

# Strategies for Online Student Opinion of Teaching Surveys

## Before the Term:

- In your syllabus, include survey period dates in the class schedule and list “Complete Student Opinion of Teaching Survey” as an assignment during the survey period. During the fall and spring terms, the survey period is the last three weeks of classes.
- You could also select a day when students will complete their survey in class. Note this date on the syllabus and announce it during the first class meeting.

## Beginning of the Term

- Tell students how much you value their feedback. Give examples of changes you have made to courses in response to student feedback from previous terms. This can be done on the first day of class.
- Reassure students that responses are anonymous and that you do not see the results until after final grades have been posted.

## Throughout the Term

- Explain the importance of these surveys (i.e., gathering feedback on how the quality of instruction can improve). If necessary, explain the role of the results in the tenure and promotion process.
- Conduct a midterm survey using Qualtrics and respond to the feedback. Show students that they are not wasting their time in completing teaching surveys by considering their feedback and making changes. Research has shown that by using midterm surveys and acting upon the results has encouraged students to complete the end-of-term survey.

## When Survey Period Begins

- Announce when the online survey period begins and spend a few minutes discussing how to access and complete the survey.
- Tell students that they can access the survey via the CourseWeb/Blackboard landing page.
- Inform students that they can complete the survey on any mobile device.

## During the Survey Period

- Remind students to complete the survey. Tell students how much you value their feedback. Give examples of changes you have made to courses in response to student feedback.
- Reassure students that responses are anonymous and that you do not see the results until after final grades have been posted.
- Remind students that they can complete the survey on any mobile device.
- Remind students that they can access the survey via the CourseWeb/Blackboard landing page.
- Email students directly and post announcements on CourseWeb/Blackboard.
- Allow time in class for students to complete surveys on their laptop, tablet, or smartphone.

Questions?

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