

```
<!DOCTYPE html>
<html>
<head>
<style>
body { background-color:#F0F0F0; margin:0; padding:0;
}
</style>
</head>

<body>

<table align="center" border="0" cellpadding="1" cellspacing="1"
style="background-color:#FFFFFF; width:600px;">
<tr>
<td>

<!-- PREHEADER -->
<table align="center" border="0" cellpadding="0" cellspacing="0" dir="ltr"
style="background-color:#FFFFFF; width:500px;">
<tr>
<td style="text-align:center; font-family:arial,helvetica,sans-serif;
font-size:0px; color:#FFFFFF;">Raise your voice! We're listening.</td>
</tr>
</table>
</!-- PREHEADER -->

<!-- LOGO -->
<table align="center" border="0" cellpadding="0" cellspacing="48"
style="background-color:#FFFFFF; width:500px;">
<tr>
<td style="text-align:center;"><a href="https://www.utoronto.ca/"
target="_blank"></a></td>
</tr>
</table>
</!-- LOGO -->

<!-- HEADER -->
<table align="center" border="0" cellpadding="16" cellspacing="0" dir="ltr"
style="background-color:#002A5C; width:500px;">
<tr>
<td style="text-align:center; font-family:arial,helvetica,sans-serif;
font-size:16px; font-weight:bold; color:#FFFFFF;">[R$FN], your voice matters!</td>
</tr>
```

</table>

<!-- HEADER -->

<!-- INTRODUCTION -->

<table align="center" border="0" cellpadding="0" cellspacing="0" dir="ltr" style="background-color:#FFFFFF; width:500px;">

<tr>

<td style="padding: 48px 24px 24px 24px; font-family:arial,Helvetica,sans-serif; font-size:14px; color:#000000;">Hello, [R\$FN].

Now is your opportunity to evaluate your courses and instructors. Your feedback is important, and sharing a fair and honest assessment of your learning experience has never been easier.

Online evaluations are currently available for the following courses:</td>

</tr>

</table>

<!-- INTRODUCTION -->

<!-- COURSE TABLE -->

<table align="center" border="1" cellpadding="6" cellspacing="0" dir="ltr" style="border-collapse:collapse; border-color:#b3b3b3; width="452px;">

<tr style="border: 1px solid #b3b3b3;">

<td style="background-color:#F0F0F0; font-family:arial,Helvetica,sans-serif; font-size:12px; font-weight:bold; text-transform:uppercase; color:#000000;">Course</td>

<td style="background-color:#F0F0F0; font-family:arial,Helvetica,sans-serif; font-size:12px; font-weight:bold; text-transform:uppercase; color:#000000;">Instructor</td>

<td style="background-color:#F0F0F0; font-family:arial,Helvetica,sans-serif; font-size:12px; font-weight:bold; text-transform:uppercase; color:#000000;">Evaluation End</td>

</tr><tr>[*(</tr><tr style="border: 1px solid #b3b3b3;">)]

<td style="background-color:#FFFFFF; font-family:arial,Helvetica,sans-serif; font-size:11px;">S\$NAME</td>

<td style="background-color:#FFFFFF; font-family:arial,Helvetica,sans-serif; font-size:11px;">C\$LN</td>

<td style="background-color:#FFFFFF; font-family:arial,Helvetica,sans-serif; font-size:11px;">S\$FOEND</td>]

</tr>

</table>

<!-- COURSE TABLE -->

<!-- CTA LINK 1 -->

FO 01 Invitation E-mail Code - Updated 2019-Jan.txt

```
<table align="center" border="0" cellpadding="0" cellspacing="0" style="background-color:#FFFFFF; width:500px;">
<tr>
<td style="padding: 36px 24px 48px 24px;">
<table align="center" border="0" cellpadding="0" cellspacing="0" dir="ltr" style="border: solid 1px #DA7C0C; background-color: #F78D1D; background-image: linear-gradient(#FAA51A, #F47A20); border-radius:25px; color:#FFFFFF; padding:16px 40px; text-decoration:none; width:325px;">
<tr>
<td style="text-align:center;">$(($ <span style="font-family:arial,helvetica,sans-serif; font-size:14px; color:#FFFFFF; font-weight:bold; text-decoration:none;">EVALUATE MY COURSES &nbsp;&rsquo;&rsquo;</span> $)$</td>
</tr>
</table>
</td>
</tr>
</table>
<!-- CTA LINK 1 -->
```

