

Student evaluation questionnaires

Order Student Evaluations with [Otago inFORM](#)

Encouraging Students to Complete Evaluations

To increase response rates, encourage students to complete evaluations through multiple channels:

- personal invites that evaluation@otago.ac.nz email to a nominated address

Students with an @...otago.ac.nz email address can complete evaluations sent to their Otago email account by logging into Otago inFORM via:

- [this link](#) (also available on the Blackboard [homepage](#)).
- [Aonui](#) (Student Portal) → Student essentials → Student tools and Systems → Otago inFORM
- this [QR code](#)



Tips for Increasing Response Rates

- Tell students when they can expect to receive their evaluation invitation.
- Explain how student feedback is used to improve teaching and courses.
- Set aside time for students to complete evaluations during class.
- Share current response rates and encourage students to reach a target response rate.
- Thank students who may have already completed their evaluation.

Please Note

- Avoid actions that might unfairly influence evaluation responses. For example, leave the room if students are completing your evaluation during class time.
- Contact the Evaluation service if you receive any abusive questionnaire response.

Monitoring Response Rates

While a questionnaire is open, you can monitor participation in Otago inFORM:

- Select [Questionnaire progress & results](#).
- Select **In-progress questionnaires**.
- View the **Number of questionnaires processed** to track responses received.

Resources and Support

Video guides for using Otago inFORM are available [here](#).

If you need assistance, please contact: Julie or Allen in the Quality Advancement Unit's Evaluation service, evaluation@otago.ac.nz, (03) 479 7581.