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Student Assessment of Instruction Notification

USF Course Evaluations <Course_evaluation@usf.edu>

Fri, Nov 28, 2014 at 1:02 AM

Reply-To: USF Course Evaluations <Course_evaluation@usf.edu>

To: christen@cse.usf.edu

Members of the faculty,

You received this message because you are currently teaching a course that will part of the end of term **Student Assessment of Instruction** process. Your students will soon begin receiving email notice that the online eXplorance Blue assessment system will be available for them to assess their Fall 2014 courses. Following is a brief description of the evaluation process:

- Students will be notified through email and Canvas that they have evaluations available for completion
- A series of three emails will be sent to all students at their USF email address, an invitation and two follow up messages. Each message will contain a link to the evaluations they are eligible to complete. The emails will stop when the student has completed their assessments.
- Students have a one-week window in which to complete the evaluations. **The open period occurs during the final seven days of regular classes**, and closes before the final exam period (note: classes not following the regular calendar may see variations of this schedule).

It is very important that students be made aware of the process and the importance of completing the assessments. Research has shown that faculty play a key role in maximizing student response rates.

The Faculty Senate recommends the following to faculty teaching face-to-face classes:

- Alert your students to bring to class smart phones, tablets, lap tops or other portable devices during the last week of classes. eXplorance Blue was chosen, in part, because it is portable-device friendly for completing the evaluation process.
- Administer the assessment just as you would for paper and pen – it is only the “tool” that has changed. Step out of the room while students use portable devices to complete the evaluation instrument, and appoint someone to oversee administration of the assessment.

Please Note: By using this [link to eXplorance Blue](#) you can view a real-time report on the response rate for each of your classes. The link will stay active during the time the evaluations are available to your students.

Best regards,

Office of Student Success
Academic Affairs
oie@usf.edu