

Conducting Online Course Evaluations In-Class in Arts & Science Courses

The results of a pilot study at UofT indicate that giving students time in class to complete their online evaluations may enhance their engagement with the evaluation process and may encourage more students to participate. Interested instructors in Arts & Science courses are encouraged to adopt this practice. If you have time during the final weeks of the term, we recommend the following:

1. Choose a date during the A&S student evaluation window (Thursday, March 23-Sunday, April 9) to provide 10-15 minutes in class for students to complete their evaluations online.
2. Announce in advance that you will be providing class time to complete evaluations and that students should bring, if able, a smart phone, tablet or laptop to do so. Share this announcement in class, via email, through the Portal/Blackboard/course website, etc.
3. If possible, schedule this activity during the start of class to encourage students to spend the full allotted time on the evaluations.
4. Please be sure to leave the room while your students are completing their evaluations.
5. Designate a student volunteer who will notify the class when the time is up and come retrieve you to continue with your class.

Additional suggestions, strategies for discussing evaluations, and slides that you can use in class are available on the Arts & Science [Teaching & Learning Support](#) website under “Course Evaluations.”

Note on access to personal devices: While acknowledging that not all of our students have access to an appropriate electronic device for completing online evaluations, the university recognizes that sufficient numbers now do to make it worthwhile to allocate class time for this activity, especially given advanced notice to students.