

Dear Great Books Students,

As part of an effort to evaluate the quality of our Great Books sequence, the English Department is initiating a new assessment procedure which we hope will help us improve where necessary the quality of the courses we teach and of your learning experience in them.

As part of this assessment procedure, a departmental review committee may ask your instructor to submit—**anonymously**— a copy of an essay you write for this course as well as your final exam. These materials will be anonymously compared with essays and exams written in other sections of the course to help us determine how we can improve the learning experience of our students. We will greatly appreciate your willingness to have your work used in this manner. Please be assured that your work, if it is reviewed, will have your name removed from it, and our review of it will have **no bearing on your grade** in the course.

In order to facilitate this assessment process, your instructor will require you to submit either two paper copies or one electronic copy of an essay you write for this course. Should you be asked to submit an electronic version of the essay, the steps you should follow are on the back side of this sheet.

Thank you for your help with this project. Your cooperation will help us improve the educational quality of future Great Books courses.

Sincerely,

Dr. Constance C. Relihan
Coordinator of Great Books &
Associate Professor of English

How to Submit Your Essay

1. Save your essay using your *userid* as the filename. Your userid is your AU email account name. Call 844-5800 if you do not know your userid.
2. Choose one of the following options to send the essay to your instructor's email account:

instructor's email address _____

Options for Submitting Your Essay as an Attachment

WebMail

1. Open a Web browser and go to **webmail.auburn.edu**.
2. On the **Create Message** window, click the **Attach** button.
3. Enter the userid filename or click on the **Browse** button to locate the essay.
4. Click **Open**.
5. Click **Add File** and see the name appear in the **Attached Files** list.
6. Click **OK**.
7. Enter *Essay* in the subject line. Your instructor will remove your userid from the essay.
8. Send the essay file to your instructor.

Other Email Accounts

Every email system has a different (but similar) way to send an attachment. Look for an attachment button. Search the Help feature for instructions.

Remember to send the file using the userid filename.

Word 2000

Word 2000 allows you to send a document that you have open in Word. You must be connected to the Internet for this option to work.

In Word 2000, select

1. File
 2. Send to
 3. Mail Recipient (as attachment)
 4. Enter
 - To:** your instructor's email address
 - From:** your email address (If you do not enter your email address, the instructor cannot identify your essay.)
 - Subject:** Essay
 5. Send the message
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