



## HOW TO IMPROVE STUDENT RESPONSE RATES

### Encourage Student Participation!

- Remind your students: *“Your feedback is important and your voice matters”*
- Point them to the invitation email sent from [evals@evals.tri-c.edu](mailto:evals@evals.tri-c.edu) when course is two-thirds complete
- Provide class time for students to complete your course survey
- Share the QR code link in your syllabus or Brightspace course site (see directions below)
- Resend the invitation email (see directions below)
- Reassure your students that responses are confidential and anonymous. Faculty receive results only after grades are submitted

### How to Share a QR Code:

Log in to Explorance Blue using your Tri-C credentials through one of the following ways:

- D2L Brightspace →  
Course Evaluation tab

- [my-ccc.bluera.com](http://my-ccc.bluera.com)

From the Explorance Blue home page, select the response rate monitor tile which appears once the course feedback survey opens for your students

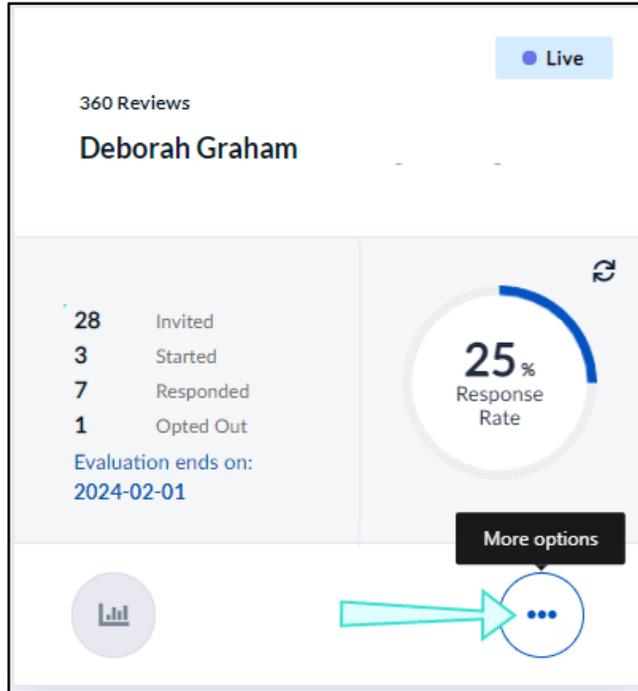
The screenshot displays the Explorance Blue dashboard for Jane Davidson, Manager and Instructor in MBA Program General Management & English Courses. The dashboard includes several key sections:

- User Profile:** Jane Davidson, Manager and Instructor in MBA Program General Management & English Courses.
- Subject management:** Dive into the subject-based approach to your evaluations and tasks. Includes a link to "Manage your subjects".
- Response rate monitor:** Monitor evaluation engagement, analyze response levels, and gain insights. Includes a link to "View response rates".
- Blue dashboard:** Consult the independent analysis tool to identify meaningful continuous improvement opportunities. Includes a link to "View your dashboard".
- Blue 9 Experience:** A notification about the Blue 9 Home experience, stating it will continue to evolve as a central space for feedback and improvement.
- TASK PROGRESS:** A circular progress indicator showing 20% completion. Below it, a summary: 31 Open, 1 In progress, 8 Completed.
- MY TASKS:** A table listing tasks with their end dates and "View" buttons.
 

