

**From:** cworks@uwf.edu [mailto:cworks@uwf.edu]  
**Sent:** Day 00/00/0000 Time  
**To:** <Student's/Faculty's Name>  
**Subject:** Online Student Evaluation Notification.

This email is being sent to <student's name> from the University of West Florida.

**Attention Students in Fully Online Classes Only: Online Student Assessment of Instruction Evaluations Now Available**

Students in fully online credit-bearing courses may now complete the Student Assessment of Instruction (SAI) for the <semester> semester, term <term> courses beginning <date> and ending on <date>. Access to the evaluation forms will close after the last day of classes of each respective course. Evaluations have to be submitted separately for each course.

Students enrolled in an eLearning course will see an announcement about the evaluation forms on their home page and course home page within eLearning. This will include a link to the Student of Instruction Assessment evaluation forms.

**NOTE: This online evaluation only applies to FULLY online credit-bearing courses. For regularly scheduled face-to-face or blended (online and face-to-face) classes, students will be provided an opportunity to fill out a paper-based evaluation during class.**

If you have any questions, please contact Connie Works at [cworks@uwf.edu](mailto:cworks@uwf.edu) or at 474-3080.