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IASystem™ 2.0 Faculty User Guide

A Guide for Instructors Using the IASystem Faculty Portal

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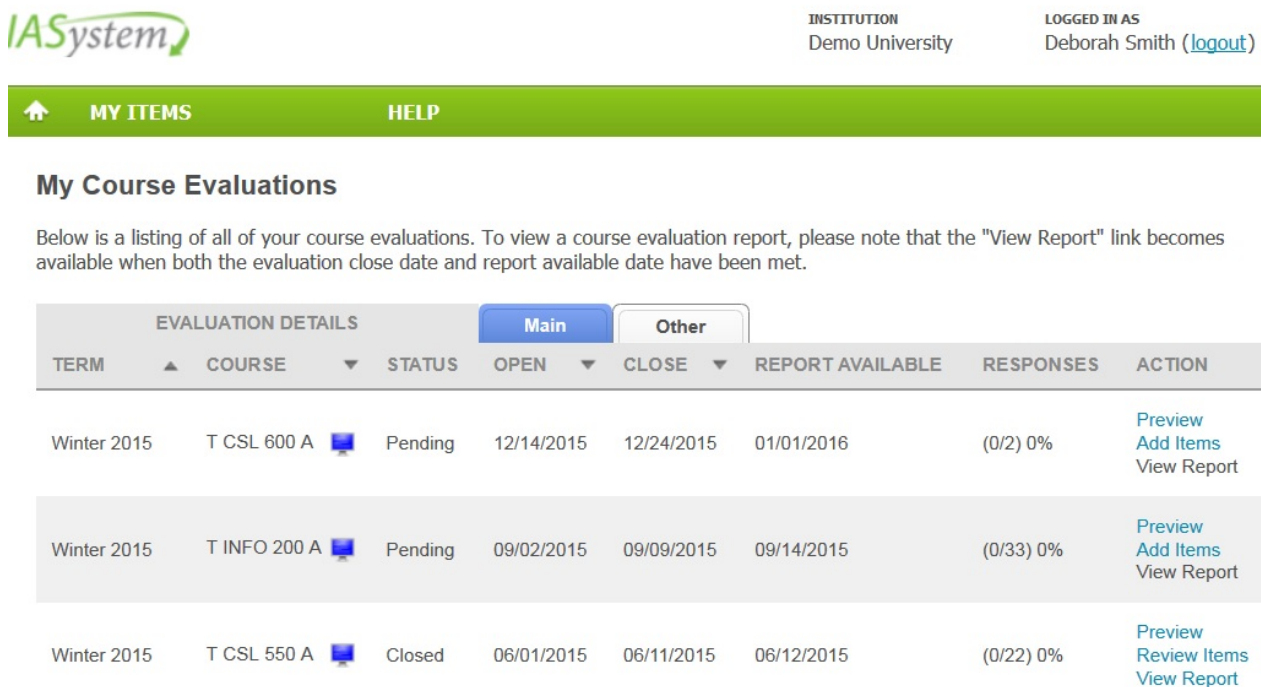
IASYSTEM FACULTY PORTAL OVERVIEW

The purpose of the *IASystem™* Faculty portal is to provide instructors with the ability to see the specifics of an evaluation, to preview an evaluation, to add instructor-specific items (questions) to an evaluation, to manage an instructor's individual item bank, and to view course evaluation reports once evaluations are closed and the report available date has been met.

VIEW HOMEPAGE: MY COURSE EVALUATIONS

The homepage displays a listing of an instructor's course evaluation(s) in reverse chronological order. This list can also be sorted by term, course, or open/close date. Primary evaluation details and actions are listed in the **Main** tab and additional details are displayed in the **Other** tab.

Note: If there have been no evaluations created for an instructor and they login to the Faculty Portal, the following message will be displayed: "You have no course evaluations to display."