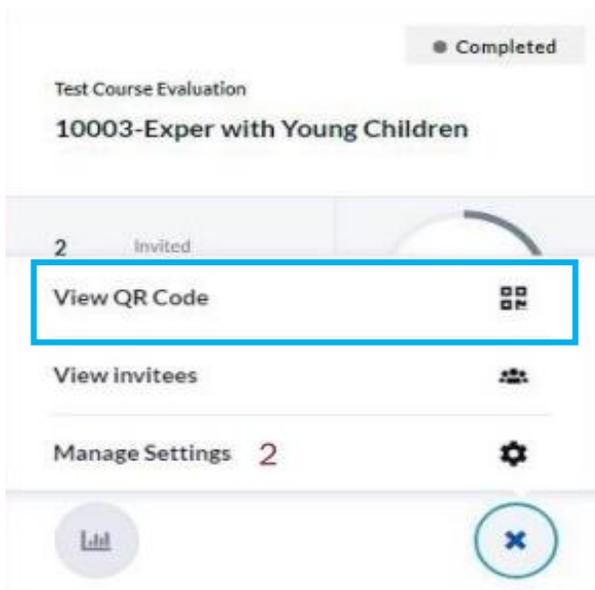
Task ID	Task Name	Subject management	Ends on	Action
A&S120-001-2021050 - SPEC INTRO CRS NAT SCI: INTRO NEUROSCI	SPEC INTRO CRS NAT SCI: INTRO NEUROSCI	Subject management	Ends on 2023-11-30	View
AAD150-001-2021050 - EXPLORING ARTS ADMINISTRATION	EXPLORING ARTS ADMINISTRATION	Subject management	Ends on 2023-11-30	View
AAS100-001-2021050 - INTRODUCTION TO AFRICAN STUDIES	INTRODUCTION TO AFRICAN STUDIES	Subject management	Ends on 2023-11-30	View

**How to Share a QR Code (continued):**

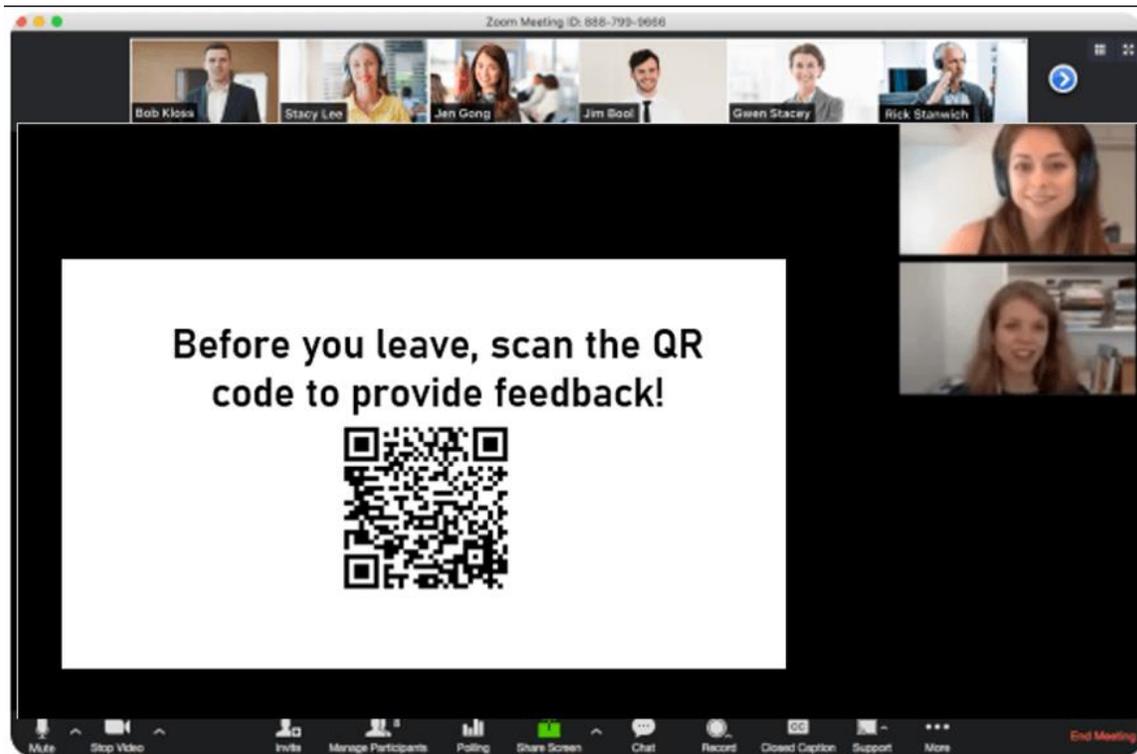
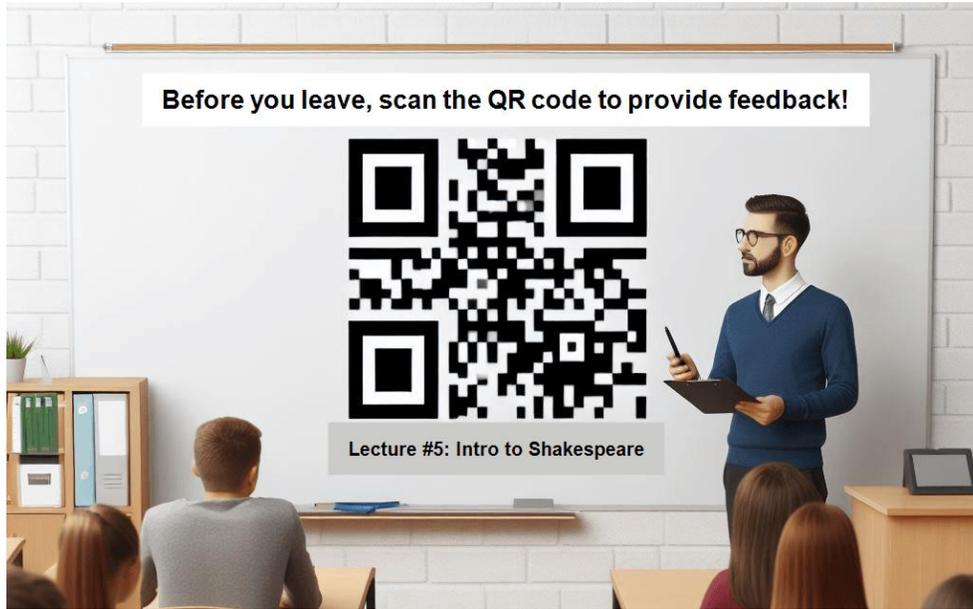
**On the response rate monitor tile for your course, select the overflow menu option (three dots) in the bottom right corner:**



