Email Template 1

Timing: Beginning of Semester

Goal: Remind GenEd instructors of GenEd learning outcomes and assessment obligations

Dear Instructor,

I am writing to you because you are teaching at least one General Education course this semester. All General Education courses are required to have at least one learning outcome assessed each semester. Completing this online assessment is not only part of your obligation as a GenEd instructor, it is also essential for the course(s) to continue to receive GenEd credit.

I encourage you to familiarize yourself with the GenEd Learning Outcomes Repository (LOR) now by uploading your syllabus to the LOR, which is one of the required steps in the assessment process. To do so:

1. Log into the LOR with your IU username and passphrase at https://lor.indiana.edu/
2. Click the “Classes” button to see a list of all GenEd classes which you are teaching and for which you must complete the process.
3. Click on the class for which you would like to upload a syllabus (Note: if a class has been grouped with other sections, you will not be able to link directly to the class itself, as the assessment should be done at the class group level. Hover over a grouped class to see who owns its group.)
4. Follow the on-screen instructions to “upload the syllabus.”

You may return to the LOR to finish the assessment reporting process once you have implemented and evaluated your GenEd assessment for the course(s).

Additional information about GenEd Assessment and the LOR is available at <https://gened.indiana.edu/faculty-and-staff/assessment/index.html>.

The College asks that GenEd assessment for the current semester be completed by [INSERT DEADLINE – SEE <https://curriculum.college.indiana.edu/about/calendar.html?deadline-category=5> FOR DEADLINE INFORMATION].

Thanks,

[SIGNATURE]