



IDEA Email Notification Templates

For Faculty and Students

IDEA and our technology platform partner, Campus Labs, have developed email notification templates to assist with your institution's Student Ratings of Instruction (SRI) System communication plans.

Should you have questions about how to set up these templates in your system, the following links provide helpful information. Please contact your assigned Campus Labs or IDEA support representative for further assistance.

How do I add mailings to my administration?

<http://courseevaluationsupport.campuslabs.com/entries/52055153-How-do-I-add-mailings-to-my-administration->

Scheduling Mailings

<http://courseevaluationsupport.campuslabs.com/entries/53213936-Scheduling-Mailings>

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VERIFICATION CHECKLIST

Please verify the following items before emails are sent out to Faculty and Students.

Here are some things to check:

- ✓ Emails are scheduled
- ✓ Verify links are in the message
- ✓ White list our IP address to prevent emails from going to spam folders-
<http://courseevaluationsupport.campuslabs.com/entries/91672593-Email-Whitelisting-Information>
- ✓ Check that all courses have students and faculty assigned (review the course grid)
- ✓ Preview the survey
- ✓ Review to ensure the right courses are getting the right form (long form versus short form)
- ✓ If applicable, check to ensure custom questions show up correctly

Once administration is set up, faculty can access the Learning Objectives Selection forms to make selections and add questions (if applicable).

INVITATION to Faculty to Select Relevant Learning Objectives

Colleagues:

The IDEA Student Ratings of Instruction survey will be open to students [Insert date range ___/___/___ - ___/___/___]. Please complete your selection of Learning Objectives for each course surveyed.

Instructions for Selecting Learning Objectives

The purpose of this form is to select learning objectives that are most Important or Essential for your course. It must be completed before the survey **close** date of ___/___/____. If no objectives are selected, or the Learning Objectives form is not completed, the system defaults all 13 objectives to Important, which may unfavorably skew your results and have major ramifications on the usefulness of the data.

Please note, if you are adding additional questions, this must be completed before the **start** date of the survey (___/___/___). At any time during the open survey period you may view current response rates.

Access your Learning Objectives form and response rates by using your institution credentials to log into the portal here:

[INSERT FACULTY ACCESS LINK by selecting the Placeholders dropdown in the email message body area]

For strategies in selecting Learning Objectives follow this link:

<http://ideaedu.org/support/strategies-for-selecting-learning-objectives/>

General information about the IDEA Student Ratings of Instruction system may be found at:

<http://ideaedu.org/services/student-ratings>

If you have any questions, please email me at _____@_____.

REMINDER to Faculty to Select Relevant Learning Objectives

Colleagues:

This is a reminder that the IDEA Student Ratings of Instruction survey is now open and available for students to complete through [insert close date]. If you have already selected your Learning Objectives, thank you! If not, please do so as once the survey closes you will not be able to submit your Learning Objectives.

Instructions for Selecting Learning Objectives

The purpose of this form is to select learning objectives that are most Important or Essential for your course. It must be completed before the survey **close** date of ___/___/____. If no objectives are selected, or the Learning Objectives form is not completed, the system defaults all 13 objectives to Important, which may unfavorably skew your results and have major ramifications on the usefulness of the data.

Please note, if you are adding additional questions, this must be completed before the **start** date of the survey (___/___/___). At any time during the open survey period you may view current response rates.???

Access your Learning Objectives form and response rates by using your institution credentials to log into the portal here:

[INSERT FACULTY ACCESS LINK by selecting the Placeholders dropdown in the email message body area]

For strategies in selecting Learning Objectives follow this link:

<http://ideaedu.org/support/strategies-for-selecting-learning-objectives/>

General information about the IDEA Student Ratings of Instruction system may be found at:

<http://ideaedu.org/services/student-ratings>

If you have any questions, please email me at _____@_____.

ACTIVE SURVEY Announcement to Faculty

To Faculty: IDEA Student Surveys are Active. Please discuss with your students.

Colleagues:

The IDEA Student Ratings of Instruction survey is now open and available for students to complete through [insert close date].

