WashU Course Evals

A How-To Guide for Monitoring Response Rates

Provided by the Office of the University Registrar Last Updated 6/19/2023

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.

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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

Subject Management

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 Log in to your Course Evaluation Dashboard button. Then enter your WUSTL Key.

My Home 📰 Subject Management			
Tasks	Q Search	All •	Reset
10 of 28 (filtered from 28 tasks)		L Sort by E	ind Date 👻
 View and manage questionnaire settings for SP2023.M02.PhysTher.711.01 - Prevention Diagnosis and Management of Complex Movement-Related Problems in the Sp O Fri, Jun 30, 2023 10:00 PM 	oring 2023 Course Evaluations - Physical Therapy	2023 Sp	ring Open

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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.**

Spring 2023 Course Evalue SP2023.M02.Phys Prevention Diagno	ations - Physical Therapy Ther.711.01 - osis and Management	SP2023.M02.PhysTher.711.01 - Prevention Diagnosis and Management of Complex Changes allowed until 2023-06-30			
94 Invited 1 Started	a a	Choose timing		Schedule	
5 Responded	5.	Start Date	2023 - 06 - 12	10:00	
0 Opted Out	Response				
Evaluation ends on: 2023-06-30	kate	End Date	2023 - 06 - 30	22:00	
Changes allow	ved until 2023-06-30	I have finished a	ll my tasks, please stop se	nding me reminders	
Lui					

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.

Tas	ks
10 of	f 28 (filtered from 28 tasks)
	View and manage questionnaire settings for SP2023.M02.PhysTher.711.01 © Fri, Jun 30, 2023 10:00 PM

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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.

Spring	2023 Course Evaluations	- Physical Therapy
SP20	023.M02.PhysThe	.711.01 -
Prev	ention Diagnosis a	and Management
94	Invited	
1	Started	N
5	Responded	5.
0	Opted Out	Response
View	Respondents	***
Manage Settings		۵

Given Name 17	Family Name 17	Courses 17	Instructors IF	Email Status 17	Task Status 17
		SP2023.M02.PhysTher.71			
		1.01 - Prevention Diagnos			
Aaron	Chun	is and Management of Co	[Multiple context]	Sent	Not Completed
		mplex Movement-Related			
		Problems			
		SP2023.M02.PhysTher.71			
		1.01 - Prevention Diagnos			
Abrie	Berkowitz	is and Management of Co	[Multiple context]	Sent	Not Completed
		mplex Movement-Related			
		Problems			
		SP2023.M02.PhysTher.71			
		1.01 - Prevention Diagnos			
Alexa	Tucker	is and Management of Co	[Multiple context]	Sent	Not Completed
		mplex Movement-Related			
		Problems			
		SP2023.M02.PhysTher.71			
		1.01 - Prevention Diagnos			
Alexa	Diamente	is and Management of Co	[Multiple context]	Sent	Not Completed
		mplex Movement-Related			
		Problems			
		SP2023.M02.PhysTher.71			
		1.01 - Prevention Diagnos			
Alisa	Erickson	is and Management of Co	[Multiple context]	Sent	Not Completed
		mplex Movement-Related			
		Problems			
		SP2023.M02.PhysTher.71			
		1.01 - Prevention Diagnos			
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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 <u>evals.wustl.edu</u>). 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 <u>evals@wustl.edu</u> 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 <u>evals@wustl.edu</u> or reach out to your school/program eval administrator.