

# Tips to Increase Student Response Rates

## Set aside 10 Minutes at the end of class

The way to ensure a high response rate is to utilize a captive audience. Set aside 10 minutes at the end of a class for students to complete the survey.

If possible, you can also take your class to a computer lab and allow the students ten minutes at the end of class to complete their feedback.

## Post an Announcement in your Canvas Course

This will draw students' attention to the survey and emphasize its importance. Here is an example announcement you can use:

Hello Students,

Your feedback is extremely valuable to me and to NTC as a whole. It allows me to learn, develop and improve my teaching.

Please take 5 minutes to complete a survey about your experience in my class. Your feedback is completely anonymous and confidential.

Thank you!

## Verbal Communication

It is important to help students understand that their feedback is very important to you and our College as a whole. Set aside time at the beginning of class to talk to your students about the instructor evaluation process. Here's some ideas to share:

- Specific examples of how you used student feedback to modify your instruction/courses. For example: "Last semester I received feedback that I should use more visuals in my class, so I have added more visuals to help student learn."
- Student feedback is completely anonymous and confidential, and faculty cannot see which students completed the survey.
- The survey will take about 5 minutes to complete.