Email Template 2

Timing: End of Semester

Goal: Remind instructors to complete the GenEd assessment process

Dear instructor,

As you know, you are teaching at least one course that is part of the campus-wide General Education (GenEd) curriculum. All General Education course are required to have at least one learning outcome assessed each semester.

Now that we are at the end of the semester, you will need to complete the assessment process. Please follow the steps below for each of the GenEd courses you are teaching:

1. Log into the Learning Outcomes Repository (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 (you may need to change the semester filter to the current semester)
3. Click on the class for which you would like to resume the process (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 complete the steps, which include:
	1. Uploading a syllabus
	2. Identifying GenEd learning outcomes
	3. Creating an assignment record
	4. Describing the assessment

If you have questions or encounter problems, please contact Office of the Vice Provost for Undergraduate Education at https://ithelp.ovpue.indiana.edu/LOR/.

We ask that you complete GenEd assessment(s) by [INSERT DEADLINE – SEE <https://curriculum.college.indiana.edu/about/calendar.html?deadline-category=5> FOR DEADLINE INFORMATION].

Thank you for your prompt attention to this matter.

Sincerely,

[SIGNATURE]