

Online SET automatically sends notifications and reminder emails to students during the evaluation process. When students receive encouragement from instructors, it can significantly help to boost student response rates. The sample templates below are provided for you to adjust if you wish to send your students additional, optional messages to encourage them to participate in the course evaluation process.

## **Sample email to students that the evaluation period is about to begin**

Hello students,

Soon you will be receiving an email invitation from SET to complete an online evaluation for my course. The email will be sent to your WSU inbox. This is your opportunity to let me know your thoughts on the course and your learning experience this semester. Please take the time to provide your honest feedback your suggestions and the results from this survey will help me improve my course for future students.

Please be on the lookout for the email in the days to come.

## **Sample reminder email to Students**

Hello students,

You should have received your email invitation from SET regarding your online evaluation for my course by this time. If you have not yet done so, please take the time to complete your evaluation. Your feedback is important to me.

I look forward to hearing your thoughts and ideas regarding your learning experience in my class. Your input will help me make course improvements beneficial to the instruction of future students.

Thank you.