MAIN TAB

The **Main** tab displays the following evaluation details:

CATEGORY	DESCRIPTION
Term	The term in which the course was offered.
Course	The course abbreviation, number and section.
Evaluation Type	The format of the evaluation (a blue computer screen denotes an online evaluation and a piece of paper with pencil denotes a paper evaluation).
Status	For online evaluations the status types are: • *Pending* (evaluation created, but not yet open) • *Open* (evaluation in progress) • *Closed* (evaluation has been completed) For paper evaluations the status types are: • *Pending* (evaluation requested, but not yet processed) • *Confirmed* (evaluation processed and ready to be administered) • *Closed* (evaluation completed and results data uploaded to system)
Open & Close Dates	The range of dates each online is available to be accessed by students.
Reports Available	The date an instructor is able to access evaluation results. This date usually corresponds to grade submission due date.
Responses	The number of completed evaluations tracked in real time.
Action	**Preview**: this links to a preview version of the specific online evaluation. The URL for the preview is for viewing purposes only and is different than the URL for the student evaluation. **Add Items**: this link opens a new page that allows instructors to add custom questions to their course evaluations. **View Report**: this link becomes live when the evaluation has closed and it is past the Report Available date. The View Report link opens a summary of responses from each course evaluation.

OTHER TAB

The **Other** tab displays the following evaluation details:

CATEGORY	DESCRIPTION
Term	The term in which the course was offered.
Course	The course abbreviation, number and section.
Icon	A blue computer screen icon denotes an online evaluation and a yellow paper icon with pencil denotes a paper evaluation.
Status	For online evaluations the status types are: • *Pending* (evaluation created, but not yet open) • *Open* (evaluation in progress) • *Closed* (evaluation has been completed) For paper evaluations the status types are: • *Pending* (evaluation requested, but not yet processed) • *Confirmed* (evaluation processed and ready to be administered) • *Closed* (evaluation completed and results data uploaded to system)
Survey ID	The unique ID number assigned by *IASystem™* to each course evaluation survey.
Set Up By	The coordinator who created the evaluation. The "set up by" name is hyperlinked and can be clicked on to email the evaluation coordinator.
Form	The letter which corresponds with *IASystem™* evaluation form selected. *For example: A-Small Lecture, B-Large Lecture, C-Seminar, etc.*
URL	The URL is the web link for a specific online course evaluation. Students will receive emails containing this URL when the evaluation opens. Each URL is unique to a specific course evaluation. You may publish or forward this URL if desired. The URL is controlled by the class list so only enrolled students will be able to access the survey. *Note: Anyone not in the class will get the message, "Sorry, this isn't your survey."*
Notification	A date/time stamp of when each email notification was sent to students. The notification dates appear under this column on the day they are sent. For paper evaluations, a note states "None/Paper" instead.

ONLINE EVALUATION EMAIL NOTIFICATIONS

All online evaluations are equipped with email notifications. Emails will be sent under the following circumstances:

Online Evaluation Created & Updated	• At the time an evaluation is created, faculty receive an automated email with information about the evaluation setup details and link to the *IASystem™* faculty portal. • At the time an evaluation is updated, faculty receive an automated email with updated information about their course evaluation details.
Online Evaluation Opens	• Faculty receive an automated email notifying them the course evaluation for their class is now open. • Students receive automated email notifying them the course evaluation for their class is now open and asking them to complete the evaluation.
Evaluations Close	• Faculty receive an automated email when their Course Summary Reports are available (online or paper evaluations). These emails are generated when the evaluation is closed and the Reports Available date has been met.
Reminders & Updates	• Automated emails are sent to students who have not yet responded based on *IASystem™* Email Reminder Schedule (below). • Automated emails are sent to faculty with updated response rate information and evaluation details based on *IASystem™* Email Reminder Schedule (below).

