

This document outlines the steps for monitoring course evaluation response rates and resending system messages to non-respondents. We refer to this access and functionality as Subject Management (SM).

As an instructor, we ask that you review the response rates for each course section on an ongoing basis and encourage student participation. Consider devoting a small amount of class time to evaluations during the evaluation period. You also have access to response details. From Subject Management or Tasks you can resend a system message to all non-respondents.

Contents

More info: http://evals.wustl.edu

How to access Subject Management

Access SM through an email link or Course Evals Dashboard

You will receive an email when evaluations open for your course. All emails will come from 'WashU Course Evals.'
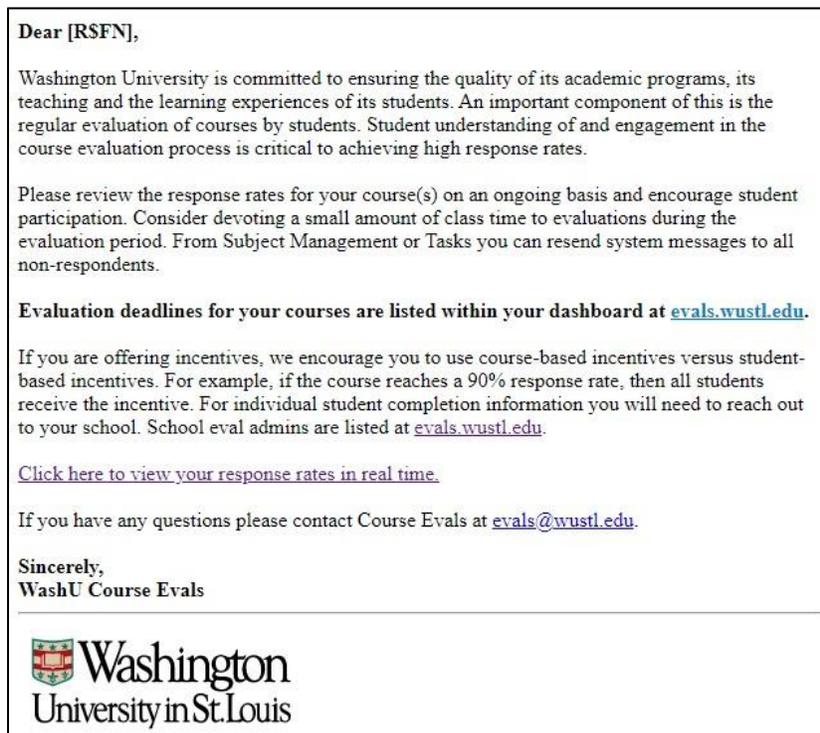
The email will contain a link to your SM tasks. Click on the link and enter your WUSTL Key. Click on the

 button to view all courses in tile view, or click on your individual SM tasks within Tasks. Subject Management privileges are also available via the Course Evals Dashboard. Visit

evals.wustl.edu and click on the button. Then enter your WUSTL Key.

More info: http://evals.wustl.edu

How to interpret the Subject Management tile

The SM tile for the selected course section will display the response rate, as well as how many students were invited to the evaluation (Invited), how many students have evaluations in progress (Started), and how many students have completed the evaluation (Responded). Although there is an Opted Out line, officially opting out of an evaluation is NOT an option for WUSTL students.

Click on ⋯ (More options), then "Manage Settings" for the evaluation start and end dates. **PLEASE NOTE that these dates are static, you will not have the option to change them.**
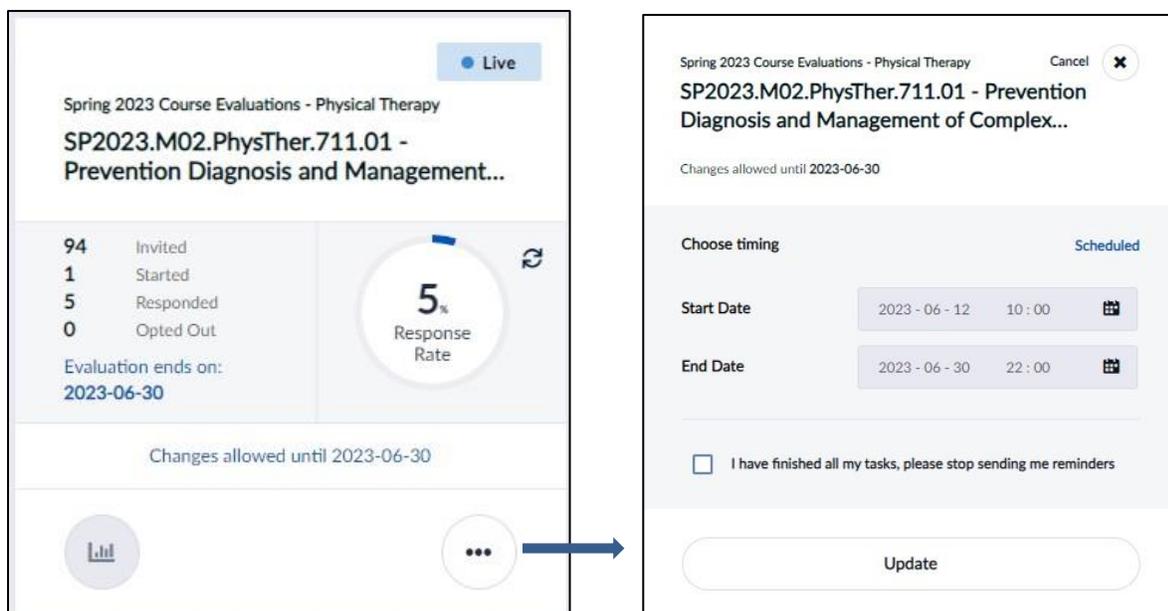
Start and end dates appearing in the SM window are specific to the course section listed. These dates define student access to evaluations and instructor access to SM. In all cases, evaluations will open at 10am on the start date and close at 10pm on the end date.