Keys for Successful Response Rates

Research and best practice consistently show the single greatest factor to increase participation in online student ratings surveys is for faculty to express and demonstrate how the results are important and used in making meaningful change. The next most influential factor is to set aside time in class to complete the surveys.

To learn more about best practices for online response rates, please take a look at the following page - <http://ideaedu.org/support/existing-idea-paper-and-online-clients/idea-online-support/best-practices-for-online-response-rates/>.

We understand time in class can be limited. However, when applicable, if you allow approximately 20 minutes for your students to complete surveys during class, research shows response rates improve. Mobile devices with an Internet connection such as smart phones, tablets, iPods, etc. can all be used to access the surveys.

[Insert Student Access Link by selecting the Placeholders dropdown in the email message body area]

Students may log in with their institution credentials (eID and password). Students will also be receiving a notification and email reminders to complete their surveys. Even so, in-class reminders are very helpful. The student access link does not change and can be used from one term to the next.

*****SAMPLE STUDENT EMAIL ANNOUNCEMENT*****

Dear (insert first name placeholder here),

Your feedback matters!

We value your feedback and invite you to complete the IDEA Student Ratings of Instruction survey for your courses this semester. The survey period will be open from ___/___/___ - ___/___/___.

Every survey is confidential and your thoughtful responses regarding the instructional aspects of the course provide faculty with insights about effectiveness and gives insight into future improvements for the course and programs.

Your instructor may set aside time in class to complete the surveys. Any device with a wireless Internet connection (smart phone, iPad, tablet, laptop, etc.) can access the survey

by using the instructions listed below. The system is set to automatically create reminders. Once your surveys have been completed you will no longer receive these reminder messages.

To access your surveys, please go to (insert Student Link here). Please follow the link and sign in to the system using your system ID and password. If you have technical issues with your ID or password, please contact (insert name/department here) for assistance at

_____.

Thank you in advance for helping our faculty improve your learning environment!

Sincerely,

(Office/person responsible for administering end of semester surveys)

REMINDER: IDEA Student Surveys Closing Soon. Please discuss with your students.

Colleagues:

The IDEA Student Ratings of Instruction survey is now open and available for students to complete through [insert close date]. Please take a moment to remind your students to participate.

Keys for Successful Response Rates

Research and best practice consistently show the single greatest factor to increase participation in online student ratings surveys is for faculty to express and demonstrate how the results are important and used in making meaningful change. The next most influential factor is to set aside time in class to complete the surveys.

To learn more about best practices for online response rates, please take a look at the following page - <http://ideaedu.org/support/existing-idea-paper-and-online-clients/idea-online-support/best-practices-for-online-response-rates/>.

We understand time in class can be limited. However, when applicable, if you allow 15-20 minutes for your students to complete their surveys during class research has shown response rates are higher. Mobile devices such as smart phones, tablets, iPods, etc. can all be used to access the surveys. Surveys are open and available for them to complete by accessing the following link:

[Insert campus URL]

Students may log in with their institution eID and password. Students will also be receiving a notification and email reminders to complete their surveys. Even so, in class reminders are very helpful.

The link listed above will not change from term to term, therefore, we encourage you to add the link to your syllabi for future courses and to share the link in every location students turn to for course information.

Please take a moment to communicate with your students regarding the importance of the surveys and when you would like for them to complete them.

For your information, below is a copy of the instructions emailed to students:

Dear (insert first name placeholder here),

Your feedback matters!

We value your feedback and invite you to complete the IDEA Student Ratings of Instruction survey for your courses this semester. The survey period will be open from ___/___/___ - ___/___/___.

Every survey is confidential and your thoughtful responses regarding the instructional aspects of the course provide faculty with insights about effectiveness and gives insight into future improvements for the course and programs.

Your instructor may set aside time in class to complete the surveys. Any device with a wireless Internet connection (smart phone, iPad, tablet, laptop, etc.) can access the survey by using the instructions listed below. The system is set to automatically create reminders. Once your surveys have been completed you will no longer receive these reminder messages.

