FITCHBURG STATE UNIVERSITY

Explorance Communication Timeline

For Instructors:

7-week courses

Email content	Email send date
Verification of courses (all instructors) Course Opt-out (tenured instructors)	Approx. 6 weeks prior to the end of the class
Course evaluation notification	Approx. 2 weeks prior to the end of the class
Course evaluation response rate monitoring	Approx. 1 week after launch of evaluation
Course evaluation response rate monitoring reminder	Approx. 2 weeks after launch of evaluation

Full-semester courses

Email content	Email send date
Verification of courses (all instructors) Course Opt-out (tenured instructors)	Approx. 7 weeks prior to the end of the class
Course evaluation notification	Approx. 3 weeks prior to the end of the class
Course evaluation response rate monitoring	Approx. 1 week after launch of evaluation
Course evaluation response rate monitoring reminder	Approx. 2 weeks after launch of evaluation

For Students:

7-week courses

Email content	Email send date
Course evaluation invitation	Approx. 2 weeks before the end of the class
Course evaluation reminder 1	Approx. 1 week before the end of the class
Course evaluation reminder 2	During the last week of the class

Full-semester courses

Email content	Email send date
Course evaluation invitation	Approx. 2 weeks before the end of the class
Course evaluation reminder 1	Approx. 1 week before the end of the class
Course evaluation reminder 2	During the last week of the class