**Instructors - Please include the following information in your email reminder(s) to students about the IDEA survey:**

**Hello [Student],**

**Just a reminder to please complete this** [**course evaluation survey**](https://clarke.campuslabs.com/courseeval/) **(IDEA Survey) between [MMDDYYY] and [00:00 Central Time] on [MMMDDYYY].** All course evaluations are completed via a secure online-system during the University-designated timeframe. Your feedback will be used to make improvements to the course and teaching methods in the future.

The link to the survey is:  <https://clarke.campuslabs.com/eval-home/>. You will need to log in to the survey with your Clarke credentials (ID using the underscore between first and last names and password). Once you log in, you will need to select this course to evaluate. Mobile devices with an internet connection such as smart phones, tablets, iPods, etc. can all be used to access the survey. Note: You will only be able to select this course to evaluate if there are more than three students enrolled in the course.

The survey is anonymous and confidential and takes approximately 15-20 minutes to complete. Survey responses are not released to me until after the completion of the final grading submission date associated with the relevant academic term.

Thank you in advance for sharing your feedback!