

Student evaluation questionnaires

Order student evaluations now with [Otago inFORM](#).

Completing evaluations

Encourage students to complete evaluations via multiple channels:

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

For addresses that end with [@...otago.ac.nz](#), students can complete evaluations via:

- [this link](#), which is also on Blackboard's [homepage](#).
- the University of Otago [Student App](#):
 - Open App
 - Click 'Resources'
 - Click 'Otago inFORM' and log in to complete evaluations that have been sent directly to their Otago email address
- this [QR code](#)



Increase response rates

- Tell students when to expect a questionnaire invite and how their feedback is used
- Have students complete evaluations in class
- Update students with the current response rate relative to a target
- Thank those who have already completed it

Please:

- avoid actions that might unfairly influence evaluation responses (e.g., leave the classroom if students are completing your evaluation)
- contact us if any questionnaire response is abusive

Monitoring response rates

To monitor response rates while your questionnaire is running, click on the '[Questionnaire progress & results](#)' tab in Otago inFORM, then 'In-progress questionnaires' and look for the 'Number of questionnaires processed'.

Resources and support

Videos on how to use Otago inFORM are available [here](#). For assistance email Julie or Allen in the [Quality Advancement Unit](#) or call on (03) 479 7581.