**Supplement: Examples of Student Emails**

Students receive a series of up to six email communications instructing them on how to complete their evaluations and reminding them of the deadline to do so. Examples of the automated students emails are below (see Student Email #1, Student Email #2, and Student Email #2). Emails are sent from notification@ce.mail.campuslabs.com.

AUTOMATED STUDENT EMAILS

[Student Email #1]

 From: notification@ce.mail.campuslabs.com

 Subject: Complete Your Web-Based Course Evaluations for Spring 2014!

Dear Student,

You are receiving this email because your course evaluations at UNC Charlotte are now web-based instead of paper. The deadline to complete web-based course evaluations for the Spring 2014 term is **Wednesday, April 30 at 11:59 PM**.

How to Access the System:

Visit uncc.campuslabs.com/courseeval to see a list of your course evaluations available through this new system. Click the title of each course to access the evaluation for that course.

Important Information:

 - Your responses are completely confidential. Your name will not appear in any evaluation data sent to UNC Charlotte, even after final grades are posted.
 - Your ratings are very important to UNC Charlotte and your feedback will help improve course and instruction quality. Please answer each item thoughtfully and honestly. Each evaluation should take five minutes or less to complete.
 - For how-to guides, answers to frequently asked questions, and other useful content related to the web-based course evaluation system, visit myevals.uncc.edu/student-resources

Thank you for your participation!

<https://uncc.campuslabs.com/courseeval/>

[Student Email #2]

From: notification@ce.mail.campuslabs.com

 Subject: REMINDER: Evaluate Your Spring 2014 Courses Today!

Dear Student,

You are receiving this email because one or more of your web-based course evaluations for the Spring 2014 term have not been completed. The deadline to complete these evaluations is Wednesday, April 30 at 11:59 PM.

Evaluate your courses here: <https://uncc.campuslabs.com/courseeval>

**Registration is not required.** Use your NinerNET user name and password to log in.

**Responses are completely confidential.** Your name will not appear in any evaluation data sent to UNC Charlotte.

**Your feedback does make a difference.** UNC Charlotte uses student ratings to monitor course quality and provide professional development for instructors.

Thank you for your participation!

<https://uncc.campuslabs.com/courseeval/>

[Student Email #3]

From: notification@ce.mail.campuslabs.com

 Subject: FINAL REMINDER: Course Evaluations End Today!

Dear Student,

**Today is the last day to provide feedback on your Spring 2014 courses!**

Evaluate your courses here: <https://uncc.campuslabs.com/courseeval>

**Each evaluation should take five minutes or less to complete.**

**Please note**: This email is only being sent to students with course evaluations that have not been completed. Evaluations must be completed before 11:59 PM. Extensions cannot be granted and paper evaluations will not be distributed for these courses.

Thank you for your participation!

<https://uncc.campuslabs.com/courseeval/>