Hello Gayle, Brett,

I apologize for the delay in sending you the content that is included in the email notifications sent to faculty and students for courses that are set up to use the SurveyDIG online course evaluations. I've pasted in the messages that are sent to the primary instructor and enrolled students. The messages below are for the 'reminder' email that is sent 3 days prior to the evaluation deadline. The initial notification emails are very similar, just a slightly different opening sentence.

When I worked with Matt Gerst to set up the 1818 Program evaluations, he expressed the concern that 1818 instructors and students may have @slu.edu email addresses, but they may not know this or check the SLU account. So ITS modified the email process so that, for 1818 courses:

1) The primary instructor is sent email notifications to both their @slu.edu email address and their 'AC' email address specified in Banner.
2) The student notification emails are sent just to their "PERS" email address from Banner.

**Content of the Student evaluation reminder email:**

To: Mrs. Doe,

As of today you have not yet submitted an online evaluation of your courses listed below. Student course evaluations are central to the continual improvement of the curriculum and quality of instruction throughout Saint Louis University. Please take a moment to fill out the online course evaluation form based on your experiences in these courses.

**BIOL 104 A42 - Principles of Biology I**

Evaluation deadline: May 30, 2014

To access the Online Course Evaluation Form for a course:

1. Log on to mySLU and open Banner Self-Service
2. Click on the Student link
3. Click on the Registrations link
4. Click on the Student Schedule: Detail link
5. Open the evaluation form for a course by clicking on the 'Click here to Evaluate' link.

Detailed instructions can be found on the SLU ITS Web site.

Your responses are completely anonymous. Instructors will not have access to any evaluation data or comments identified with any individual student. Instructors will receive summaries of evaluation data, but only after final grades have been submitted.

We appreciate your time in answering these questions. If you have any questions about the course evaluation process, contact your instructor or an administrator in the appropriate academic department. If you need technical assistance, please contact the Student Service Desk at 314-977-4000 (ext. 2) or studentservicedesk@slu.edu.

Thank you for your participation.
Content of the Instructor evaluation reminder email:

To: Professor Valentino,

The online course evaluation period will soon be closing for the following courses. Students in these courses who have not yet filled out the evaluation also received a reminder e-mail today with the evaluation deadlines.

Course Information
BIOL 104 A42 - Principles of Biology I

Evaluation Period

Monitor the percentage of students who have completed the evaluation through Banner Self Service; instructions on how to view the Course Evaluation Summary page can be found on the SLU ITS Web site. Please note that student responses are anonymous.

If you have any questions about the online course evaluation policies for your courses, please contact the department chair or administrator in the appropriate academic department.

If you need technical assistance, please contact your ITS Service Desk directly at 314-977-4000. Service Desk locations, hours of operation, and contact information are available on the ITS Web site.

I look forward to speaking with you both on Friday. Please let me know if you have any questions in the interim.

Thank you,
Megan

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"Our ignorance is not so vast as our failure to use what we know." - M. King Hubbert