

SAMPLE EMAIL TO STUDENTS TO COMPLETE ONLINE COURSE EVALUATION

Dear Students,

We are communicating to let you know that there is an **end-of-term online course evaluation** for you to provide feedback on your course.

Course evaluation information can be accessed via the site <https://courseevaluations.yorku.ca/>. To complete your course evaluation, click on the 'Login to Online Course Evaluation System' button on the top right hand side of this page or use this direct link <https://once.uit.yorku.ca/>.

You will need to log in with your Student Passport York Account and search with your course ID from your dashboard.

Course information: [insert text]

Course instructor name: [insert text]

The evaluation is currently open to students on: [insert date] and will close at the end of the day on: [insert date]

This course evaluation process is entirely anonymous and confidential.

Thanking you in advance for your participation.