IASYSTEM™ EMAIL REMINDER SCHEDULE

Email reminders are sent to students who have not completed the course evaluation. Email updates are sent to faculty with current response rate information. These notifications are based on length of survey:

SURVEY LENGTH	STUDENT REMINDER EMAIL (NON-RESPONDENTS ONLY)	FACULTY UPDATE EMAIL
1-2 days	None	None
3-4 days	1 reminder, 1 day prior to close	1 update, 1 day prior to close
5-7 days	1 reminder, 2 days prior to close	1 update, 2 days prior to close
8-12 days	1st reminder, 4 days prior to close 2nd reminder, 1 day prior to close	1st update, 4 days prior to close 2nd update, 1 day prior to close
13 + days	1st reminder, 8 days prior to close 2nd reminder, 4 days prior to close 3rd reminder, 1 day prior to close	1st update, 8 days prior to close 2nd update, 4 days prior to close 3rd update, 1 day prior to close

Note: Depending on your institution's configuration, there is also the option to have IASystem™ send an automated confirmation email to students immediately upon submission of an online course evaluation.

See <u>Appendix A</u> for examples of *IASystem™* evaluation email notification content.

VIEW COURSE SUMMARY REPORTS

To generate a report for the course evaluations listed in the chosen term(s), click "View Report" on the far right of the column labeled "Action." A new browser window/tab will open with your selected Course Summary Reports.

My Course Evaluations

Below is a listing of all of your course evaluations. To view a course evaluation report, please note that the "View Report" link becomes available when both the evaluation close date and report available date have been met.

TERM	▲	COURSE	▼	STATUS	OPEN	▼	CLOSE	▼	REPORT AVAILABLE	RESPONSES	ACTION
					EVALUATION DETAILS		Main	Other			
Winter 2015		T CSL 600 A		Pending	03/20/2016		03/25/2016		03/31/2016	(0/2) 0%	Preview Add Items View Report
Autumn 2014		TCSS 343 B		Closed	11/28/2014		12/07/2014		12/22/2014	(19/30) 63%	Preview View Report

REPORT VIEW & PRINTING

On the top left of the page there is a widget labeled "Numeric Results and Comments" which is the default view for reports. You can toggle this widget and select from three views:

- Numeric Results and Comments
- Only Numeric Results
- Only Comments (online evaluations)

Select the print button in the upper right corner of the page to generate a PDF version of your report which you can then print and/or save.

⚙ Numeric Results and Comments		Report 1 of 1	‹ ›	🖨 This Report

◉ Numeric Results and Comments	COURSE SUMMARY REPORT	De... University
○ Only Numeric Results	Numeric Responses	Institute ... Technology
○ Only Comments		Term: Autumn 2014

Evaluation Delivery: Online
Evaluation Form: B
Responses: 19/30 (63%)

Design And Analysis Of Algorithms
Course type: Face-to-Face

Taught by: Deborah Smith
Instructor Evaluated: Deborah Smith-Professor

Overall Summative Rating represents the combined responses of students to the four global summative items and is presented to provide an overall index of the class's quality:

Median
4.5
(0=lowest; 5=highest)

ADD, EDIT, AND DELETE MY ITEMS

Instructors have the ability to add instructor-created items to their course evaluations. These items will also be saved for future use in your item bank, under "My Items." To add items, click the "Add Items" button on the right column of your home page. This will take you to a new page.

Note: The ability for instructors to add their own items to an evaluation is a feature that can be turned on or off for each institution; if you do not see the "Add Items" link for your evaluations, please contact your campus course evaluation administrator.

My Course Evaluations

Below is a listing of all of your course evaluations. To view a course evaluation report, please note that the "View Report" link becomes available when both the evaluation close date and report available date have been met.

TERM		EVALUATION DETAILS COURSE		STATUS	OPEN		CLOSE		REPORT AVAILABLE	RESPONSES	ACTION
Winter 2015		T CSL 600 A		Pending	03/20/2016		03/25/2016		03/31/2016	(0/2) 0%	Preview Add Items View Report
Autumn 2014		TCSS 343 B		Closed	11/28/2014		12/07/2014		12/22/2014	(19/30) 63%	Preview View Report

ADD ITEMS TO THE EVALUATION FOR THE FIRST TIME

If there are no existing items in your evaluation or item bank (if you have never created items), you will be brought to the "Add Items to Evaluation" page.

