



Suggestions for Increasing Student Participation for Online Administration

- Reinforce that student evaluations are important to you and give specific examples of how you use your student feedback to improve teaching from semester to semester.
- Set aside class time for students to complete the survey on a laptop, smartphone or other electronic device (monitored by another faculty member or graduate assistant).
- Place the survey link (included in the email you received from no-reply@iasystem.org) on your CANVAS site.
- Remind students to complete the evaluation.
- Remind students they will receive an email for your course evaluation and it will include a direct link to the survey.
- Personally email students and ask them to complete SPOT. The only appropriate reminder to students is one that goes to ALL students, not selected students. Also, remind the students that evaluations are not mandatory, but their opinions are important to the university and you.
- Provide participation updates at each class meeting.