Dear Instructor,

You have one or more courses being evaluated online this term.

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**Notice to instructors**

Early half-term Winter Teaching Evaluation period is about to start (Feb. 1 - Feb. 15). In each of your classes during this period, please remind your students to complete their evaluations online. Sample forms and FAQs for Students and Instructors are available at oirp.carleton.ca/ote.

Please remember that a good participation rate is the best way to ensure that the evaluation is fully reflective of the student opinion in each section. Any efforts, on your part, to encourage participation will be highly beneficial and greatly appreciated. Students will receive emails but contact in your class is likely the most effective way to communicate with students.

On the back of this notice you will find some instructions that should answer any questions that students might have - it is also available to the students online at the above link.

Please note that, since many students bring their laptops, tablets or smartphones to class, you can allot some in-class time for students to fill out evaluations. For in-class evaluations, online or on paper, the instructor must leave the classroom. Students can access their personalized evaluation invitation in their Carleton email or they can sign in to the evaluation portal from:

*oirp.carleton.ca/ote*

Thank you,

Office of Institutional Research and Planning
504 Tory Building
613-520-3617 or oirp_administrator@carleton.ca