Instructions for emailing nonrespondents during the evaluation period

1. Log in to CourseWorks with your UNI

2. Your Current Courses will be listed. Select/open your course
   Click on the EVALUATION option on the menu on the left side of the screen

3. Under the "Auto reminder to non-respondent students" column, click on the "Send e-mail reminder" link

4. Enter appropriate text in the Subject and Message fields and click “Submit Message” to send reminder to nonrespondents.