Dear [R$FN] [R$LN],

As you know, the university is committed to ensuring the quality of our academic programs, maintaining our excellent teaching reputation and constantly enhancing the learning experiences of our students. An important component of achieving this goal is to regularly solicit feedback from all students regarding the experiences they have in their courses.

You are receiving this note because the online Course Experience Survey (CES) for your course has just gone live. The new online system allows you to track the response rates of your course(s) and see the open and close dates of your CES. We know that the instructor's encouragement to complete the survey is crucial in keeping response rates high.

View your courses' response rates at http://www.uvic.ca/learningandteaching/faculty/resources/ces/login.php

If you would like to increase your response rates, the CES Faculty Advisory Committee has developed a website with suggestions for instructors including:

- Emphasise to students how important their responses are to you and to future students taking the course; completing the CES should be seen as part of university citizenship and participation
- Put a statement on your syllabus/class outline explaining the role and importance of the CES and how it will be accessed (there is a suggested statement on the website for your convenience)
- Remind students on more than one occasion, particularly near the end of term, to complete the CES
- Make time in class and suggest students bring mobile devices etc (and remind them the class before) so that students can complete the forms in class time

For other tips and information please see http://www.uvic.ca/learningandteaching/faculty/resources/ces/faq/index.php

Sincerely,
The Course Experience Survey Support Team