Add Items to Evaluation:
Summer 2014 - AES 322 A, GWSS 300 A

Cancel   Save

There are currently no instructor-added items for this evaluation. To add items, either type your question in the text box and click Add, or select the checkbox for an existing item. Click Save once complete.

SCALED ITEMS	Excellent (5)	Very Good (4)	Good (3)	Fair (2)	Poor (1)	Very Poor (0)

Add

SCALED ITEMS	Strongly Agree (5)	Agree (4)	No Opinion (3)	Disagree (2)	Strongly Disagree (1)

Add

COMMENT ITEMS

Add

On this page, you can add custom items to your course evaluation. There are three types of questions to choose from: excellent to very poor (scaled items), strongly agree to strongly disagree (scaled items), and comment items.

1. Once you have typed a question in the corresponding box, click the blue "Add" button.
2. When you have completed adding questions to your course evaluation, click the blue "Save" button at the top of the page. This will take you to the preview page, displaying an example of your course evaluation with your added items.

ADD NEW OR EXISTING ITEMS TO AN EVALUATION

If there are items in your item bank, but you have not added any items for the current course evaluation, you will be brought to the "Add Items to Evaluation" page. Questions from past evaluations that appear in your item bank will appear on this page and can be re-selected and/or new items can be added.

On this page you can add new items or select from existing items:

1. To add a new item, type into the box under each question category type. Once you have clicked "Add," your question will be added to your evaluation as well as your item bank.
   Note: to add an item that already exists in your item bank, click the check box next to the item.

2. When you have completed adding questions to your course evaluation, click the blue "Save" button at the top of the page. This will take you to the preview page, displaying an example of your course evaluation with your added items.

REVIEW AND MANAGE EVALUATION ITEMS

When the "Add Items" link is selected and the course evaluation already has instructor-added questions, you will be brought to the "Review Evaluation Items" page.

On this page you can complete the following actions:

- **Delete items.** To delete an item from the course evaluation, click the "x" to the right of the item. If you delete an item, it will still appear on your item bank under the "Manage My Items" tab.

- **Rearrange items.** To rearrange the order of the added items, click the up or down arrows on the right of each row. The items will appear on the course evaluation in the same order they appear on this page.
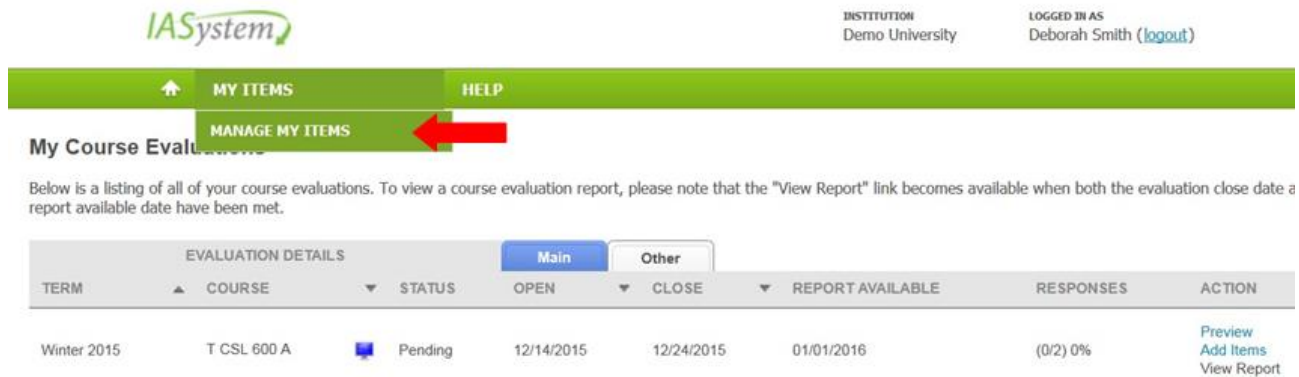
On the "Review Evaluation Items" page, you will also find links to preview and add/edit questions.

