



opening doors
through technology
www.uoguelph.ca/ccs

Course Evaluation for CECs: Generating a Student Email List

Generating a Student Email List:

Frequently, a Course Evaluation Coordinator (CEC) may want to contact students who have yet to complete their course evaluations. To do this, the CEVAL system allows for the generation of text files containing the email addresses of any students eligible for an evaluation managed by the CEC who have not yet completed the evaluation.

To generate a student email list:

1. Log in to <https://courseeval.uoguelph.ca> with a CEC account.
2. Click the link titled **CEC Tools** along the top navigation bar.
3. Choose the option **Get List of Student Emails**.
4. Select the list type appropriate to your needs.

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Email Lists

Instructions

You can use this page to get a text file containing the email addresses of everyone who has at least one course evaluation created by you or someone who has designated you as their CEC peer (through the [Grant Access Tool](#)).

Once per hour this list is automatically trimmed to remove anyone who has already responded.

Get The List

- For surveys which are currently open
- For surveys which close in the next week
- For surveys which close in the next two weeks
- For surveys which open in the next week
- For surveys which open in the next two weeks