

## A How-To Guide for Monitoring Response Rates

This document outlines the steps for monitoring course section response rates and sending personalized email messages to non-respondents.

### Overview

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 (10-15 minutes) of class time to evaluations during the evaluation period. You also have access to Response Details. From this window you can send email messages to all non-respondents. You may also have access to view the names (not responses) of the individual students who've completed the evaluation.

### [How to access response rates](#)

#### Option A. [View response rates through an email link.](#)

You will receive an email when evaluations open for your course. This email will contain a link. Click on the link and enter your WUSTL Key.

In our course evaluation system response rates are available through the Subject View Management (SVM) window. Click on any course to view the SVM window.



The screenshot shows the 'Subject View Management Task List' interface. It includes a header with the Washington University in St. Louis logo and name. Below the header, there are fields for 'Task Owner: Instructor Name', 'Project Title: A&S Fall 2016 Course Evaluations', 'Category: 2016', and 'Subcategory: Fall'. A table below lists three course sections with their due dates and status.

Subject	Due date	Status
<a href="#">FL2016.E44.EECE.112.01 - Earth's Future: Causes and Consequences of Global Climate Change</a>	Thursday, December 22, 2016	Open
<a href="#">FL2016.E44.EECE.112.A - Earth's Future: Causes and Consequences of Global Climate Change</a>	Thursday, December 22, 2016	Open
<a href="#">FL2016.E81.CSE.141.01 - The Digital Society</a>	Thursday, December 22, 2016	Open

The SVM window for the selected course section will display the response rate for the section and the eval start and end dates.

Washington University in St. Louis Sign Out

WashU Spring 2017 Course Evaluations for SP2017.W74.LAW.539.01 - Corporate Finance

Medium Online

Timing Scheduled

- Start Date January 31, 2017, 11:00
- End Date February 08, 2017, 23:00

Response Rate | Response Details C

	Responded	Invited	% Rate
Students	0	51	0.00%

Please note: All times displayed on this window are Eastern Time. In all cases, course evaluations will close at 10pm Central Time.

Medium Online

Timing Scheduled

- Start Date January 31, 2017, 11:00
- End Date February 08, 2017, 23:00

**Option B. View response rates through your dashboard.**

Response rates can also be viewed through the dashboard. Visit [evals.wustl.edu](http://evals.wustl.edu) and click on the *Go to Course Evaluations* button. Then enter your WUSTL Key.

The upper area on the dashboard houses tasks and privileges that are available. Once evaluations for your course are open the *Select* option to the right of the course will become active.

Dashboard Powered by blue

Task Type All Task Status All Category All Subcategory All Language All

Project WashU Spring 2017 Course Evaluations

Subject SP2017.E81.CSE.437S.A - Software Engineering Workshop

Search For Project Title  Find Clear Search Refresh

Results: 1 - 1 of 1 Item(s)

Task Type	Subject	Category	Subcategory	Project Title	Due Date	Status	
Subject View Management	SP2017.E81.CSE.437S.A - Software Engineering Workshop	2017	Spring	WashU Spring 2017 Course Evaluations	Thursday, May 11, 2017	Not Ready	Select

## How to view student status and email non-respondents

As an instructor you may have the ability to see which students have completed an evaluation for your course. On the Subject View Management window select the *Response Details* tab.

Please note: This level of detail is a school-based permission and may not be available to you. In any case, student names will never appear on eval reports in conjunction with responses.

Washington University in St. Louis Sign Out

**A&S Fall 2016 Course Evaluations for FL2016.E81.CSE.141.01 - The Digital Society**

Medium: Online  
Timing: Scheduled

- Start Date: December 05, 2016, 11:00
- End Date: December 22, 2016, 23:00

Response Rate **Response Details** 1

Rater First Name <span>△</span>	Rater Last Name	Courses	Instructors	Email Status	Task Status
Student A		FL2016.E81.CSE.141.01 - The Digital Society	[Multiple Context]	Sent	Not Completed
Student B		FL2016.E81.CSE.141.01 - The Digital Society	[Multiple Context]	Sent	Completed
Student C		FL2016.E81.CSE.141.01 - The Digital Society	[Multiple Context]	Sent	Not Completed

[Resend emails to all raters who have not yet submitted.](#) 1

You will always have the option of emailing non-respondents via the *Response Details* tab. When composing an email, use the text editor tool to insert parameters such as student name, link to evals, etc.

Email Type: New Email **T**

Sender Name: Instructor Name ★

Sender Address: instructor@wustl.edu ★

Reply to: instructor@wustl.edu

Subject: Course Evals Closing Soon! ★

Content: Dear [R\$FN],  
Personalized Email Message  
\$(\$Click here to complete your evaluations.\$)\$  
Email Signature

Send Cancel

## Subject View Management FAQs

**Q: When are response rates available? When do they close?**

A: The Subject View Management window is available as soon as evaluations open for the specified course. Response rates and details will continue to be accessible for 30 days after the close of evaluations.

**Q: How can I help increase response rates?**

A: Repeatedly remind students of the importance of completing their evaluations and devote a small amount (10-15 minutes) of class time to evaluations during the evaluation period. Students can use their mobile devices to complete evaluations, so this is easily done in-class.

**Q: Who should I contact for support?**

A: For courses on the Danforth Campus, please contact the WashU Course Evals Team at [evals@wustl.edu](mailto:evals@wustl.edu).