<!-- THREE COLUMNS -->

```
<table align="center" border="0" cellpadding="0" cellspacing="0" style="background-color:#FFFFFF; width:500px;">
<tr>
```

<!-- COLUMN 1 IMAGE - IT'S QUICK IMAGE -->

```
<td style="text-align:center; background-color:#F0F0F0; padding: 12px 12px 0px 12px; width:32.5%;"></td>
<td style="width:1.25%;">&nbsp;&nbsp;&nbsp;</td>
```

<!-- COLUMN 2 IMAGE - IT'S CONFIDENTIAL IMAGE -->

```
<td style="text-align:center; background-color:#F0F0F0; padding: 12px 12px 0px 12px; width:32.5%;"></td>
<td style="width:1.25%;">&nbsp;&nbsp;&nbsp;</td>
```

<!-- COLUMN 3 IMAGE - WE'RE LISTENING IMAGE -->

```
<td style="text-align:center; background-color:#F0F0F0; padding: 12px 12px 0px 12px; width:32.5%;"></td>
</tr>
```

```
<tr>
```

FO 01 Invitation E-mail Code - Updated 2019-Jan.txt

```
<!-- COLUMN 1 LABEL - IT'S QUICK LABEL -->
<td style="text-align:center; background-color:#F0F0F0; padding: 12px 0px 0px 0px;
width:32.5%; font-family:arial,Helvetica,sans-serif; font-size:14px;
font-weight:bold;">It's quick.</td>
<td style="width:1.25%;">&nbsp;</td>

<!-- COLUMN 2 LABEL - IT'S CONFIDENTIAL LABEL -->
<td style="text-align:center; background-color:#F0F0F0; padding: 12px 0px 0px 0px;
width:32.5%; font-family:arial,Helvetica,sans-serif; font-size:14px;
font-weight:bold;">It's confidential.</td>
<td style="width:1.25%;">&nbsp;</td>

<!-- COLUMN 3 LABEL - WE'RE LISTENING LABEL -->
<td style="text-align:center; background-color:#F0F0F0; padding: 12px 0px 0px 0px;
width:32.5%; font-family:arial,Helvetica,sans-serif; font-size:14px;
font-weight:bold;">We're listening.</td>
</tr>

<tr>

<!-- COLUMN 1 TEXT - IT'S QUICK TEXT -->
<td style="text-align:center; background-color:#F0F0F0; padding: 12px 12px 24px
12px; width:32.5%; font-family:arial,Helvetica,sans-serif;
font-size:11px;">Complete your course evaluations on campus, at home, or on the go!
The online evaluation system is easy to use and mobile-friendly.</td>
<td style="width:1.25%;">&nbsp;</td>

<!-- COLUMN 2 TEXT - IT'S CONFIDENTIAL TEXT -->
<td style="text-align:center; background-color:#F0F0F0; padding: 12px 12px 24px
12px; width:32.5%; font-family:arial,Helvetica,sans-serif; font-size:11px;">Your
responses are completely confidential. Additionally, instructors can only view
their anonymized evaluations after all grades are finalized.</td>
<td style="width:1.25%;">&nbsp;</td>

<!-- COLUMN 3 TEXT - WE'RE LISTENING TEXT -->
<td style="text-align:center; background-color:#F0F0F0; padding: 12px 12px 24px
12px; width:32.5%; font-family:arial,Helvetica,sans-serif; font-size:11px;">Your
feedback directly informs U of T course offerings and course content, as well as
the institution's faculty hiring and promotion decisions.</td>

</tr>
</table>
<!-- THREE COLUMNS -->

<!-- IMPORTANT DATES -->
<table align="center" border="0" cellpadding="0" cellspacing="0"
```

```

style="background-color:#FFFFFF; width:500px;">
<tr>
<td style="text-align: left; padding: 36px 0px 0px 24px;
font-family:arial,Helvetica,sans-serif; font-size:14px;
font-weight:bold;">Important Dates</td>
<td style="text-align: center; width:30px;"></td>
<td style="width:150px;"></td>
<tr>
<td style="text-align: left; padding: 2px 0px 12px 24px;
font-family:arial,Helvetica,sans-serif; font-size:11px;">You can evaluate your
courses anytime between now and [( /) S$FOEND]. This is your chance to make your
voice heard, so complete your evaluations soon!</td>
<td>&nbsp;</td>
<td style="width:150px;"></td>
</tr>
</table>
<!-- IMPORTANT DATES -->

