



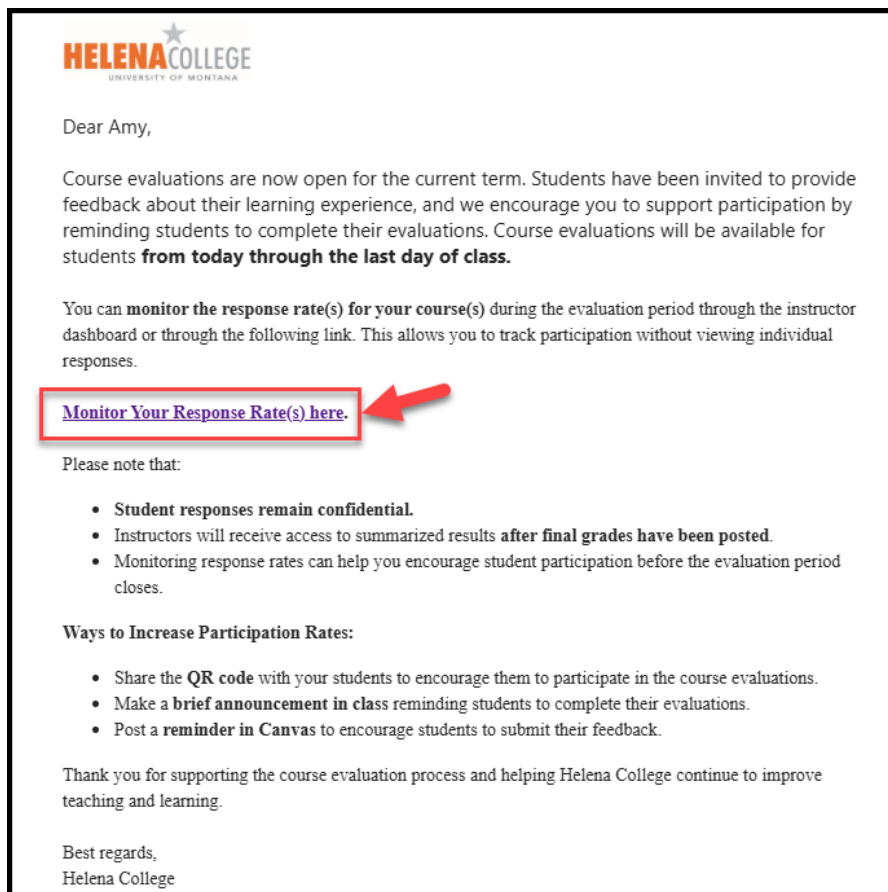
Faculty Guide: Monitor Your Course Response Rates

If you need assistance with course evaluations, please contact: CourseEvaluations@helenacollege.edu

Accessing Your Course Response Rates

When the course evaluation period opens for students, you will receive an email notification similar to the example below.

Click the "**Monitor Your Response Rate(s) Here**" link in the email to access your course evaluation dashboard.



Increasing Student Participation

You can help increase course evaluation participation by sharing the course evaluation QR code or direct evaluation link with your students.

To Access the QR Code or Course Evaluation Link

1. Click the **three-dot menu** as shown in the screenshot below.
2. Select **View Settings**.
3. Copy either the **QR code** or the **course evaluation link** and share it with your students.

Sharing the QR code or link during class, in Canvas, or through email can help encourage students to complete their course evaluations.