Note: The eval end date for each course also appears within Tasks.

More info: http://evals.wustl.edu
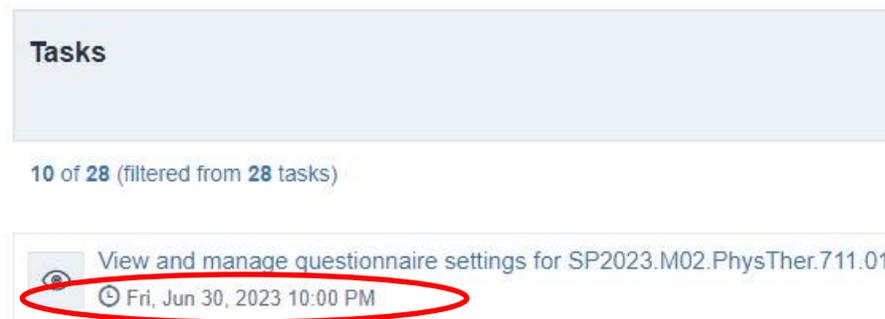
How to resend a system reminder message to non-respondents

As an instructor you have the ability to send a system reminder to non-respondents via [•••] , View Respondents. Clicking this button will automatically send a **stock reminder email** from Blue.

PLEASE NOTE: in the new version of Blue, it's not possible to customize this message. To reduce stock reminder fatigue on the students' end, we would strongly urge you to instead consider sending a personal message to the class from your own email.

More info: http://evals.wustl.edu
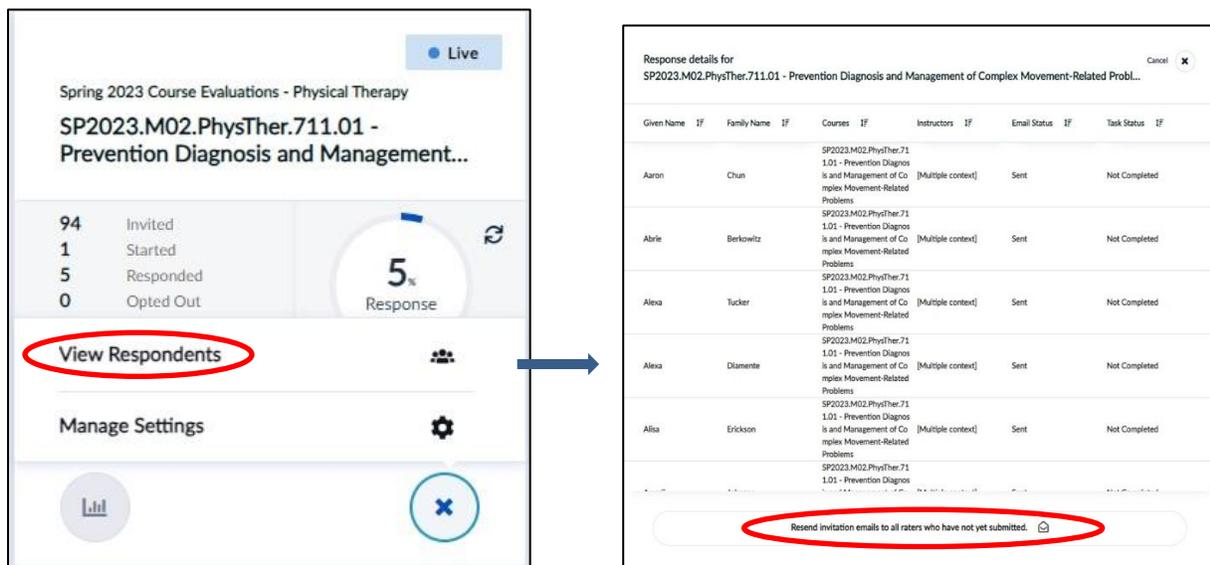
Frequently Asked Questions

When is SM available?

The Subject Management window is available as soon as evaluations open for a course. Once the evaluation closes, SM is no longer available.

How can I help increase response rates?

Repeatedly remind students of the importance of completing their evaluations and devote a small amount of class time to evaluations during the evaluation period (preferably at the beginning of class). You can also consider a class-based incentive. For example, if the course reaches a 90% response rate, then all students receive an incentive.

Can I get a list of non-respondents?

Completion statuses for individual students are not available in the SM window. For this information you will need to reach out to your school/program eval administrator (contacts listed at evals.wustl.edu). Different schools have different policies governing the release of this information. We strongly discourage student-based incentives. Instead, consider using a class-based incentive.

I need technical help.

You can always contact evals@wustl.edu for assistance.

Contact Information

Course evaluations are administered centrally from the Office of the University Registrar. For additional help accessing response rates or reaching out to non-respondents please email evals@wustl.edu or reach out to your school/program eval administrator.

More info: http://evals.wustl.edu