

Email Notification Schedule

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

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| Online Evaluation Created | <ul style="list-style-type: none"> Faculty receive an automated email with information about the evaluation setup details and link to the <i>IASystem</i>TM faculty portal. Generally, these are created two weeks prior to the survey launch. |
| Online Evaluation Opens | <ul style="list-style-type: none"> Faculty receive an automated email notifying them the course evaluation for their class is now open (fall schedule can be found here: Fall 2024 calendar) Students receive an automated email notifying them the course evaluation for their class is now open and asking them to complete the evaluation (fall schedule can be found here: Fall 2024 calendar) |
| Evaluations Close | <ul style="list-style-type: none"> Faculty receive an automated email when their reports are available (online). These emails are generated when the evaluation is closed, and the Reports Available date has been met. <ul style="list-style-type: none"> Reports will be available three days after grades are posted. |
| Reminders & Updates | <ul style="list-style-type: none"> Automated email reminders are sent to students who have not yet responded based on the length of the semester. Automated email updates are also sent to faculty with updated response rate information on the same dates. <ul style="list-style-type: none"> 1st reminder/update, 8 days prior to close 2nd reminder/update, 4 days prior to close 3rd reminder/update, 1 day prior to close |

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