INSTRUCTOR GENERATED E-MAIL REMINDERS

**Via GIBSON ONLINE**

Click: Faculty on the Gibson Menu.

Click: Course Evaluations.

Click the hyperlink under Not Resp: (email)

Please note the following recommendation when writing your email reminders:

Do not mention a specific class or specific dates in the email if you are teaching more than one course. The reminder email will be sent to all students in the table above who have not completed their evaluation in all of the courses you are teaching.

Type text: in the from line, subject line, email address, etc. as desired.

Type message to students.

Click: Update Message

Click: Send a test to yourself

Visit your Tulane email to review the test email.

You should now see that you email message has been saved.

Click: Send this email

Your changes have been saved.

Email Message:

Send this email to the 19 students in your class(es) who have not responded.