To access your surveys, please go to (insert Student Link here). Please follow the link and sign in to the system using your system ID and password. If you have technical issues with your ID or password, please contact (insert name/department here) for assistance at _____.

Thank you in advance for helping our faculty improve your learning environment!

Sincerely,

(Office/person responsible for administering end of semester surveys)

FACULTY REPORTS are Available

Dear Colleagues,

The final reports for your (insert semester) IDEA Student Ratings of Instruction surveys are now available for your review. You may access your report by clicking on this link (**insert faculty portal URL**) and logging in with your institutional credentials, just as you did when filling out your Objectives Selection form. This access link will remain the same over time, so please feel free to bookmark or save it in a convenient location for yourself for easy access in the future.

As you will see there is a rich amount of data available in these reports. Please contact (insert name of person/office) to schedule a brief meeting to discuss best ways to interpret and apply the feedback provided in the reports.

For questions regarding accessing the surveys please contact (insert contact info). For all other questions please contact (insert contact info).

We look forward to partnering with you in making the most of the IDEA SRI System feedback.

Sincerely,
(Contact person/office info)

INVITATION TO STUDENTS to Participate

Dear (insert first name placeholder here),

Your feedback matters!

We value your feedback and invite you to complete the IDEA Student Ratings of Instruction survey for your courses this semester. The survey period will be open from ___/___/___ - ___/___/___.

Every survey is confidential and your thoughtful responses regarding the instructional aspects of the course provide faculty with insights about effectiveness and gives insight into future improvements for the course and programs.

Your instructor may set aside time in class to complete the surveys. Any device with a wireless Internet connection (smart phone, iPad, tablet, laptop, etc.) can access the survey by using the instructions listed below. The system is set to automatically create reminders. Once your surveys have been completed you will no longer receive these reminder messages.

To access your surveys, please go to (insert Student Link here). Please follow the link and sign in to the system using your system ID and password. If you have technical issues with your ID or password, please contact (insert name/department here) for assistance at _____.

Thank you in advance for helping our faculty improve your learning environment!

Sincerely,

(Office/person responsible for administering end of semester surveys)

REMINDER to Students to Participate - Your Feedback Matters!

Dear (insert first name here),

Your feedback matters!

You are receiving this email because you have not yet completed your IDEA Student Ratings survey for each of your courses this semester. The survey period closes ___/___/____.

Every survey is confidential and your thoughtful responses regarding the instructional aspects of the course provide faculty with insights about effectiveness and gives insight into future improvements for the course and programs.

Your instructor may set aside time in class to complete the surveys. Any device with a wireless Internet connection (smart phone, iPad, tablet, laptop, etc.) can access the survey by using the instructions listed below. The system is set to automatically create reminders. Once your surveys have been completed you will no longer receive these reminder messages.

To access your surveys, please go to (insert Student Link here). Please follow the link and sign in to the system using your system ID and password. If you have technical issues with your ID or password, please contact (insert name/department here) for assistance at _____.

Thank you in advance for helping our faculty improve your learning environment!

Sincerely,

(Office/person responsible for administering end of semester surveys)

FINAL DAY TO PARTICIPATE - Your Feedback Matters!

Dear (insert first name here),

Your feedback matters!

You are receiving this email because you have one or more IDEA Student Ratings surveys to complete. The survey period ends tomorrow!

Every survey is confidential and your thoughtful responses regarding the instructional aspects of the course provide faculty with insights about effectiveness and gives insight into future improvements for the course and programs.

Your instructor may set aside time in class to complete the surveys. Any device with a wireless Internet connection (smart phone, iPad, tablet, laptop, etc.) can access the survey by using the instructions listed below. The system is set to automatically create reminders. Once your surveys have been completed you will no longer receive these reminder messages.

To access your surveys, please go to (insert Student Link here). Please follow the link and sign in to the system using your system ID and password. If you have technical issues with your ID or password, please contact (insert name/department here) for assistance at

_____.

Thank you in advance for helping our faculty improve your learning environment!

Sincerely,

(Office/person responsible for administering end of semester surveys)