```

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<!-- EVALUATION RESULTS -->
<table align="center" border="0" cellpadding="0" cellspacing="0"
style="background-color:#FFFFFF; width:500px;">
<tr>
<td style="text-align: left; padding: 12px 0px 2px 24px;
font-family:arial,Helvetica,sans-serif; font-size:14px;
font-weight:bold;">Evaluation Results</td>
<td style="text-align: center; width:30px;"></td>
<td style="width:150px;"></td>
<tr>
<td style="text-align: left; padding: 2px 0px 12px 24px;
font-family:arial,Helvetica,sans-serif; font-size:11px;">About a month after the
term ends, you can view anonymized, aggregated quantitative course evaluation
results on Quercus. This information can help you to select future courses.</td>
<td>&nbsp;</td>
<td style="width:150px;"></td>
</tr>
</table>
<!-- EVALUATION RESULTS -->

```

```

<!-- QUESTIONS -->
<table align="center" border="0" cellpadding="1" cellspacing="1"
style="background-color:#FFFFFF; width:500px;">
<tr>
<td style="text-align: left; padding: 12px 0px 2px 24px;
font-family:arial,Helvetica,sans-serif; font-size:14px;
font-weight:bold;">Questions?</td>
<td style="text-align: center; width:30px;"></td>

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<td style="width:150px;"></td>
<tr>
<td style="text-align: left; padding: 2px 0px 12px 24px;
font-family:arial,Helvetica,sans-serif; font-size:11px;">Contact us at <a
href="mailto:course.evaluations@utoronto.ca?Subject=Course%20Evaluations%20Inquiry"
target="_top">course.evaluations@utoronto.ca</a>.</td>
<td>&nbsp;</td>
<td style="width:150px;"></td>
</tr>
</table>
<!-- QUESTIONS -->
```

```
<!-- CONCLUSION -->
<table align="center" border="0" cellpadding="1" cellspacing="1"
style="background-color:#FFFFFF; width:500px;">
<tr>
<td style="text-align:left; padding: 12px 24px 0px 24px;
font-family:arial,Helvetica,sans-serif; font-size:14px; color:#000000;">Your course
evaluations will close on <span style="font-weight:bold;">[* ( /) S$FOEND]</span>,
so complete your course evaluations soon. Your voice matters!</td>
</tr>
</table>
<!--CONCLUSION -->
```

```
<!-- CTA LINK 2 -->
<table align="center" border="0" cellpadding="0" cellspacing="0"
style="background-color:#FFFFFF; width:500px;">
<tr>
<td style="padding: 36px 24px 48px 24px;">
<table align="left" border="0" cellpadding="0" cellspacing="0" dir="ltr"
style="border: solid 1px #DA7C0C; background-color: #F78D1D; background-image:
linear-gradient(#FAA51A, #F47A20); border-radius:25px; color:#FFFFFF; padding:16px
40px; text-decoration:none; width:325px;">
<tr>
<td style="text-align:center;">$( $ <span
style="font-family:arial,Helvetica,sans-serif; font-size:14px; color:#FFFFFF;
font-weight:bold; text-decoration:none;">EVALUATE MY COURSES NOW
&nbsp;&rsquo;&rsquo;</span> $)</td>
</tr>
</table>
</td>
</tr>
</table>
<!-- CTA LINK 2 -->
```

```
<!-- SIGNATURE -->
<table align="center" border="0" cellpadding="1" cellspacing="1"
style="background-color:#FFFFFF; width:500px;">
<tr>
<td style="text-align:left; padding: 0px 24px 48px 24px;
font-family:arial,Helvetica,sans-serif; font-size:14px; color:#000000;">Regards,<br
/>
<br />
Susan McCahan<br />
Vice-Provost, Academic Programs<br />
University of Toronto</td>
</tr>
</table>
<!-- SIGNATURE -->

</td>
</tr>
</table>
</body>
</html>
```