

Course evaluation tips & tricks

TIPS & TRICKS FOR COURSE EVALUATION

- Live events are valuable moments to collect feedback, since most learners will be present which will increase your response rate. This can be done through informal conversations with learners, surveys, or other digital tools like Mentimeter.
- Explain prior to the evaluation why feedback collection is important and what will be done with the results so learners know their voice is heard and which actions will be taken based on their input.
- Ask learners to fill in the evaluation during class time or a live event.
- Do not add too many questions to the evaluation questionnaires
- If the response rate of the evaluation is low, reminders can be sent to learners to motivate them to fill in the evaluation.
- Focus groups benefit learning agencies and help confirm that learners are co-owners of their learning . It can be used for co-creation or to make learners participate in developing their education. Take into consideration, however, that arranging focus groups and processing the results take a lot of time.
- While Mentimeter is a convenient tool, it is important to realise that learners can often see the answers from peers, possibly influencing the results by creating a higher barrier to answering truthfully. Additionally, the time learners have to fill in a Mentimeter is limited, which makes it less suitable for collecting in-depth feedback.