

Dear UM Faculty,

Course Feedback Surveys for the Autumn Term are now open for students! Since we moved to digital course feedback surveys, we have found that participation rates increase when faculty take one of the following actions:

- Provide time in class for students to complete the survey.
- Provide an incentive assignment in Moodle for completing the survey.

Follow the guidelines below for administering the surveys using your preferred method.

For all instructors using Qualtrics:

- Reinforce they can find the link to their surveys. The email will be sent from the following address: um@qualtrics-survey.com. The subject of the email is: "UM Needs Your Feedback: Course Evaluation Begins Today." **All their courses being evaluated will be accessed from the same email.**
- If you have added any **Instructor Questions** to your survey, be sure to tell them that these questions will appear after they have completed the main survey on a separate page.
- The survey is complete when they reach the following message: "We thank you for your time spent taking this survey. Your response has been recorded. Be sure to complete all University of Montana course evaluations in your queue by the end of the term."
- Make sure that the class knows the course number, section (i.e., "THTR 107A, Section 04").

Administering the survey in class:

- Give the students advance notice of the date when they will complete their surveys and request that they bring their laptop or other mobile device. The survey is designed to work on a phone.
- Schedule the session for the last ten minutes of the class and plan to leave the room while they complete the survey.
- Communicate the details above again to them directly and leave the class so they can complete the surveys.

Moodle Participation Codes:

- The **Moodle Participation Code** is the **Course Reference Number (CRN)** for your course. Students may figure that out, so participation is on the honor system.
- To use the Moodle Participation Code to incentivize completion, create a participation assignment in Moodle.
- Communicate the details above with students and tell them to note the 5-digit number that will appear **at the bottom of the main survey page**. If you have

instructor questions, they will have to write down this code first before hitting the “next” button that will take them to the instructor questions.

Thank you for your cooperation and assistance in this process! If you have questions, don't hesitate to reach out to course.evaluations@mso.umt.edu.

Thank you,

Office of the Provost