Send E-mail Reminders to Students

Instructors can obtain a list of students who have not yet completed their evaluation so that they can send reminders. This document will help you do this.

Step-by-step guide

- **Step 1:** Login to the Instructor portal of the Online Course Evaluation System
- **Step 2:** View Course Details
- **Step 3:** View List of Students who have not completed evaluation

### Step 1: Login to the Instructor portal of the Online Course Evaluation System

Instructors will use their myID to log on

https://webapps.franklin.uga.edu/evaluation/instructors

### Step 2: View Course Details

After logging on to the system, instructors are presented with a list of the courses they can see (ordered roughly by semester, then course name) with turnout numbers; each eval has a “Stats” link they can click for a more specific breakdown.

Click the “stats” link next to the course you want to send reminders for.

### Step 3: View List of Students who have not completed evaluation

This function ONLY works on active evaluations. Once an evaluation has closed, you can no longer see which students have or have not submitted an evaluation.

Scroll down to the bottom of the page and you will see a sentence that says “There are X students currently enrolled in the course that have NOT completed the evaluation” and the students listed there are the ones you need to reach out to.
You can just copy and paste each of the email addresses in the BCC of an email to your students.

You could send a message like this:

**Suggested E-mail**

Course evaluations are extremely important to me. I noticed that you are enrolled in one or more of my 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. I would be very appreciative if you would take a few minutes to provide feedback for me.

**Related articles**

- Loading Courses to be evaluated
- Web-based Course Evaluation SLA
- Send E-mail Reminders to Students
- E-mail Reminders
- Change evaluation start and end dates