Dear Colleagues,

During the 2022-23 academic year, a Labor-Management (LM) committee finalized a revised set of questions for course ratings by students. These questions were deployed in the Fall 23 semester and will be used again this semester. The labor-management team has been reviewing and continues to review the instrument based on the results.

Students can complete the ratings of their courses between April 16th and April 30th. (Law school student can complete the ratings of their course between April 16th and April 25th). CITS will provide several reminders, including the initial email announcement, MyCourses notifications, and daily email reminders.

One stated concern that this effort hopes to address is the low response rate that has been noted across several classes. The following as some best practices for faculty in encouraging students to fill out these ratings:

1. Set aside time during class for students to fill out the ratings. The ratings are accessible via mobile phones; students may be encouraged to bring laptops on a specific day where time is set aside for the ratings. The attached graphic is a screenshot of what the students see during the evaluation period. Put it up on the overhead and demonstrate where students should go. Once you start that class time devoted to ratings and have addressed any technical issues, plan to leave the classroom.

2. Faculty members can track response rates for their courses at https://courseval.umassd.edu/, but will not be able to see individual responses. Please highlight the importance to students in class that this is their opportunity to provide faculty with anonymous feedback – to identify what worked and didn't work this semester.

3. Do not give students their final grades until after the last day of classes. This is meant to be as much of a double-blind as possible. They don't have final grades when they fill them out – you can't see them until after you have submitted your grades.

Full access to ratings will be released based on an institutional metric of the percentage of total grades submitted by instructors, notably when 95% of course grades have been submitted.

Please Note: This graphic was created for demonstration- that date is not legitimate date!

Damon Gatenby

myCourses Dashboard Student Help

My Courses

▶ UMD 2019 Summer

▶ UMD 2022 Spring

▶ UMD 2023 Winter

▶ Training/Development Courses

▶ No Term Assigned

My Organizations

Organizations where you are: Participant

Faculty Senate

Organization Search

MyCoursEval

This is a list of your available course evaluations. Please complete them before the deadlines shown.

NUMBER	NAME	DATE CLOSE
Demo 101 01	Demo Course	03-31-2023

You can either click the **Number** links above to open individual survey forms or Launch MyCoursEval to visit the full site.

Student Tips

March 2023

Are You Ready to Register for Classes? Learn More

💡 **myCourses Tips:**

- Help for Students offers tutorials on all things myCourses.
- Learn how to submit work with technologies like VoiceThread, Examsoft, and Katura.
- Contact a textbook publisher for support.

📅 Important Upcoming Dates:

What's New

Edit Notification Settings   Actions ▾

▶ **Discussion Board** (100+)

▶ **Journals** (18)

▶ **Other new content** (6)

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Contact Support

24/7 email, live chat, and phone support for myCourses is available.

Contact Support

24/7 support for basic myCourses questions is also available.