**Click View QR code to copy a QR code for students to access your course feedback survey directly with a mobile device:**

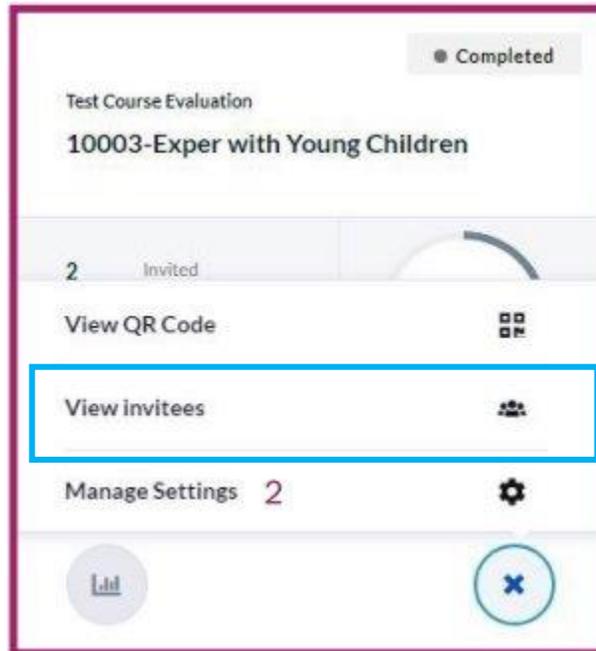


## How to Share a QR Code (continued):



## How to Resend Invitations:

Click View Invitees - Here you can click Resend Invitations to all invitees that have not submitted. This will give each student who has not completed the survey an email with the link to your course feedback survey:



Click Resend Invitations to all invitees that have not submitted. This will give each student who has not completed the survey an email with the link to your course feedback survey:

Response details for  
302778 Strength of Materials I

Cancel 

Rater Given Name	Rater Family Name	Course	User	Email Status
Abbas	Agarwal	302778 Strength of Materials I	[Multiple Context]	Not Sent
Athena Justine	Beichere	302778 Strength of Materials I	[Multiple Context]	Not Sent
Bryan	Alolsi	302778 Strength of Materials I	[Multiple Context]	Not Sent
Casey	Andrade	302778 Strength of Materials I	[Multiple Context]	Not Sent
Chrystal	Berman	302778 Strength of Materials I	[Multiple Context]	Not Sent
Claudia	Bonnie	302778 Strength of Materials I	[Multiple Context]	Not Sent

Resend invitation emails to all raters who have not yet submitted. 