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

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**Step-by-step guide**

**Step 1: View Course List for desired semester**

Click Course List. See below:

![Course Evaluation - Admin Interface](image)

**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

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

Selective Tools

Export selected records to:
- Tab Separated Values
- Extensible Markup Language
- University-Wide Common Question

Generate e-mail list for reminders:
- Get emails for selected
- (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
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.

<table>
<thead>
<tr>
<th>Please note: Not all students have emails listed in the system; please supplement your emails with in-class announcements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy and paste the following 11 email(s):</td>
</tr>
<tr>
<td><strong>Outlook-style:</strong></td>
</tr>
<tr>
<td><a href="mailto:a@uga.edu">a@uga.edu</a>; <a href="mailto:b@uga.edu">b@uga.edu</a>; <a href="mailto:c@uga.edu">c@uga.edu</a>;</td>
</tr>
<tr>
<td><a href="mailto:d@uga.edu">d@uga.edu</a>; <a href="mailto:e@uga.edu">e@uga.edu</a>; <a href="mailto:f@uga.edu">f@uga.edu</a>;</td>
</tr>
<tr>
<td><a href="mailto:g@uga.edu">g@uga.edu</a>; <a href="mailto:h@uga.edu">h@uga.edu</a>; <a href="mailto:i@uga.edu">i@uga.edu</a>;</td>
</tr>
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</tr>
<tr>
<td><a href="mailto:s@uga.edu">s@uga.edu</a>; <a href="mailto:t@uga.edu">t@uga.edu</a>; <a href="mailto:u@uga.edu">u@uga.edu</a>;</td>
</tr>
<tr>
<td><strong>Comma-separated:</strong></td>
</tr>
<tr>
<td><a href="mailto:a@uga.edu">a@uga.edu</a>, <a href="mailto:b@uga.edu">b@uga.edu</a>, <a href="mailto:c@uga.edu">c@uga.edu</a>,</td>
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</tr>
</tbody>
</table>

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