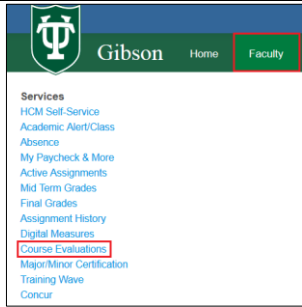
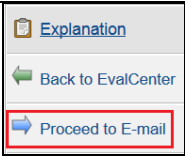
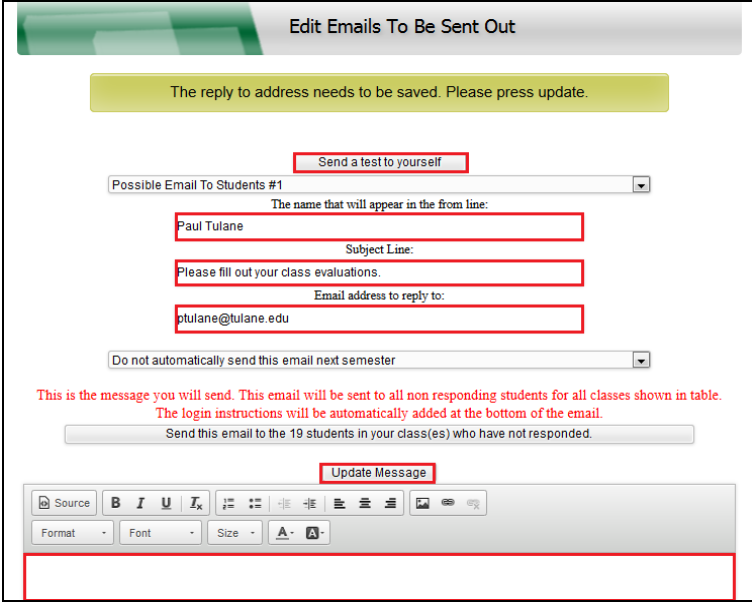


## INSTRUCTOR GENERATED E-MAIL REMINDERS

<p><b>Via GIBSON ONLINE</b></p> <p><b>Click: Faculty</b> on the Gibson Menu.</p> <p><b>Click: Course Evaluations.</b></p>																							
<p><b>Click the hyperlink under Not Resp:</b> (email)</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Preview</th> <th>CRN</th> <th>Dept</th> <th>Num</th> <th>Sec</th> <th>Course</th> <th>Type</th> <th>Total</th> <th>Resp</th> <th>Not Resp</th> <th>% Resp</th> </tr> </thead> <tbody> <tr> <td></td> <td>12345.201410</td> <td>ECON</td> <td>1010</td> <td>01</td> <td>Intro to Microeconomics</td> <td>Lecture</td> <td>28</td> <td>9</td> <td>19 (email)</td> <td>32 %</td> </tr> </tbody> </table>	Preview	CRN	Dept	Num	Sec	Course	Type	Total	Resp	Not Resp	% Resp		12345.201410	ECON	1010	01	Intro to Microeconomics	Lecture	28	9	19 (email)	32 %
Preview	CRN	Dept	Num	Sec	Course	Type	Total	Resp	Not Resp	% Resp													
	12345.201410	ECON	1010	01	Intro to Microeconomics	Lecture	28	9	19 (email)	32 %													
<p><b>Please note the following recommendation when writing your email reminders:</b></p> <p><i>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.</i></p>																							
<p><b>Click:</b>  Proceed to E-mail</p>																							
<p><b>Type text:</b> in the <i>from line, subject line, email address, etc.</i> as desired.</p> <p><b>Type message to students.</b></p> <p><b>Click:</b> </p> <p><b>Click:</b> </p> <p>Visit your Tulane email to review the test email.</p>																							
<p>You should now see that you email message has been saved.</p> <p><b>Click:</b> </p>	<p><b>Your changes have been saved.</b></p> <p><b>Email Message:</b></p> <p style="border: 1px solid red; padding: 5px; display: inline-block;">Send this email to the 19 students in your class(es) who have not responded.</p>																						