COURSE EVALUATION CREATION EMAIL FOR FACULTY

The following is an example of the automated email sent to an instructor when a coordinator creates an evaluation for their course.

From: [Coordinator Name] via IASystem Notification <no-reply@iasystem.org>
To: [FirstName, LastName]
Subject: An evaluation has been set up for your course

Your course evaluation coordinator, {Coordinator Name}, has set up an online evaluation for the following course(s):

{abbrev} {number} {section } - {Course_Name}
{abbrev} {number} {section } - {Course_Name}

To manage this course evaluation, access your faculty portal at {client faculty portal URL}. Here, you can preview an evaluation, track response rates once the evaluation is open, and view/print course reports once the evaluation has closed and the reports available date has been met.

This evaluation was created with the following details:

Instructor(s) being evaluated: {FirstName, LastName}, {FirstName, LastName}
Evaluation Form Type: {abbrev – form name}
Evaluation URL: {evaluation URL}
The evaluation opens {mm,dd,yyyy} at 12:00am and closes on {mm,dd,yyyy} at 11:59pm. Students will receive an email notification on the open date that includes the course evaluation details and URL.
Faculty reports available date: {mm,dd,yyyy}

{**if "Add Items" is on**: Also, along with the standard evaluation form questions, instructors may create and add their own questions before the evaluation open date is reached. Instructor-specific questions may be added via the faculty portal, {client faculty portal URL}, by selecting "Add Items."} {**if multiple instructors**: Since this evaluation is for more than one instructor, you may want to coordinate with your co-instructors before adding additional questions to the evaluation.}

If you have any questions or need any changes to this evaluation, please contact {Coordinator Name} at {coord_email}.

Thank you.

ONLINE COURSE EVALUATION OPEN ANNOUCEMENT FOR FACULTY

The following is an example of the automated email sent to an instructor on the day the survey opens.

From: [Coordinator Name] via IASystem Notification <no-reply@iasystem.org>
To: [FirstName, LastName]
Subject:Your course evaluation is now open

Dear Professor {Last_Name},

Your students have been notified that course evaluations are now open for the following course(s):

{abbrev} {number} {section } {Course_Name}
{abbrev} {number} {section } {Course_Name}
{survey URL}
(This evaluation link is only for the course(s) listed above. It can only be accessed by students enrolled in the course(s).)

Students will have until {End_Date} at 11:59pm to complete the evaluation.

You may view the details and progress of your evaluation(s), including response rates, by accessing the IASystem faculty portal located at {client faculty portal URL}.

A high response rate is very important for meaningful results. We will send reminder emails to non-responders during the evaluation period. In addition, studies show that instructor involvement can increase response rates as much as 15-20%. To encourage students to participate, you can copy and paste the evaluation link provided above into an email or on your course website.

Please contact {Coordinator Name} at {coord_email} if you have questions about this course evaluation.

Thank you.

FACULTY UPDATE EMAIL

The following is an example of the automated email updates sent to an instructor at the same time students are sent reminder emails.

From: [Coordinator Name] via IASystem Notification <no-reply@iasystem.org>
To: [FirstName, LastName]
Subject:Your course evaluation response rate

Dear Professor {Last_Name},

Course evaluations will be closing soon. Here is the information for your current course evaluation:

The evaluation closes on {End_Date} at 11:59pm. The current response rate is: {Percent} ({Number}).

{abbrev} {number} {section } {Course_Name}
{survey URL}
(This student survey link is only for the course(s) listed above. It can only be accessed by students enrolled in the course(s).)

You may view the details and progress of your evaluation(s) by accessing the IASystem faculty portal located at {client faculty portal URL}.

To encourage students to participate, you can copy and paste the evaluation link provided above into an email or on your course website.

Please contact {Coordinator Name} at {coord_email} if you have questions about this course evaluation.

Thank you.

FACULTY REPORTS AVAILABLE NOTIFICATION EMAILS

The following is an example of the automated email sent to instructors when their evaluations are closed and reports available date has been met.

From: [Contact Organization] via IASystem Notification <no-reply@iasystem.org>
To: [FirstName, LastName]
Subject:Your course evaluation report is available

Dear Professor {Last_Name},

Your course evaluation has been completed and the report for the following course is now available:

{abbrev} {number} {section } {Course_Name}

The report can be viewed and downloaded from the IASystem faculty portal located at {client faculty portal URL}.

