

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.

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Step-by-step guide

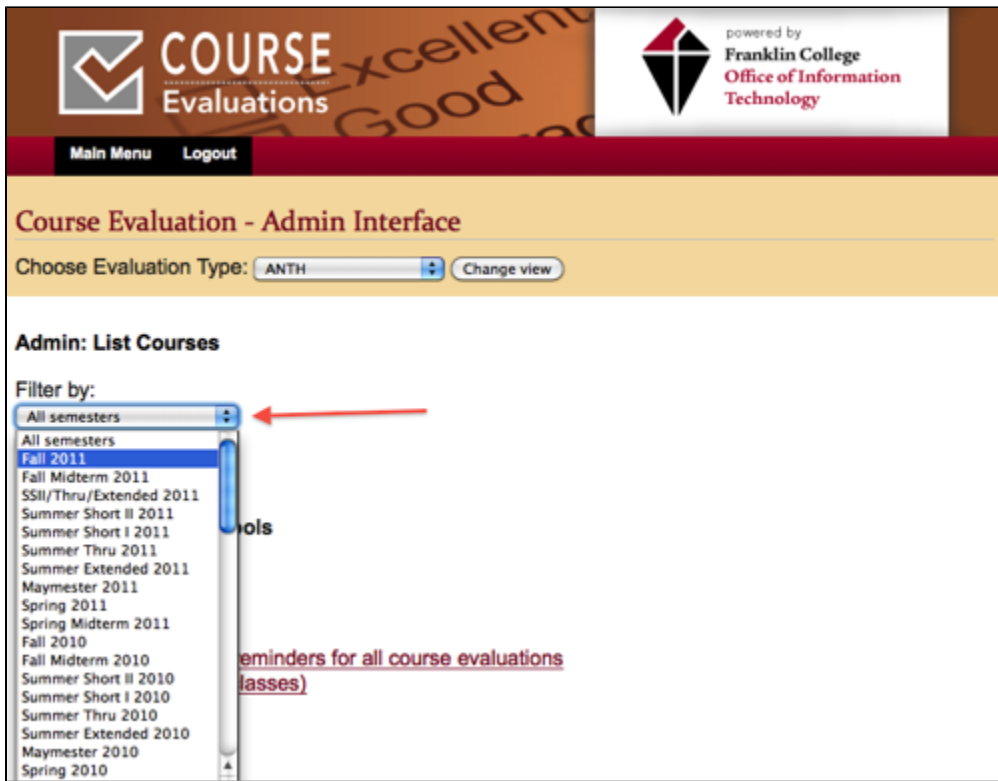
Step 1: View Course List for desired semester

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

Apply filter

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: TSV Tab Separated Values

Export selected records to: XML Extensible Markup Language

Export selected records to: UWCO University-Wide Common Question

Generate e-mail list for reminders: ← Click this button to see email addresses for those that HAVE NOT responded.

Delete selected courses: (Only do if you're *sure*, as there's no undo and no confirmation)

Limit selections by date

Start date for checked courses:

End date for checked courses:

Current courses (64): Click the select boxes for the courses you want to send reminders to

Select	Course	Call #	Period	Semester	Instructor	Eval Start Date	Eval End Date	# enrolled	# completed	Stats	Roll	Edit	Delete
<input type="checkbox"/>	CSCI7000: Master's Research	29-974	01:A-11:59P	Spring 2017	Prashant Doshi	17 Apr 2017 12:00AM	28 Apr 2017 10:51PM	2	0	Stats	Roll	Edit	Delete
<input type="checkbox"/>	FYOS1001: First Year Odyssey	37-745	11:15A-12:05P W	Spring 2017	FREEMAN-LYND	17 Apr 2017 12:00AM	04 May 2017 05:00PM	12	5	Stats	Roll	Edit	Delete
<input type="checkbox"/>	GEOL1120: Environmental	35-	08:00A-	Spring	Valentine	17 Apr 2017	04 May 2017	7	4	Stats	Roll	Edit	Delete

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:

adamsam@uga.edu; bvarner@uga.edu; estark@uga.edu;
jms12@uga.edu; kable10@uga.edu; mgname@uga.edu;
oliverca@uga.edu; paras5@uga.edu; slwuga@uga.edu;
wms1277@uga.edu; xjoe48@uga.edu

Comma-separated:

adamsam@uga.edu, bvarner@uga.edu, estark@uga.edu,
jms12@uga.edu, kable10@uga.edu, mgname@uga.edu,
oliverca@uga.edu, paras5@uga.edu, slwuga@uga.edu,
wms1277@uga.edu, xjoe48@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/> 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