

Sending Reminder Emails from My Courses in Eval25

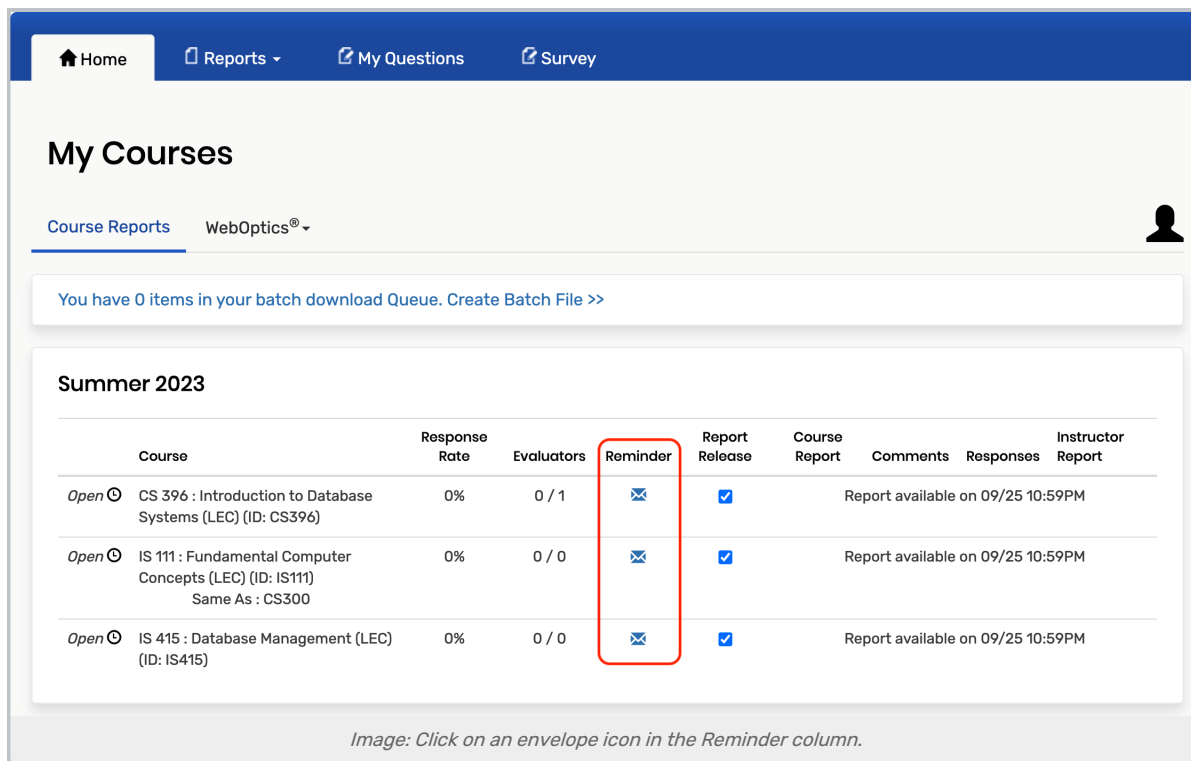
If your institution allows it, instructors can send reminder emails to students who have not yet completed their course evaluations for a currently open term. This can be done from their My Courses page.

Only the students who have **not yet** submitted a course evaluation will receive the reminder. The following disclaimer is appended automatically to each reminder email sent to them:

"Please know that the Eval25 online course and faculty evaluation system keeps your information and identity 100% confidential. All course evaluations are anonymous. This email was sent to all students who have not completed an evaluation for this course. Neither your instructor or any administrators have access to see who receives this email."

Sending Reminder Emails From My Courses

1. Click the Envelope Icon in the Course's Reminder Column



The screenshot shows the 'My Courses' page in the Eval25 system. The page has a blue header with navigation links: Home, Reports, My Questions, and Survey. Below the header, there's a section titled 'My Courses' with a sub-section 'Course Reports' and a user profile icon. A message states: 'You have 0 items in your batch download Queue. Create Batch File >>'. Below this is a table for 'Summer 2023'. The table has columns: Course, Response Rate, Evaluators, Reminder, Report Release, Course Report, Comments, Responses, and Instructor Report. The 'Reminder' column is highlighted with a red box, and the envelope icon in the first row is also highlighted. The table contains three rows of course data.

Course	Response Rate	Evaluators	Reminder	Report Release	Course Report	Comments	Responses	Instructor Report
Open CS 396 : Introduction to Database Systems (LEC) (ID: CS396)	0%	0 / 1				Report available on 09/25 10:59PM		
Open IS 111 : Fundamental Computer Concepts (LEC) (ID: IS111) Same As : CS300	0%	0 / 0				Report available on 09/25 10:59PM		
Open IS 415 : Database Management (LEC) (ID: IS415)	0%	0 / 0				Report available on 09/25 10:59PM		

Image: Click on an envelope icon in the Reminder column.

2. Fill out the Email Fields

Enter **From**, **Subject**, and **Body**. You can insert data field variables into the body of your message if you want to. Simply position your cursor where you want the data field in the message and click the data field label on the right.

- **course.name** - inserts the name of the course

- **end.date** - inserts the evaluation term end date
- **user.firstname** - inserts the first name of the student
- **user.id** - inserts the ID number of the student.
- **user.preferredname** - inserts the preferred name of the student
- **user.lastname** - inserts the last name of the student

Course: CS 396 Introduction to Database Systems

From

email@address.com

Subject

Body

Dear #user.firstname# #user.lastname#,

Please make sure to complete your evaluation for #course.name# before #end.date#.

Your feedback is particularly useful to me because [fill in the blank].

Sincerely,
[your name here]

Data fields

- [course.name](#)
- [end.date](#)
- [user.firstname](#)
- [user.id](#)
- [user.lastname](#)
- [user.preferredname](#)

Save

Send

Close

Image: Evaluation reminder form.

In addition to the text and information you enter, the message will automatically contain the student anonymity disclaimer noted above.

3. Click Send