**ADMINISTRATOR FORM LETTER TO STUDENTS**

**BEST USE: When Implementing Watermark’s Course Evaluation/Surveys**

From: Provost, President, VP, Chief Academic Officers, or Dean

To: Students

Re: Using Watermark’s Course Evaluation & Surveys Solution

Dear Students:

As we prepare for a new term at [INSTITUTION NAME], we’re excited to further enhance the educational experience we provide you. Being able to do that effectively and comprehensively means ensuring that you have an opportunity to evaluate your course experience and provide us feedback.

To do this, we will be using Watermark Course Evaluation & Surveys to collect [end-of-the term] instructor and course feedback. Evaluations will open \_\_\_\_ and close \_\_\_\_. You will have access to the evaluation survey through [Insert LMS].

**How it works**

Watermark Course Evaluation & Surveys is an easy-to-use course evaluation system that integrates directly with our learning management system. You will receive an email when the evaluation survey is available. The email will provide more information as well as a link and instructions on how to access the evaluation. We encourage you to be open and honest in these evaluations. Your identity will be kept private and your instructor will not see the results of your evaluation until grades are finalized. No identifying information is ever directly connected to the feedback you submit.

**Expectations**

We encourage you to be open and honest in these evaluations. Your identity will be kept private, and your instructor will not see the results of your evaluation until grades are finalized. No identifying information is ever directly connected to the feedback you submit. Your feedback on your course experience is important to us because it will help us and your professor improve future offerings of the course.

When you take the time to provide us with your feedback, you’re helping us improve the educational experience of future students. We hope you take advantage of this opportunity to share your course experiences with us.   
  
Sincerely,  
  
  
FirstName LastName  
Title