



**University  
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**MEMORANDUM**

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**TO:** DEANS, CHAIRS AND DIRECTORS  
**FROM:** TERESA DAWSON, DIRECTOR, LEARNING AND TEACHING CENTRE  
**SUBJECT:** CES ISSUES RESOLVED  
**DATE:** NOVEMBER 21, 2015  
**CC:** CES-ADMIN, SARAH BLACKSTONE, PAUL STOKES, GARRY SAGERT

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Dear Colleagues,

Further to my email yesterday, and after a very hard night's work by our dedicated colleagues in Systems, I can confirm that the issue whereby students who had dropped or added courses later, and who should not/should respectively have received invitations to complete the CES, has been resolved overnight. Here are the specifics:

- It is important to note that a single email is generated for each student inviting them to evaluate their courses for the term and the list of courses to evaluate is listed only in the Blue "dashboard" they go to and not in the email.
- Thus the only students who would have received an email in error are those who dropped all their courses, and at this point their dashboard will be empty. This means the number of students actually invited in error is relatively small.
- Other students may have seen the incorrect listing of courses yesterday if they went to their Blue "dashboard" but the list of courses is now correct.
- Students who may have happened to evaluate a course that they have since dropped will not be included in the final class report (i.e. their evaluation will be thrown out). Students who added later will be included.

(For those who are of a more technical orientation and who so kindly made suggestions as to what it might be, you might be curious to know that enrolments were briefly impacted by a query issue.)

Thanks to all for their patience and again we apologise for any inconvenience.

I am also pleased to let you know that a number of large scale requests to adjust the way the CES online system operates to better meet the needs of the campus are near to completion and I will provide an update about those next week. However, I very much wanted to get this to you immediately.

Thanks and best wishes,  
Teresa

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