Thank you.

INITIAL STUDENT EMAIL ANNOUCEMENT

The following is an example of the automated email sent to a student on the day the survey opens.

From: [Contact Organization] via IASystem Notification <no-reply@iasystem.org>
To: [FirstName, LastName]
Subject1: [InstrLastName], [InstrLastName] - [Abbrev] [Number] [Section] Evaluation

Dear [Student Name],

The course evaluation for [course title] is now open and will close on [end date] at 11:59pm. This evaluation is for instructor(s):
[InstrFirstName] [InstrLastName]
[InstrFirstName] [InstrLastName]

[Survey URL]
(If you can't click on this link, please copy it and paste it into your browser.)

This evaluation will take approximately 5-10 minutes to complete. Even though you will log-in to the survey with your school username and password, please be assured your responses are confidential.

Your ratings are very important. Course evaluation ratings are used by faculty to improve instruction and used by administrators to inform programmatic decision making and decisions around faculty promotion and tenure.

Thank you for your participation in the [course title] course evaluation.

Sincerely,

[Signature]

1ST STUDENT REMINDER EMAIL (NON-RESPONDENTS ONLY)

The following is an example of the automated email initial reminder sent to a student who has not yet completed the course evaluation.

From: [Contact Organization] via IASystem Notification <no-reply@iasystem.org>
To: [FirstName, LastName]
Subject2: [InstrLastName], [InstrLastName] - [Abbrev] [Number] [Section] – Eval Reminder

Dear [Student Name],

You have not yet completed your evaluation of [course title] for instructor(s):
[InstrFirstName] [InstrLastName]
[InstrFirstName] [InstrLastName]

If you previously began the survey but have not yet completed it, simply click on the link below and begin where you left off. The link will remain active until [end date] at 11:59pm.

[Survey URL]
(If you can't click on this link, please copy it and paste it into your browser.)

This evaluation will take approximately 5-10 minutes to complete. Even though you will log-in to the survey with your school username and password, please be assured your responses are confidential.

Your ratings are very important. Course evaluation ratings are used by faculty to improve instruction and used by administrators to inform programmatic decision making and decisions around faculty promotion and tenure.

Thank you for your participation in the [course title] course evaluation.

Sincerely,

[Signature]

2ND & 3RD STUDENT REMINDER EMAIL (NON-RESPONDENTS ONLY)

The following is an example of the automated email follow-up reminder sent to a student who has not yet completed the course evaluation.

From: [Contact Organization] via IASystem Notification <no-reply@iasystem.org>
To: [FirstName, LastName]
Subject2: [InstrLastName], [InstrLastName] - [Abbrev] [Number] [Section] – Eval Closing Soon

Dear [Student Name],

On [end date] at 11:59pm the evaluation for [course title] will close. Please take this opportunity to complete this evaluation for instructor(s):
[InstrFirstName] [InstrLastName]
[InstrFirstName] [InstrLastName]

If you previously began the survey but have not yet completed it, simply click on the link below and begin where you left off.

[Survey URL]
(If you can't click on this link, please copy it and paste it into your browser.)

This evaluation will take approximately 5-10 minutes to complete. Even though you will log-in to the survey with your school username and password, please be assured your responses are confidential.

Your ratings are very important. Course evaluation ratings are used by faculty to improve instruction and used by administrators to inform programmatic decision making and decisions around faculty promotion and tenure.

Thank you for your participation in the [course title] course evaluation.

Sincerely,

[Signature]

STUDENT CONFIRMATION EMAIL (RESPONDENTS ONLY)

The following is an example of the automated email sent to a student upon submission of a course evaluation. ***This email notification is optional and will only be sent if an institution has elected to include confirmation emails.***

From: [Contact Organization] via IASystem Notification <no-reply@iasystem.org>
To: [FirstName, LastName]
Subject: Evaluation Completed - [InstrLastName], [InstrLastName] - [Abbrev] [Number] [Section]

Dear [Student Name],

Thank you for completing the [course title] course evaluation for instructor(s) [InstrFirstName] [InstrLastName].

Your feedback is very important and we appreciate your participation in the course evaluation process.

Sincerely,

[Signature]