Sample Course Evaluation Communication Invitation Message

Dear %fname%,
You have almost completed your fall semester - congratulations!

As a student enrolled in the [Course Name] course, please complete a course and instructor evaluation as soon as possible. Your responses are anonymous; your professor will not be given the opportunity to review the anonymous student responses until after grades have been posted. The online evaluation is available now and will be available until December 13th, 2013.

Please follow the instructions below to complete your course evaluation:

1. Logon to **insidePacific**: **https://insidepacific.pacific.edu**

2. Click on the "**Academic Tab**"

3. Click on "**Pacific Course Evaluation System**"

4. Select the course you are evaluating on the left side.

5. You will now be on the form and can mark boxes and type in comments.

IMPORTANT: From this point on, you will receive reminders [enter reminder schedule such as daily, weekly, etc.] beginning at 1:00 a.m. until you have completed the survey. The online student evaluations are automated and the time is set within the program so this cannot be changed. The good news is that once you complete and submit the survey, the emails will stop!

If you have any questions, feel free to contact your professor, or the [enter the name of the individual who students can contact, typically the Director/Chair] at [enter email address].

Thank you for taking the time to give your feedback and helping us improve your educational experience.

Sincerely,
[Name]
[Title]
[Any other contact information needed]
University of the Pacific

Sample Course Evaluation Communication Reminder Message

Hello %fname%,

How do you make these emails stop? Complete and submit the evaluation form!

Please follow the instructions below to complete your course evaluation:

1. Logon to **insidePacific**: **https://insidepacific.pacific.edu**

2. Click on the "**Academic Tab**"

3. Click on "**Pacific Course Evaluation System**"

4. Select the course you are evaluating on the left side.

5. You will now be on the form and can mark boxes and type in comments.

Thank you for your feedback!
[Name]
[Title]
[Any other contact information needed]
University of the Pacific