



Suggestions for In-Class Announcements about Mid-Course Assessment Process

To assist in administering the MAPs, some instructors have requested suggestions for in-class announcements to students about the Mid-Course Assessment Process (MAP). Below are suggestions of announcements instructors can make in class to prepare students for the MAP in their course.

1. **One week before** your scheduled MAP:

- **Announce** in class the date you will have the class complete the MAP and **ask** students to bring a laptop, tablet, or smart phone to class in order to complete the evaluation

Example: *I have scheduled a MAP for this course to occur on [DATE] at [TIME]. On this date, please bring your laptops, tablet, or smart phones to class in order to complete the web-based MAP. If you are unable to attend this class period, or do not have access to a device during class, you will have 24 hours after class to complete the MAP. I will send you an email explaining what a MAP is and how and when to access the online MAP form for this course.*

2. **One class session before** your scheduled MAP:

- **Remind** students to bring a laptop, tablet, or smart phone to class in order to complete the MAP in the next class meeting and **explain** to students why their participation matters to you.

Example: *For our next class, remember to bring your laptops, tablet, or smart phones in order to complete the web-based MAP. I am asking that you participate in this activity because I would like to know how you are doing in the course, what is working for you and what is not. By getting this feedback at this point in the semester, I can make adjustments (if necessary) to the course before the end of the semester.*

3. **On day of** your scheduled MAP:

- **Announce** in class that now is the time to take out their electronic devices and complete the MAP (via the link in the CEITL email).

Example: *As you know, today I have scheduled a MAP for this course. At this time, please take out your laptops, tablet, or smart phones in order to complete the web-based MAP form. To access the MAP for this course, please open the email I sent you last week and click on the link at the end of the email message.*

I am asking that you participate in this activity because I would like to know how you are doing in the course, what is working for you and what is not. By getting this feedback at this point in the semester, I can make adjustments (if necessary) to the course before the end of the semester.

All responses you provide on the MAP form are recorded outside of myCourses, and are completely anonymous. I will leave the room for 10-15 minutes while you complete the three questions on the MAP form.

As a reminder, if you do not have access to a device during class, you will have 24 hours after class to complete the MAP.

I am leaving the room now while you complete the MAP. I will return in 15 minutes to resume class. If everyone is finished before 15 minutes is up, I am asking [DESIGNATED STUDENT] to come get me. I will be in the hallway.