

**Dear Fall Instructors,**

We have been working to improve the Qualtrics Course Evaluation process this semester. **Information on this work was presented to the Faculty Senate in October. [Click here to visit the agenda.](#)** Unit Course Evaluation requests are due to the Office of the Provost by November 2. Your Unit Admins are busy gathering that information.

You will receive an email today that allows you to preview the updated feedback survey from the student perspective. If you are teaching this semester, you received an email with following subject heading:

**UM Course Feedback Survey Demonstration - Evaluations Launch November 27**

The email will be sent from the following address: [um@qualtrics-survey.com](mailto:um@qualtrics-survey.com). If you use the focused inbox in Outlook this email will go to your “other” tab. We are working with IT to update the sender to a UM domain.

**This updated survey applies to full-term and late start fall sections.** Part-of-term courses are currently underway using the previous surveys from Spring and Summer.

After November 2, participating faculty will receive an email inviting them to add “instructor choice” questions to their evaluations. More instructions will follow on that process.

Course survey links are unique to the student and cannot be posted to Moodle or as a QR code. Instructors teaching live are encouraged to treat this as an “in-person” evaluation and dedicate the last ten minutes of a class session to completing the surveys.

The evaluation also includes a **Moodle Participation Code** that can be used to incentivize student participation through an extra-credit quiz question. The code is the Course Reference Number (CRN) unique to your section.

**If you have any feedback, please send it to [course.evaluations@mso.umt.edu](mailto:course.evaluations@mso.umt.edu) by November 2.**

*This message was sent by the Office of the Provost to all UM faculty.*