

# Invitation Email to Instructors

Two days before Student Feedback on Instructor surveys open, instructors receive a system-generated email from [SFI@wcupa.edu](mailto:SFI@wcupa.edu).

Student Feedback on Instructor surveys are Starting Soon!

Subject: Student Feedback on Instructor Surveys are Starting Soon

Hello [Instructor Preferred First Name],

Student Feedback on Instructor surveys for the courses listed below will start soon.

## What you need to know

- Students will receive an email invitation from [SFI@wcupa.edu](mailto:SFI@wcupa.edu) containing links to complete Student Feedback on Instructor surveys.
- Students will also see any open surveys on their D2L home page.
- Students will receive reminder emails and reminder pop-ups in D2L until they have submitted all surveys.

## What you need to do

- Talk about the surveys with your students and encourage them to participate. You may find this [PowerPoint Presentation](#) useful.
- You are encouraged to use class time for your students to take the survey. If you choose this option, allocate time either at the beginning or end of the class period for the survey. After giving the students instructions on how to access the online survey, please exit the classroom to allow students to complete the survey.

The following Student Feedback on Instructor surveys will start soon. Click below to view real-time response rates.

COURSE	SURVEY START DATE	SURVEY END DATE
TST100-11 INSTRUCTOR LAST NAME	Date	date

[VIEW MY RESPONSE RATES](#)

## Resources

The Student Feedback on Instructor website provides information about the online survey system. On the website and linked below, we have provided a Powerpoint presentation for you to use when you're talking with your students about Student Feedback on Instructor surveys. The presentation provides information about the Student Feedback on Instructor survey and why student feedback is important to you as an instructor. It includes the bias statement from the survey, and instructions on how to access the online survey system from email and/or the D2L home page. There is also a QR code for students to scan to complete the survey on their phones.

[Website](#)

[FAQs for Students](#)

[FAQs for Faculty](#)

[PowerPoint Presentation](#) will download automatically to your downloads folder when you click the link.

[QR Code](#) that links users to the online survey system.

Visit the [Student Feedback on Instructor website](#) for answers to Frequently Asked Questions. Contact us at [SFI@wcupa.edu](mailto:SFI@wcupa.edu).

Kind Regards,

Lisa Yannick EdD MS  
Senior Associate Vice President  
Institutional Effectiveness and Planning  
Office of Institutional Research