

## **Recommended Practices to Increase Student Evaluation Participation**

Distance Education student evaluations shall be administered via an automated survey process. The standard instructions will be delivered to the student via the student's GCCCD email address. To support meaningful feedback and maintain student anonymity, instructional faculty are encouraged to implement the following strategies to improve response rates for student evaluations:

- 1. Create a Canvas Announcement or Reminder**  
Post an announcement in Canvas regarding the availability of the evaluation link, framing it like a routine class reminder. This will increase visibility and encourage participation without compromising anonymity.
- 2. Add a "Completion Acknowledgment" Assignment (Optional, Ungraded)**  
Create a brief, *ungraded* Canvas assignment titled "Student Evaluation Completed." Students can mark it as done after submitting their anonymous evaluation (no proof of completion required). This method reinforces participation while preserving confidentiality.
- 3. Provide Context and Encourage Participation Authentically**  
Take a few moments via video recording or discussion posts to explain why student feedback matters, and how it informs teaching, course design, and program improvement. A short, genuine message of appreciation and purpose often motivates students to respond thoughtfully.