SPOT - Best Practices for Instructors

Young et al. (2018) (article available) found faculty were an important factor in increasing online response rates.

Here are other suggestions to increase student response rate:

1. Provide class time to complete the evaluations (e.g., last 5 minutes of each class) – it's anonymous!
2. Tell students to click the *SPOT Course Evaluation* tile on MyCSULB Single Sign-On (SSO).
3. Emphasize the importance of student feedback. Share an example of adjustments you have made based on evaluations.
4. Remind students to check their email for SPOT completion instructions.
5. Post reminders where you post assignments: "Complete SPOT! Click on the SPOT Course Evaluation tile on MyCSULB."

If you, faculty, or students have any difficulties, please refer them to the SPOT Support Form.

Research has shown that there is not a significant difference in mean scores between administering online rather than paper (Dommeyer, et all, 2004; 10.1080/02602930410001689171; Edgar & Tobias, 2017, 10.1007/s11162-017-9452-4)