E-mail Reminders

Our system can produce a list of e-mail addresses for all students in any class in a particular semester who HAVE NOT completed an evaluation.

- Step-by-step guide
  - Step 1: View Course List for desired semester
  - Step 2: Filter the results by semester
  - Step 3: Edit the settings
  - Related articles
  - Step 4: Copy and Paste addresses into e-mail program
  - Step 5: Recommended Wording

Step-by-step guide

Step 1: View Course List for desired semester

Click Course List. See below:

Step 2: Filter the results by semester

Click the drop down box that says "All Semesters". Choose the semester you are interested in and click the "Apply Filter" button. See below:
Step 3: Edit the settings

Click the checkbox for the class or classes you want to produce an e-mail list for, then click the button that says "Get emails for selected".

Filter by:
- Spring 2017
- All instructors
- All semesters
- All semesters
- Fall 2011
- Fall Midterm 2011
- Spring/Thru Fall 2011
- Summer Short II 2011
- Summer Short I 2011
- Summer Thru 2011
- Summer Extended 2011
- Maymester 2011
- Spring 2011
- Spring Midterm 2011
- Fall 2010
- Fall Midterm 2010
- Summer Short II 2010
- Summer Short I 2010
- Summer Thru 2010
- Summer Extended 2010
- Maymester 2010
- Spring 2010

General Activities & Tools
- Create New Course
- Create New Instructor
- View All Instructors
- Generate e-mail list for reminders
- Evaluation Turnout (all classes)

Selective Tools
The tools in this area are all based on courses being selected below. Select the courses using the individually selecting the checkboxes for the evaluations you are targeting or click the “Select” button to check all checkboxes and then run these tools.

- Export selected records to XLS: Tab Separated Values
- Export selected records to: XML: Extensible Markup Language
- Export selected records to: UNCOQ: University-Wide Common Question
- Generate e-mail list for reminders: Get emails for selected
- Delete selected courses: Delete

Limit selections by date
- Start date for checked courses:
- End date for checked courses:

Current courses (64):
- Select

Click the select boxes for the courses you want to send reminders to.

Related articles
Step 4: Copy and Paste addresses into e-mail program

You will get a list of all students that HAVE NOT completed evaluations for the courses you selected. Simply cut and paste the email lists to a new email in your email program and send them a reminder. See below for some recommended wording for email reminders.

Please note: Not all students have emails listed in the system; please supplement your emails with in-class announcements.

Copy and paste the following 11 email(s):

**Outlook-style:**

- @uga.edu; @uga.edu; @uga.edu;
- @uga.edu; @uga.edu; @uga.edu;
- @uga.edu; @uga.edu; @uga.edu;
- @uga.edu; @uga.edu; @uga.edu;
- @uga.edu; @uga.edu; @uga.edu;
- @uga.edu; @uga.edu; @uga.edu;

**Comma-separated:**

- @uga.edu,
- @uga.edu,
- @uga.edu,
- @uga.edu,
- @uga.edu,
- @uga.edu,
- @uga.edu,
- @uga.edu,
- @uga.edu,
- @uga.edu,

Step 5: Recommended Wording

Dear Students,

Course evaluations are extremely important to our faculty. We noticed that you are enrolled in one or more of our courses but you haven’t completed an evaluation for those courses. Please visit [https://webapps.franklin.uga.edu/evaluation/](https://webapps.franklin.uga.edu/evaluation/) and login with your myID and password. We would be very appreciative if you would take a few minutes to provide feedback for your instructors.

Thank you,

Your Name