

Course Evaluation Delivery Method Instructions

- **Hard Copy option:** Customized printed evaluation survey forms specific to the course will be printed and delivered to the department. Completed evaluation forms need to be returned to the office of the Institutional Research (WA 325) using the standard university “Inter-Department Delivery” mail envelopes. Please destroy extra surveys, or blank surveys that are not filled out.
- **Online (Email or D2L) option:** The course evaluation survey forms will be released to individual students enrolled in the course to be completed during a specified time window. Faculty will not receive a separate notification of the surveys being dispersed.

For **email survey option** the students will receive an email with link embedded in the body of the email.

For **D2L survey option** the students will receive a notification email instructing them to fill out the survey on D2L. It is located on the right side of the D2L homepage under a section labeled “Course Evaluations”. Instructors may not be able to see this from an instructor view.

To help increase online participation rate the course instructor may encourage the students to complete the survey or allow in-class time to complete the online survey.