

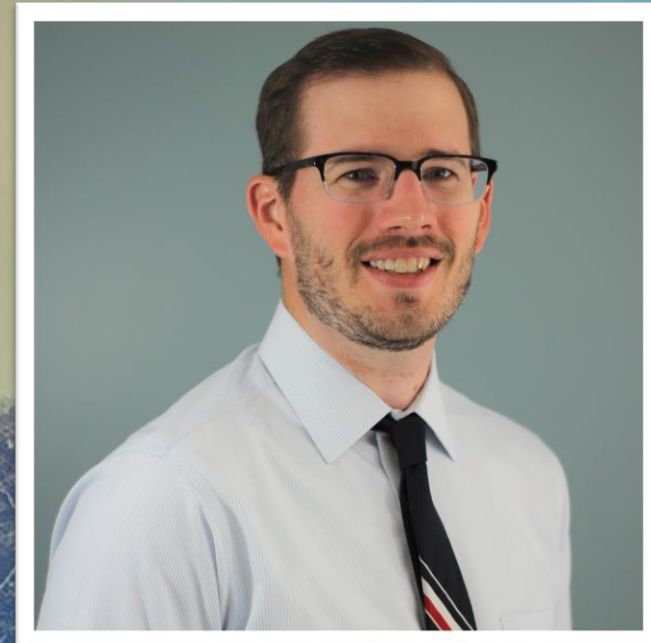
UF

Survey Emails as an Effective Tool for Improving Response Rates: Sharing Email HTML Codes

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Instructional Assessment Coordinator
Center for Teaching Excellence

<https://gatorevals.aa.ufl.edu/>
GatorEvals-Support@ufl.edu



Agenda

Where We
Were



Where We
Are



Q&A



Where We Were



Student Fillout Task

Dear [R\$FN],

As part of the University's focus on improving the learning experience, we are seeking your feedback on the courses you are currently enrolled in. Your thoughtful responses are important to your instructor and to the University of Florida. After final grades have been received by the Registrar's Office, your instructor will receive a summary of student responses.

Evaluation results are used to improve the overall learning experience at UF. Your responses are also considered in the Faculty merit, tenure, and promotion processes. Your responses are valuable and confidential. Thank you for taking the time to complete your course evaluations.

[Complete your GatorEvals](#)

If you have any questions, please contact GatorEvals-Support@ufl.edu.

Thank you!

University of Florida

Where We Were



Instructor Reports

[External Email]

Dear John,

Your Individual Instructor Aggregated Reports are now available for your GatorEvals course evaluations. This updated report combines all sections of the same course taught by you.

[View Your Reports](#)

If you have any questions, please contact GatorEvals-Support@ufl.edu

Kind regards,

John Jordi, Ph.D.

Instructional Assessment Coordinator

University of Florida

Where We Were



Bluenotes Global 2019



Student Fillout Task Email

University of Toronto presented on an update to their email template to students.



Where We Were



Bluenotes Global 2019



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Worked with colleague within UFIT to modify HTML code in Dreamweaver.



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Sent multiple drafts to Research Working Group and other faculty/staff for review/edits.

GATOREVALS

[R\$FN], your voice matters!

Hello, [R\$FN],

Your feedback is essential to the continued success/improvement of the course and contributes to the evaluation of teaching effectiveness of the faculty. Please use this opportunity to provide constructive feedback on your courses and instructors. Constructive feedback focuses on the substance of the course and teaching practices. Derogatory or offensive language or comments about clothing, hairstyle, etc. diminish the value of your feedback.

Online evaluations are currently available for the following courses:

Course	Instructor	Evaluation End
\$\$NAME	CSLN	\$\$FOEND

\$\$ EVALUATE MY COURSES AND INSTRUCTORS » \$\$

Where We Were



Bluenotes Global 2019

UF

Items to Include:

- Link to Complete
- Type of Feedback Expected
- Find Prior Evaluations
- Help/Support



[Constructive Feedback](#)

Your feedback directly informs course content, delivery and course offerings, as well as contributes to the evaluation of teaching effectiveness.



[GatorEvals Public Results](#)

Your instructor will not be able to see any student identifiable information associated with responses. Anonymized responses are not available to instructors until after grades are posted.



Need Help?

For any questions or concerns, please visit [GatorEvals Support](#)

Regards,

Chris Hass, Ph.D.

Associate Provost for Academic and Faculty Affairs

University of Florida

GatorEvals-Support@ufl.edu

Moving Forward



Unlayer



UF

Center for Teaching Excellence purchased license for
Unlayer

Activity

Subject View
Management



Fillout Task



Dean/Administrator
Reports



DIG User



Subject View Management

1



GatorEvals Response Rates

Dear John,

The University of Florida is committed to ensuring the quality of its academic programs, its teaching and the learning experiences of its students. An important component of this commitment is the regular evaluation of courses by students.

Your course evaluation surveys will be opening shortly for students to complete.

GatorEvals allows students to complete their evaluation(s) via email notification, popup message in Canvas, Canvas announcement, calendar, and to-do task. You can also encourage them by providing the direct link <https://ufl.bluera.com/ufl/> in your course materials.

Monitor Your GatorEvals Response Rates

Student Midterm



2

John, Got a Minute?

The objective of a midterm evaluation is to offer constructive feedback to your instructor prior to the end of the semester. Please take a few moments to complete the midterm evaluation form. Your instructor will receive a copy of all student responses the day after the midterm evaluation ends, but identifiable student information will not be available.

