Classroom Administration Procedures for Online IDEA

Instructors have the option of allotting in-class time for students to complete their IDEA evaluations on their portable or mobile devices. Should an instructor opt to do so, the following steps outline the procedures for administering an in-class, online IDEA Student Ratings of Instruction:

Step 1: The Instructor must leave the room during the administration and is encouraged to arrange for a proxy to oversee the administration.

Step 2: While all students receive an email with the link to their IDEA surveys and can access the survey directly from Blackboard, faculty are encouraged to provide the web URL that all students will use to access their course evaluations:
https://shsu.campuslabs.com/courseeval/

Step 3: The person administering the class evaluation survey (NOT THE INSTRUCTOR) is encouraged to read the following instructions to the students (a statement prepared by the college may be used in addition to or in lieu of the following statement):

"Your ratings will be most helpful to the instructor and to the institution if you answer thoughtfully and honestly. IDEA focuses on what the instructor was trying to teach and on what you learned. As such, an instructor is not expected to do well on every item. In recognition of this, items not related to this course are not counted in the final evaluation. As student raters, you should know that the results of your ratings for this class will be used to make improvements to the course. Fairness to both the instructor and the institution require accurate and honest answers. **We expect comments to be made within the normal bounds of civility and decency. Vulgar and abusive comments will very likely be dismissed.**"

Best Practices for Increasing Response Rates

- Proactive and frequent communication with students (either in class, via email, or via Blackboard) to let them know when they will be prompted to complete their IDEA evaluations (the system open date or in-class allotted time).
- Explain to students the importance and value of the IDEA course evaluations and provide examples of how you have used the feedback in the past.
- Provide in-class time if possible for face-to-face courses, a Blackboard announcement, and/or frequent reminders throughout the student evaluation period. Personal communication from the faculty member has shown to be more effective than the system generated emails.
- Monitor response rates in the faculty portal: https://shsu.campuslabs.com/faculty/

Additional resources, including evaluation timelines, are available at:
http://www.shsu.edu/dept/academic-planning-and-assessment/idea-evaluations