Email Template 3

Timing: Middle of the semester

Goal: Remind instructors to complete the GenEd assessment process

Dear Instructor,

You are teaching courses as part of the campus-wide General Education (GenEd) or CASE Diversity in the United States (CASE DUS) curriculum. 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, but also essential for the course(s) to continue to receive GenEd credit.

We are in the middle of the semester and if you haven’t already, you should think about how you will complete the assessment process for your GenEd or CASE DUS courses.

Please follow the steps below for each of the GenEd and CASE DUS 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/CASE DUS 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/CASE DUS learning outcomes
	3. Creating an assignment record
	4. Describing the assessment

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

GenEd/CASE DUS assessment must be completed 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]