

Creating and Sending Evaluation Email Announcements in Eval25

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You can use Eval25 configuration tools to create and send email announcements to students, instructors, and academic administrators. These announcements can be sent on demand, on specific term and session dates, or when specific evaluation events take place.

Create new announcements from scratch or by copying existing announcements. Once created, existing announcements can be edited up until they are sent. Add/remove text, adjust the formatting, add images or links, or even insert data fields to customize your announcements for recipients.

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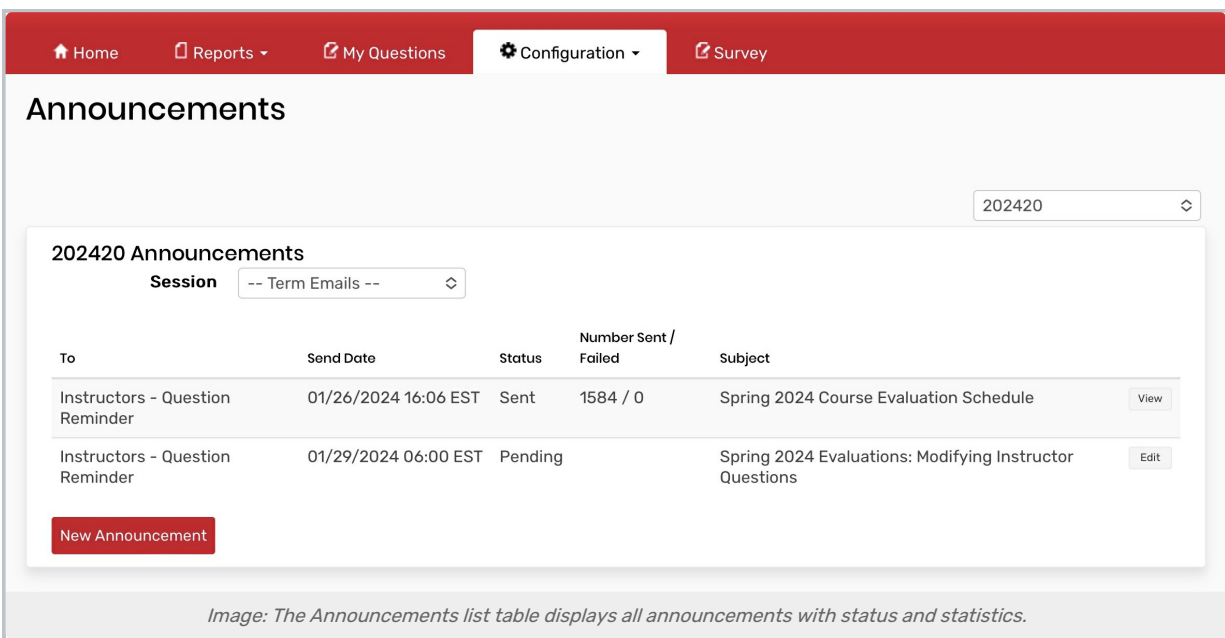
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Creating a New Announcement

1. Choose Announcements From the Configuration Menu

2. Select the Term and Session and Create an Announcement

- Select the term you want to create an announcement for from the dropdown list and click **Edit**.
 - The Announcements table displays the To field, Send Date, Status, Number Sent / Failed, and Subject of each announcement already created.
- If the term has sessions, select the session you want to create an announcement for from the **Session** dropdown list. This list doesn't appear for terms without sessions.
 - **Note:** If you don't select a session, the announcement you create will apply to all sessions for the selected term.
- Click **New Announcement**.



3. Fill out the Announcement Fields

- **Term** - Reflects the term chosen in step 3
- **To** - Who the announcement will be sent to
- **When** - The date the announcement will be sent
 - *For more information on what each dropdown option means, please see the **Announcement Send Settings** in the next section.*
- **Date** *(only available if When is set to Custom)* - Custom sending date
- **Time** *(only available if When is set to Custom)* - Custom sending time
- **From** - The email address that the announcement will be sent from.
 - The system saves this email address to the "From" selection list when the announcement is sent for the first time.
- **Subject** - The subject line of the email announcement

New Announcement

Close

Term

Winter

To

Students - All

When

Custom...

Date

09/20

Time

Midnight

PST

From

email@address.com

Subject

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Styles

Format

Copy Existing

Preview...

Data fields

eval.numincomplete

list.incomplete.evals

session.enddate

session.startdate

session.title

student.disclaimer

term.enddate

term.startdate

term.title

user.firstname

user.id

user.lastname

user.preferredname

Cancel

Save

Image: Announcement fields.

- Edit the body of the email.
 - **Data Fields** - Use any of the data fields listed to the right in the body and/or subject line. Place your text cursor and click the appropriate data field to place it at your text cursor position.
 - Avoid the use of list data fields, such as `list.incomplete.evals`, in the **subject** line.
 - *For more information on what each data field option means, please see the **Data Field Options** at the bottom of the page*
 - **Source:** Edit the HTML directly by clicking **Source** at the top left of the editing window. Click Source again to switch back to rich text format.

- **Copy Existing:** Copy the body of an existing announcement of the same type as the one you are creating by selecting it from the Copy Existing dropdown list. This overwrites any text you previously entered.

4. Preview and Save the Announcement

- Click **Preview** to preview your announcement.
 - Click **Send to...** to send the preview announcement to yourself.
 - When you're done previewing, close the window.
 - When you have finished creating your announcement, click Save. The announcement will be sent at the specified date/time.



Note

You can view and/or edit announcements until they've been sent by clicking Edit next to the announcement on the Announcement page. After the announcement is sent it can no longer be edited. You can delete an announcement by opening it for edit and clicking **Delete**, then **OK** to confirm.

