

Suggested Texts for Email Reminders and Notifications

Student Reminder # 1

{FirstName}{LastName},

Beginning Monday, November 7th, students can begin taking the online End-of-Course Evaluations! The survey will open on Monday, November 7th, and will remain open through Monday, November 21st.

To access the survey, you will need to use the Internet to go to the following link:

<https://harlingen.smartersurveys.com> (could also use the appropriate dynamic variable)

This link will take you to the Login page. You will need to enter your WebAdvisor Login and Password which will grant you access to a listing of the courses for which you are currently enrolled. You will need to click on the "TAKE SURVEY" link beside each course and proceed to take the survey for each course. You may take all your surveys at once or wait and take only the survey corresponding to whichever class you are currently in.

We understand that students may run into problems with their passwords. Since some students do not regularly access their WebAdvisor account, please refer to the link at the bottom of the Login Page which will take you to the WebAdvisor Help Screen to help resolve your login problems. The NTS Helpdesk (364-5000) has also been advised that students may need assistance with their WebAdvisor usernames and passwords.

Please keep in mind that although you are using your WebAdvisor Login, and although your name will appear in a welcome at the top of the Survey Page, all responses are anonymous. Student identifying information is detached from responses when the SUBMIT button is clicked.

Thank you for your cooperation!

Dear {FirstName},

It's your turn! Please take a few minutes to evaluate courses you are taking this fall by clicking the link below:

{DirectAccessLink}

Rest assured that your responses are compiled anonymously; data will be reported to your instructor after the semester is over and without any reference to you individually.

Bonus points **may** be awarded for completing this survey; check with your instructor regarding their preferences and requirements.

Thanks in advance for your participation.

Director of Institutional Research

Dear {FirstName} {LastName},

Your opinion counts! Please log in to My.UNT.edu to complete the Student Evaluation of Teaching Effectiveness for the following courses before 11:59pm on 12/16/2011:

{SurveyList}

Your identity is confidential. During the survey administration, an instructor can see the number of surveys completed for a course, but they cannot identify who has responded. After the survey administration is closed, instructors receive the combined response data. They cannot identify which student gave a response.

You will receive an email for each completed survey.

Thank You!

Student Reminder # 2

{FirstName}{LastName},

Monday, November 21st is the last day to access the online End-of-Course Evaluations. To access the survey, students need to use the Internet to go to the following web address:

<https://harlingen.smartersurveys.com>

This link will take you to a page where you can log in. You will need to use your Web Advisor Log in name and password in order to gain access to the listing of courses for which you are currently scheduled. You will need to click on the "Students" option and may take all of your surveys at once or wait and take only the survey corresponding to the class that you are currently in.

We understand that students may run into problems with their passwords. There is a link on the Login page that will take you to the WebAdvisor Help Screen to resolve any log in problems. The NTS Helpdesk (364-5000) has also been advised that students may need assistance with their WebAdvisor usernames and passwords.

Should any other issue arise and further assistance is needed, please contact Celina Solis-Hernandez at ext. 4053.

Although you are using your WebAdvisor logins, all responses are anonymous. Student identifying information is detached from responses when the SUBMIT button is clicked.

Thank you for your cooperation!

Dear {FirstName},

A gentle reminder...

Please take a few minutes to evaluate courses you are taking this fall by clicking the link below:

{DirectAccessLink}

Rest assured that your responses are compiled anonymously; data will be reported to your instructor after the semester is over and without any reference to you individually.

Bonus points **may** be awarded for completing this survey; check with your instructor regarding their preferences and requirements.

Thanks in advance for your participation.

Director of Institutional Research

Dear {FirstName} {LastName},

Please remember to complete your Student evaluation of Teaching Effectiveness for the following:

{RemainingSurveyList}

Thank You!

Student Reminder # 3

{FirstName}{LastName},

Today is the last day that students can access the End-of-Course Evaluations. If you have not done so, we ask that you take a few minutes to complete the evaluations. To access the survey, you will need to use the Internet to go to the following link:

<https://harlingen.smartersurveys.com>

This link will take you to a page where you can log in. You will need to use your Web Advisor Log in name and password in order to gain access to the listing of courses for which you are currently scheduled. You will need to click on the "Students" option and may take all of your surveys at once or wait and take only the survey corresponding to the class that you are currently in.

We understand that students may run into problems with their passwords. There is a link on the Login page that will take you to the WebAdvisor Help Screen to resolve any log in problems. The NTS Helpdesk (364-5000) has also been advised that students may need assistance with their WebAdvisor usernames and passwords.

Should any other issue arise and further assistance is needed, please contact Celina Solis-Hernandez at ext. 4053.

Although you are using your WebAdvisor logins, all responses are anonymous. Student identifying information is detached from responses when the SUBMIT button is clicked.

Thank you for your cooperation!

Dear {FirstName},

Last call...course evaluation surveys close this Friday, November 18th.

Please take a few minutes to evaluate courses you are taking this fall by clicking the link below:

{DirectAccessLink}

Rest assured that your responses are compiled anonymously; data will be reported to your instructor after the semester is over and without any reference to you individually.

Bonus points **may** be awarded for completing this survey; check with your instructor regarding their preferences and requirements.

Thanks in advance for your participation.

Brenda G. Turner, Ph.D., CUA

Director of Institutional Research

Dear {FirstName}{LastName},

This is the final week to complete your Student evaluation of Teaching Effectiveness for the following:

{RemainingSurveyList}

Please do not forget to complete your evaluations. The survey administration period ends Friday, 12/16/11 at 11:59pm.

Thank you!

Faculty Notifications

Dear {FirstName},

Fall 2011 course evaluations are now available for viewing by clicking the link below:

{DirectAccessLink}

Alternatively, you may also access course evaluations by following these steps:

1. Go to <https://faulkner.smartersurveys.com>
2. Click the "Faculty" box
3. Enter your email address in the username field
4. Enter your census identity number in the password field; census identify numbers are available from departmental secretaries

Thank you for encouraging students to participate in this very important survey.

Director of Institutional Research

Faculty Members:

Your students will receive their electronic End of Course survey emails at their TROY email accounts beginning Wednesday, November 30th. Please ask your students to clear their mailboxes so that they can receive their emails. Also, please encourage all students to participate in this important institutional effectiveness process by completing their surveys. If they do not receive an email with a link to your course, have them send an email to coursesurveyhelp@troy.edu and ask that they provide their TROY email address, name and missing course number. Periodic email reminders to complete the End of Course surveys will be sent to all students.

Thank you for your help with this process. Please contact me with any questions or concerns.

Thank You Notifications

Dear {FirstName} {LastName},

Thank you for completing the following SETE:

{CompletedSurvey}

Dear {FirstName} {LastName},

Thank you for completing the following course evaluation surveys:

{CompletedSurveyList}

If your instructor is awarding bonus points for participation, print off this message as verification of survey completion and show it to them.

BTW, Any remaining surveys pending your participation are listed below this line:

{RemainingSurveyList}

Your responses are very important to us as they help us improve our teaching.

Much thanks again,

Brenda G. Turner, Ph.D., CUA

Director of Institutional Research

