**Classroom Script**

**Attention Instructors,**
To assist students in completing course evaluations, please consider allowing time in class for students with appropriate electronic devices to do so.

Please communicate the following information to your class.

“Access the Course/Instructor Evaluation System (ICES Online) through your GoWMU account. Click on the course hyperlink and follow the instructions.”

“I will not know who completed the evaluation, unless you include your name on the form.”

“These responses are released 30 days after grades are posted by the Registrar.”

“Each closed-ended question has different response options. Respond to each item as indicated.”

“Please provide as much feedback as possible through the open-ended questions. Constructive feedback is extremely useful for future course development and improvements.”

“Submit your evaluation when you have completed it and this will allow you to view your responses. If needed, make any changes and click submit again.”

“If you are satisfied with your responses, click “confirm.”

“Remember, I will not see any of the evaluation outcomes until 30 days after grades have been posted by the Registrar.”

Please also communicate to your students:

“If anyone does not have access to the evaluation system today, please note that the evaluation system will remain open until 11:59 p.m. on the last day of final exams. If you did not participate today, please complete the evaluation on your own time.”

Instructors, please note if you are teaching a short course, the evaluation system closes nine days after the last day of class.