

FAQs – UW Seattle Faculty

When are results available and how do I access them?

Results are available on *IASystem* after the course evaluations have closed and grades have been submitted. Faculty access to results is at: uw.iasystem.org/faculty. When you login, the default view is the current term. If you want to see an evaluation for a previous term, change the "FROM" dropdown on the top right of the page to a previous term date.

Who can see results?

In addition to instructors, *IASystem* authorized department coordinators and administrators can access the course evaluation responses.

Can I track response rates to provide incentives or award points for participation in completing a course evaluation for my class?

Response rates for online evaluations can be tracked in the *IASystem* [faculty portal](#). After the evaluation is closed, your department evaluation coordinator can provide you with a Participant Report in order to award points or other incentives for completing the course evaluation.

Please note: To maintain anonymity, if there are less than 5 respondents, a Participant Report cannot be generated.

How do I maintain a good response rate with online evaluations?

- 1) Set aside time in class to have students complete online evaluations. *IASystem* evaluations can be completed on computers or mobile devices.
- 2) Track your response rate which is sent via automated email updates and can be viewed in the *IASystem* [faculty portal](#). If response rate is low, encourage students to complete and let them know their feedback is valuable.
- 3) For useful suggestions, see [20 Top Strategies to Increase Online Response Rates](#)

I am co-teaching a course; how will that affect my evaluation?

In the case of multiple instructors, the instructors can be evaluated as a group, which will generate a single evaluation for that course and list all the instructors evaluated. Alternatively, the instructors can be evaluated separately, generating more than one evaluation for that course. You can instruct your departmental evaluation coordinator on how you would like the evaluation set up.