



## Email Notification Schedule

*All online evaluations are equipped with email notifications. Emails will be sent under the following circumstances:*

<b>Online Evaluation Created</b>	<ul style="list-style-type: none"> <li>Faculty receive an automated email with information about the evaluation setup details and link to the <i>IASystem™</i> faculty portal. Generally these are created two weeks prior to the survey launch.</li> </ul>
<b>Online Evaluation Opens</b>	<ul style="list-style-type: none"> <li>Faculty receive an automated email notifying them the course evaluation for their class is now open. (Monday of Week 13 of the long semester, 12:01 a.m.)</li> <li>Students receive automated email notifying them the course evaluation for their class is now open and asking them to complete the evaluation. (Monday of Week 13 of the long semester, 12:01 a.m.)</li> </ul>
<b>Evaluations Close</b>	<ul style="list-style-type: none"> <li>Faculty receive an automated email when their reports are available. These emails are generated when the evaluation is closed and the Reports Available date has been met.                             <ul style="list-style-type: none"> <li>Reports will be available three days after grades are posted.</li> </ul> </li> </ul>
<b>Reminders &amp; Updates</b>	<ul style="list-style-type: none"> <li>Automated emails are sent to students who have not yet responded based on the length of the semester. Long term data is listed below.                             <ul style="list-style-type: none"> <li>1<sup>st</sup> reminder, 8 days prior to close</li> <li>2<sup>nd</sup> reminder, 4 days prior to close</li> <li>3<sup>rd</sup> reminder, 1 day prior to close</li> </ul> </li> <li>Automated emails are sent to faculty with updated response rate information and evaluation details based on the length of the semester. Long term data is listed below.                             <ul style="list-style-type: none"> <li>1<sup>st</sup> update, 8 days prior to close</li> <li>2<sup>nd</sup> update, 4 days prior to close</li> <li>3<sup>rd</sup> update, 1 day prior to close</li> </ul> </li> </ul>

An automated confirmation email will be sent to students immediately upon submission of an online course evaluation.