

Course Evaluations and Student Surveys

Who receives course evaluations?

Most students receive course evaluations from the Office of Institutional Research (IR). **The following do not:**

- Graduate-level CVM courses
- DO courses
- PA courses
- DSOL courses

Who receives institutional surveys?

LMU IR sends the surveys below to the indicated students:

- First Year Student Survey: first year undergraduate students
- Fall Student Opinion Survey: all students
- UG Graduating student survey: all undergraduate students
- GR Graduating student survey: most graduate students

Why do we send out surveys?

Student surveys and course evaluations are a critical part of LMU's quality enhancement programs, accreditation efforts, and general efforts to make things better for students. High student response rates provide reliable, actionable data for the University to make important decisions for the students' benefit and give faculty meaningful feedback on their courses. For example, survey responses and Student Government Association feedback led to the implementation of a fall break for undergraduate students.

How do students know to complete their evaluations?

Students receive email invitations to complete evaluations from either CourseEvals@LMUnet.edu or CourseEvals@qemailserver.com, with scheduled reminders going out until completion of the survey or the end of the survey response period. Students no longer receive reminders once they have completed any outstanding surveys.

My student forgot to complete a course evaluation. Can you reopen it for me?

Unfortunately, it is not possible to reopen course evaluations once they have closed. Because of this, reminders are sent out frequently to make sure that students don't miss the response window.

How can students access their evaluations?

Students are given access to a course evaluation dashboard through Canvas (**figure 1**). Here, they can see any surveys or course evaluations that they need to complete or have already completed (**figure 2**). They also receive this email directly.

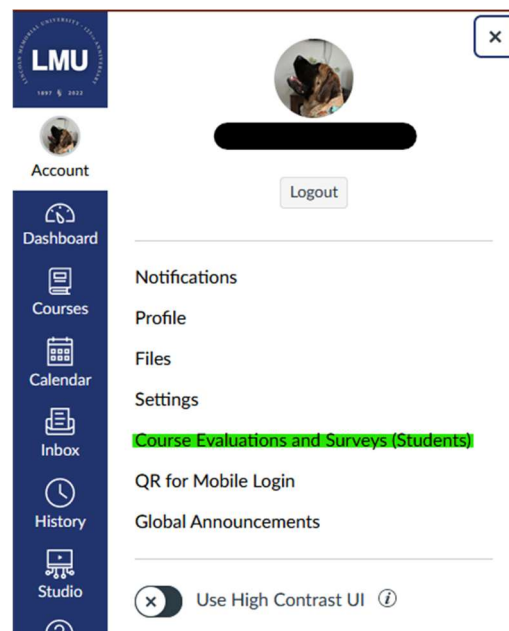


Figure 1: Survey access link for students

Course Evaluations

Status	Course	Instructor	Expiration Date
To Do	CLASS 111: Course name	Professor Name	Jan 01, 2023 12:00 PM
To Do	CLASS 222: Course name	Professor Name	Jan 01, 2023 12:00 PM
Done	CLASS 333: Course name	Professor Name	Jan 01, 2023 12:00 PM

Figure 2: Student Evaluation Dashboard – student view

How can students show they completed their course evaluations?

Professors who require students to complete course evaluations generally ask for a screenshot of the submission screen for proof. For students, it is as simple as taking a picture of their Course Evaluation dashboard (**figure 2**) and submitting it to the professor.