PLEASE NOTE: It is the policy of Saint Francis University that IDEA forms for face-to-face classes are to be administered in the classroom, even though electronic administration is used. Course instructors should instruct students to bring their laptops to class on the day IDEA is to be administered, and arrange for a colleague to administer IDEA.

**The Process in Detail:**

1. **REQUEST:** A course instructor requests IDEAs by sending an e-mail to twilson@francis.edu and listing each course ID, including the section letter, for courses to be evaluated (Ex: HIST 104 F). If the same IDEA form is to be used in a cross-listed or multi-section course, then the names of all courses/sections must be included in order for the correct rosters to be added to the associated IDEA form.

2. **SURVEY CREATION:** The IDEA administrator creates a unique Faculty Information Form (FIF) and Student Response Form (SRF) for each course included in the request, and sends the faculty member an e-mail containing the survey links for all of the requested courses.

3. **COMPLETING THE FIF:** The faculty member follows the FIF link to complete the form online. **The faculty member must complete the FIF by the cutoff date listed in item (3) of the calendar above.** If desired, up to 20 additional questions (either scaled, open-ended, or both) can be created and delivered as part of the survey. Departments interested in using a set of common questions can request this by contacting Theresa Wilson.

4. **GIVING STUDENTS ACCESS to the SRF:**
   a. If using Blackboard: The course instructor adds the SRF link as a weblink to the corresponding Blackboard course, being careful not to include any leading or ending spaces in the link. It is recommended to set the link to open in a new window. If necessary, the link’s action menu can be used to HIDE the link until the survey is to be accessed by the students in the course.
   b. If not using Blackboard: The course instructor may write the SRF link up on the board in class OR use GroupWise to prepare an e-mail for each class ahead of time. The e-mail(s) can be saved as Draft and then opened and sent to the appropriate students just prior to administration of the IDEA in the classroom.

5. **COMPLETING THE SRF IN CLASS:**
   a. Just prior to administration, the instructor does one of the following.
      i. If using Blackboard: Show the weblink.
      ii. If using GroupWise: Send the IDEA e-mail.
      iii. If using the classroom board, write the SRF link on the board.
   b. A colleague, who is administering IDEA, reads these instructions to the students.

You are being asked to complete a course evaluation using an electronic IDEA form. IDEA focuses on what the instructor was trying to teach and on what you learned. Your ratings will be most helpful to the instructor and the institution if you answer thoughtfully and honestly. As student raters, you should also know that the results of the ratings for this class will be used to determine how effectively the course was taught and what improvements could be made to the course. This will happen when you answer the questions accurately and honestly.
c. Students open the course or e-mail containing the SRF link OR open a browser and hand-enter the SRF address.

d. Students follow the link to the SRF and, when prompted, enters his/her student id (Novell ID aka username). (The student ids are pre-loaded into this specific SRF based on the official course roster.)

e. Students complete the survey, clicking Submit as the final step. Once a survey is submitted, that student cannot re-enter that survey. If the student closes the browser before clicking Submit, no data is saved or transferred and the student must start over. This is done to protect the identity of students – no survey is linked to a student id. When a survey is submitted, a flag is set to indicate that that specific id has submitted, but there is no link between that student and a specific survey.

6. PROCESSING: Electronic surveys are ready for processing as soon as they are submitted. However, processing must wait until all forms at the institution are completed. A batch order form is completed and sent to IDEA. The surveys are processed and results returned electronically in 2-3 weeks. Individual reports and comments from the electronic forms are placed in the appropriate folders within the IDEA folder on the “O” Drive.

Frequently Asked Questions

1. What happens if a student forgets to bring his or her laptop to class?
   The student can use another person's laptop after he or she has completed the survey. Since each student must login to the survey using their own student id, it doesn't matter which computer is used.

2. What happens if the student's id (username) does not work?
   First, make sure that the student is using the correct information. (not a Social Security Number or PIN) If the student cannot gain access to the SRF, please contact Theresa Wilson (x2799 or twilson@francis.edu).

3. Why is it important to administer electronic IDEAs in the classroom?
   Setting aside class time for students to complete the IDEA form sends the message that you take the course evaluation process seriously enough to devote time to it. It also helps to ensure that as many students in the class as possible provide feedback. Larger response rates ensure more reliable results. Finally, it helps to ensure that the students are completing the forms having heard the same information and in the same conditions as their classmates.

4. Why do I need to have a colleague administer the IDEA?
   Research shows that faculty who remain in the classroom while students are completing the surveys influence student responses, even when electronic surveys are used.

5. When should I administer the course evaluation?
   IDEA recommends administering the course evaluations no later than the next to last week of classes. IDEA also recommends setting aside time at the beginning of a class, rather than the end, so students are not rushing to leave the classroom. If this option is used, the instructor should set aside a specific amount of time (20 minutes is usually sufficient) and then continue with class.

Further information can be found at the IDEA website: http://www.theideacenter.org
Questions may also be directed to Theresa Wilson: twilson@francis.edu x2799