

Email Notification Schedule

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

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> faculty portal. Generally, these are created two to four 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. Students receive an automated email notifying them the course evaluation for their class is now open and asking them to complete the evaluation.
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"> 8 days prior to close: reminder and update (16 Week and 10 Week course evaluations only) 4 days prior to close: reminder and update 1 day prior to close: reminder and update <p><i>3 Week terms do not have a reminder and update</i></p>

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

A full schedule of evaluation production is available at <https://vpaa.unt.edu/spot/calendars/index.html>.