Dear Students,

You should have recently received an email from “FDU Course Evaluation Manager” with a link that you can use to access your course evaluations (<https://fdu.campuslabs.com/courseeval/>; log in with your FDU Webmail username and password). You can access our course evaluation directly by clicking the following link: [INSTRUCTORS: copy and paste direct link to the course from the IDEA website or delete this sentence].

I want to stress that your feedback is very important to me as an instructor and to FDU as a university. We use your feedback on course evaluations to ensure that our teaching, courses, and programs are as effective as they can be. We take what you say very seriously and use what you say to effect real change.

Please be assured that all evaluations are anonymous and confidential. Although you log into the IDEA evaluation website using your FDU email and password, this is done solely to ensure that you are linked to surveys for the classes in which you are enrolled. When IDEA returns the data to FDU, it is scrubbed of all identifying information. In addition, I do not have access to evaluation results until after the course ends and final grades have been submitted.

It should not take you more than 10 to 15 minutes to complete the evaluation. You can complete it by logging into the IDEA website on a computer, laptop, notepad, or smartphone. Again, the login site is: <https://fdu.campuslabs.com/courseeval/>.

The evaluation will close on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; after that date you will no longer be able to complete it. I will give you time in class before that to complete the evaluation, but feel free to complete it outside of class if you'd prefer.

You can find more information about IDEA, including a Student Reference Guide with step-by-step instructions, on the FDU IDEA website: <http://view2.fdu.edu/university-offices/office-of-university-provost/ploaac/idea/students/>

Thank you in advance for your time. If you have any questions, please feel free to let me know.

Sincerely,

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