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

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

Option B. View response rates through your dashboard.

Response rates can also be viewed through the dashboard. Visit 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.
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.

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.
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.