Announcement Send Settings

Students – All

- **Acknowledgement** – The announcement will be sent once per day to students who have submitted one or more evaluations on that day.
- **Evaluation Start** – The announcement will be sent when the evaluation term or session begins.
- **Evaluation End** – The announcement will be sent when the evaluation term or session ends.
- **Reports** – The announcement will be sent to students when reports are available for review.
- **Custom** – The announcement will be sent at the date and time specified.
- **Now** – The announcement will be sent immediately upon save.
- **Relative** – The announcement can be sent at a relative time. For example, in the Start option, you could enter "5 days before an Evaluation End at midnight" for an announcement send date and time. Please note that if the relative date has passed, the system will not treat the date as valid and will not send the email. *More information about configuring this option can be found [here](#).*

Students – Incomplete

(Students who haven't completed all of their evaluations)

- **Custom** – The announcement will be sent at the date and time specified.
- **Now** – The announcement will be sent immediately upon save.

Instructors – All

- **Evaluation Start** – The announcement will be sent when the evaluation term or session begins.

- **Evaluation End** - The announcement will be sent when the evaluation term or session ends.
- **Reports** - The announcement will be sent to instructors when reports are available for review.
- **Custom** - The announcement will be sent at the date and time specified.
- **Now** - The announcement will be sent immediately upon save.
- **Relative** - The announcement can be sent at a relative time. For example, in the Start option, you could enter "5 days before an Evaluation End at midnight" for an announcement send date and time. Please note that if the relative date has passed, the system will not treat the date as valid and will not send the email. *More information about configuring this option can be found [here](#).*

Instructors – Questions Reminder

(Instructors who have created questions for the courses they teach)

- **Custom** - The announcement will be sent at the date and time specified.
- **Now** - The announcement will be sent immediately upon save.
- **Administrators Custom** - The announcement will be sent at the date and time specified.
- **Now** - The announcement will be sent immediately upon save.

Administrators

- **Custom** - The announcement will be sent at the date and time specified.
- **Now** - The announcement will be sent immediately upon save.

Users – Flagged Comments

(Any users that have flagged comments for review in the given term)

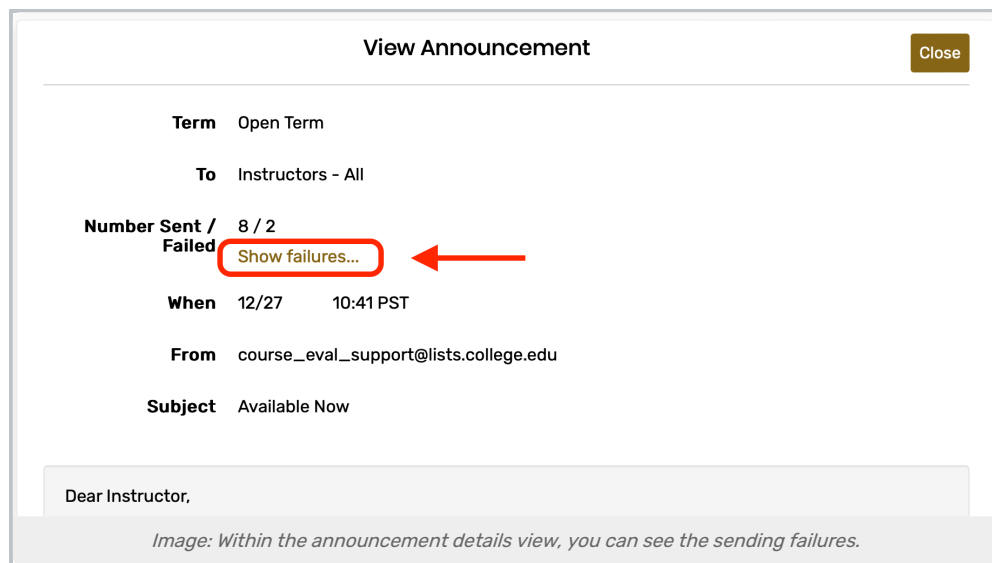
- **Now** - The announcement will be sent immediately upon save.

Viewing Sent Announcements

Open Term Announcements					
Session		-- Term Emails --			
To	Send Date	Status	Number Sent / Failed	Subject	
Instructors - All	09/14	16:09 PDT	Sent	2 / 0	Testing View
Administrators	09/14	15:53 PDT	Sent	0 / 0	Hello View
Instructors - All	12/27	10:41 PST	Sent	8 / 2	Available Now View

Image: A View button is at the end of each row with a Sent status.

Any announcement with a Status of Sent can be seen by using the **View** button at the end of its row. The announcement will open under the table of listed announcements with details of each setting and the content of the announcement.



Within those details, if an announcement includes any sending failures, you can view those in the details view by using the **Show failures...** link to open the detail.

Data Field Options

The data field...	Will insert...
course.name	The name of the course
course.number	The number of the course
department.code	The department code of the course
eval.numincomplete	The number of incomplete evaluations for the student
list.course.completedtoday	A list of course evaluations completed today
list.courses.taught	A list of courses being evaluated
list.incomplete.eval	A list of incomplete evaluations
session.enddate	The evaluation session's end date
session.startdate	The evaluation session's start date
session.title	The evaluation session's title
student.disclaimer	The student anonymity disclaimer
term.enddate	The evaluation term's end date
term.startdate	The evaluation term's start date
term.title	The evaluation term's title
user.firstname	The recipient's first name

The data field...	Will insert...
user.preferredname	The recipient's preferred name
user.lastname	The recipient's last name
courses.taught.response.rate	The course's response rate