Overview

This document outlines the steps for monitoring course evaluation response rates and sending personalized email messages to non-respondents. We refer to this access and functionality as Subject View Management (SVM).

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 this tab you can send email messages to all non-respondents.

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

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Option A. Access SVM through an email link

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

WashU Course Evaluations – Response Rates Available

WashU Course Evals Team <evals@wustl.edu>

Sent:

To:

Dear Instructor,

Washington University is committed to ensuring the quality of its academic programs, its teaching and the learning experiences of its students. An important component of this is the regular evaluation of courses by students. Student understanding of and engagement in the course evaluation process is critical to achieving high response rates.

Please review the response rates for each course on an ongoing basis and encourage student participation. You can access your response rates using the link below or through your evals dashboard at evals.wustl.edu.

Please click here to view your response rates in real time.

If you have any questions please contact the Course Evals Team at evals@wustl.edu.

Sincerely,
The WashU Course Evals Team

Washington
University in St.Louis

Sign Out

Subject View Management Task List
Task Owner:
Project Title: WashU Course Evaluations
Category:
Subcategory:

Subject	Due date	Status
SP2019.L24.Math.131.01 - Calculus I	Wednesday, March 27, 2019	Open
SP2019.L24.Math.132.01 - Calculus II	Wednesday, March 27, 2019	Open
SP2019.L24.Math.309.01 - Matrix Algebra	Wednesday, March 27, 2019	Open
SP2019.L24.Math.493.01 - Probability	Wednesday, March 27, 2019	Open

Mobile Version | Standard Version

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blue

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

Option B. Access SVM through your dashboard

Subject View Management privileges are also available via the Course Evals Dashboard. Visit evals.wustl.edu and click on the *Log in to your Course Evaluation Dashboard* button. Then enter your WUSTL Key.

The upper area on the dashboard houses tasks and privileges that are available. Once evals open for a course the status icon to the far right of the SVM task will show *Open* in green. Click on a course to view the SVM window.

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

How to interpret the Subject View Management window

The SVM window for the selected course section will display the response rate and the evaluation start and end dates.

Start and end dates appearing on the SVM window are specific to the course section listed. These dates define student access to evaluations and instructor access to SVM. In all cases, evaluations will open at 10am on the start date and close at 10pm on the end date.
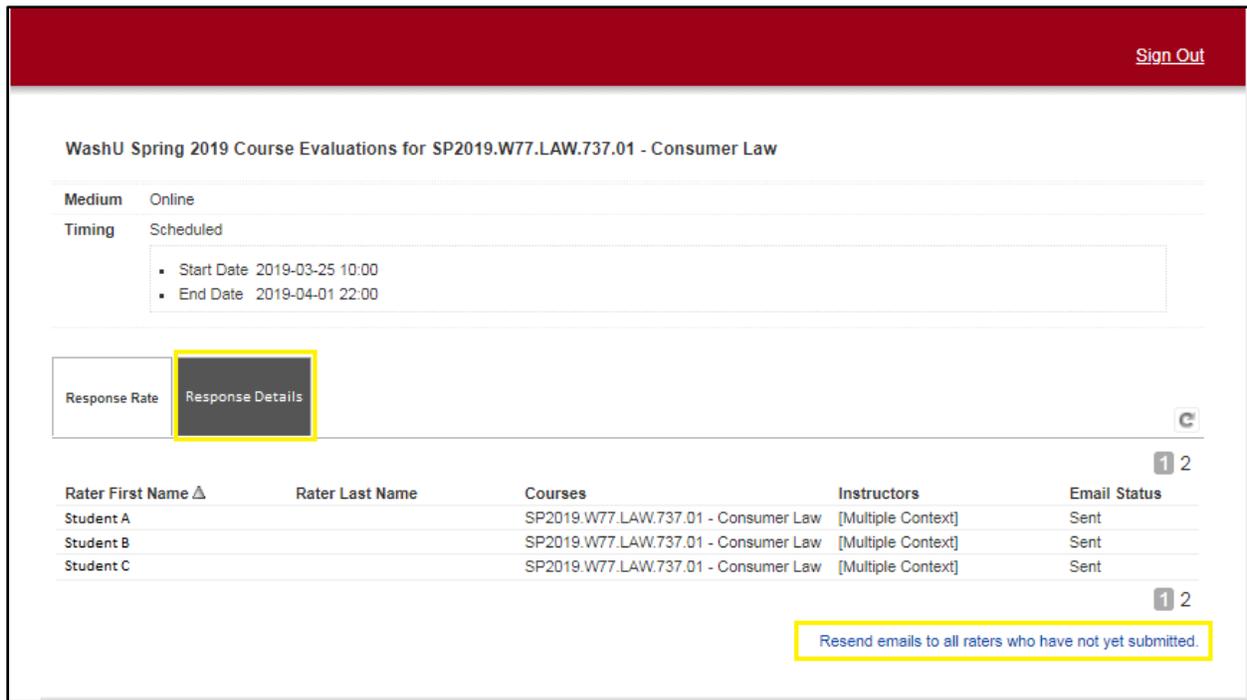

Note: The eval start/end dates for each course also appear on your SVM task list and on your Course Evals Dashboard.

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

How to email non-respondents

As an instructor you have the ability to email non-respondents via the *Response Details* tab.

You can choose to send the invitation email, standard reminder emails, or a custom email. If sending a custom email, please include a *Reply to* address. When composing an email, use the text editor tool to insert parameters such as student name, link to evals, etc.
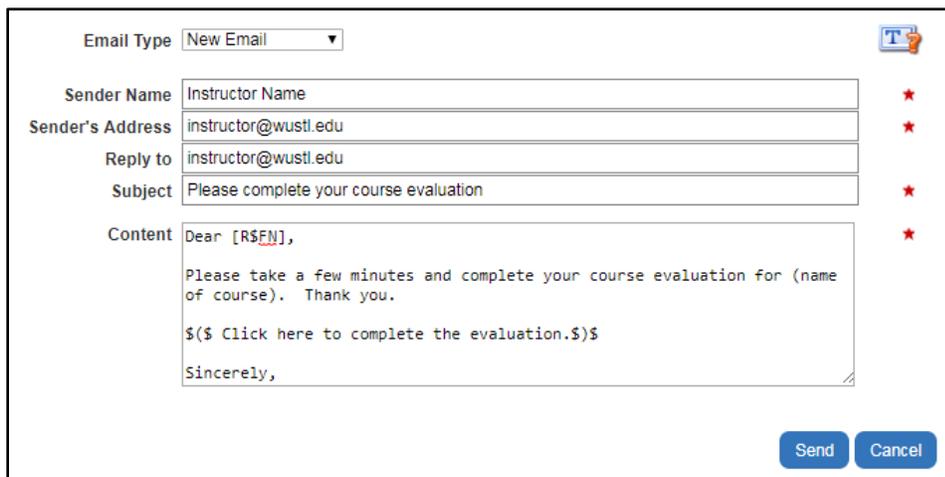
More info: http://evals.wustl.edu

Frequently Asked Questions

When is SVM available?

The Subject View Management window is available as soon as evaluations open for a course. Once the evaluation closes, SVM 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. 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 no longer available in the SVM window. For this information you will need to reach out to your school/program eval administrator. 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. You are also welcome to contact the appropriate school/program eval administrator.

Contacts

For additional help accessing response rates or emailing non-respondents please email evals@wustl.edu or reach out to your school/program eval administrator. A listing of school/program eval administrators is available at evals.wustl.edu.

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