Help Your Instructor With:

- ✓ Course Recommendations
- ✓ Identifying Strengths
- ✓ Areas of Improvement

[Complete Midterm](#)

Your Feedback Matters!

Student Fillout Task




Hello, John,

Your feedback is essential to the continued success/improvement of the course and contributes to the evaluation of teaching effectiveness of the faculty. Please use this opportunity to provide constructive feedback on your courses and instructors. Constructive feedback focuses on the substance of the course and teaching practices. Derogatory or offensive language or comments about clothing, hairstyle, etc. diminish the value of your feedback.

[EVALUATE MY COURSES AND INSTRUCTORS](#)

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GATOREVALS
UNIVERSITY OF FLORIDA


DIG Course Setup

Welcome to GatorEvals! As a Department Administrator/DIG user, you are now [welcome to review and verify your courses](#) to be evaluated this term. The following are a few of the items to review.

Step 1: Verify Dates


Verify evaluate start/end dates are correct.

[Adjusting Evaluation Dates Guide](#)



Step 2: Verify Instructor(s)

Please review and verify the correct instructor is listed.



Instructor End of Term Report



Your Reports Are Now Available

The University of Florida provides three different evaluation report types. Please use the options below to select the report type you wish to view.

GatorEvals PDF Report


View your report that combines all class numbers of the same course into one.

[Access PDF Report](#)

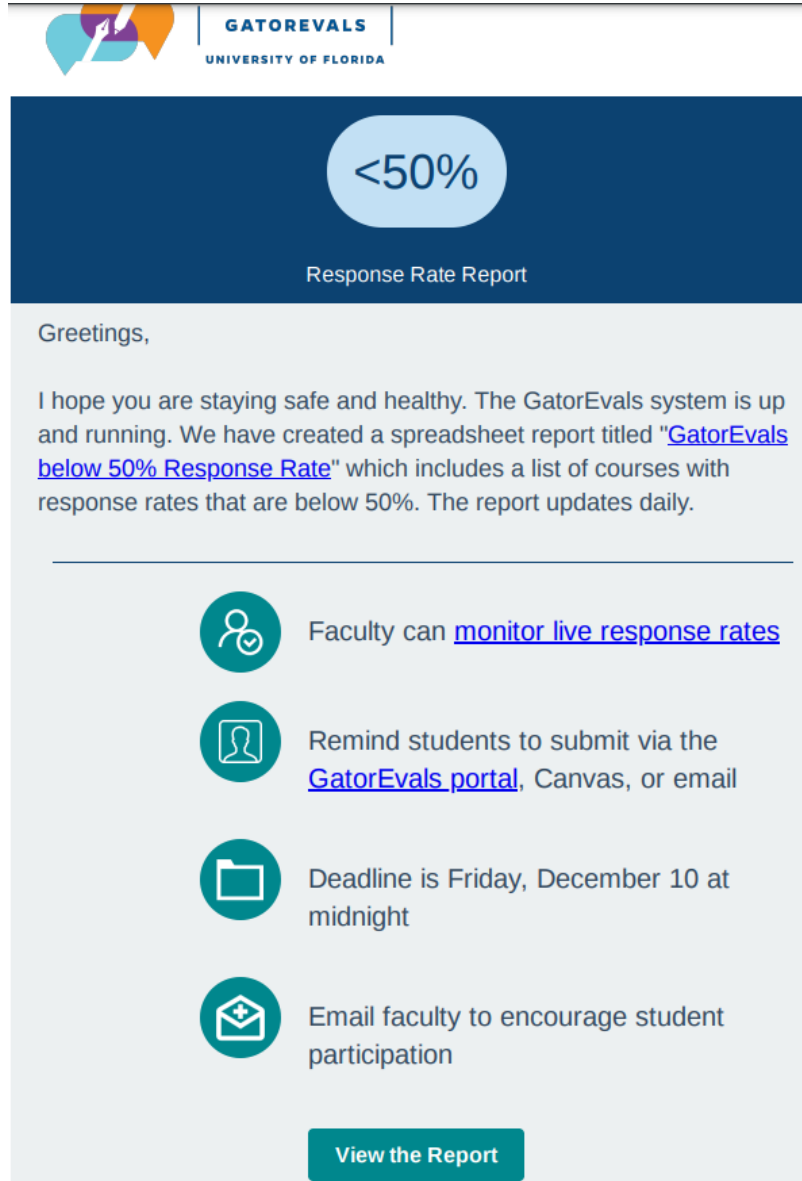
GatorEvals Cognos Report

A downloadable Excel file that provides your evaluation data by class number.





[Access Cognos Report](#)



Response Rate <50% Report



The screenshot shows an email from GatorEvals at the University of Florida. The header includes the GatorEvals logo and the text 'GATOREVALS UNIVERSITY OF FLORIDA'. The main content area has a dark blue background with a white circle containing '<50%' and the text 'Response Rate Report'. Below this, the email body starts with 'Greetings,' followed by a paragraph: 'I hope you are staying safe and healthy. The GatorEvals system is up and running. We have created a spreadsheet report titled "[GatorEvals below 50% Response Rate](#)" which includes a list of courses with response rates that are below 50%. The report updates daily.'

-  Faculty can [monitor live response rates](#)
-  Remind students to submit via the [GatorEvals portal](#), Canvas, or email
-  Deadline is Friday, December 10 at midnight
-  Email faculty to encourage student participation

[View the Report](#)

6

Q&A