- **Preview added items in the course evaluation.** To preview the items in the online course evaluation format, click "Preview" in the top right corner.

- **Add and edit questions.** To add questions, click the blue "Add Questions" button. This will take you to the "Add Items" page, where you can type in new questions and edit existing questions.

Note: if a course evaluation is currently open or closed, changes can no longer be made to the items for that evaluation. Changes to items for specific evaluations can only be made if that course evaluation is pending.

MANAGE MY ITEMS

To view all of your items from past and current course evaluations, click the "My Items" tab.

Your item bank lists all the instructor-added questions you have created.

- **Add items.** To add items to your item bank, type into the box under each question category type. Once you have clicked "Add," your question will be added to your item bank.
- **Edit items.** To edit an item, click directly on the item text and a text box will appear to edit the question.
- **Delete items:** To delete an item, click the gray X to the right of the item.

  Note: If an item is in use by 1 or more evaluations it cannot be edited or deleted.

EVALUATION PARTICIPANT REPORT

Users with access to the *IASystem™* administrative portal can generate **Evaluation Participant Reports** which contain a list of the students who have submitted an online evaluation for a particular course. To protect student anonymity these reports can only be downloaded as a PDF if there are *five or more* respondents. Depending on your institutional policies, these lists may be used for incentives related to evaluation participation.

IASystem™ provides this information as an optional resource, but institutional policies may differ and instructors should check with their department, college, or institution's *IASystem™* administrator to determine if and how they can access **Evaluation Participant Reports**.

Evaluation Participant Reports can only be generated with the *IASystem™* administrative portal, *not the faculty portal*.   If a faculty member does not have access to the administrative portal (which is most often the case), they can ask their *IASystem™* administrator or departmental coordinator to generate the **Evaluation Participant Report**.

Directions for generating **Evaluation Participant Reports** are located in the *IASystem™* Coordinator User Guide.

APPENDIX A: *IASYSTEM*™ **EVALUATION EMAIL NOTIFICATION CONTENT**

COURSE EVALUATION CREATION EMAIL FOR FACULTY

The following is an example of the automated email sent to an instructor when a coordinator creates an evaluation for their course.

From: [Coordinator Name] via IASystem Notification <no-reply@iasystem.org>
To: [FirstName, LastName]
Subject:An evaluation has been set up for your course

Your course evaluation coordinator, {Coordinator Name}, has set up an online evaluation for the following course(s):

{abbrev} {number} {section } - {Course_Name}
{abbrev} {number} {section } - {Course_Name}

To manage this course evaluation, access your faculty portal at {client faculty portal URL}. Here, you can preview an evaluation, track response rates once the evaluation is open, and view/print course reports once the evaluation has closed and the reports available date has been met.

This evaluation was created with the following details:

Instructor(s) being evaluated: {FirstName, LastName}, {FirstName, LastName}
Evaluation Form Type: {abbrev – form name}
Evaluation URL: {evaluation URL}
The evaluation opens {mm,dd,yyyy} at 12:00am and closes on {mm,dd,yyyy} at 11:59pm. Students will receive an email notification on the open date that includes the course evaluation details and URL.
Faculty reports available date: {mm,dd,yyyy}

{**if "Add Items" is on**: Also, along with the standard evaluation form questions, instructors may create and add their own questions before the evaluation open date is reached. Instructor-specific questions may be added via the faculty portal, {client faculty portal URL}, by selecting "Add Items."} {**if multiple instructors**: Since this evaluation is for more than one instructor, you may want to coordinate with your co-instructors before adding additional questions to the evaluation.}

If you have any questions or need any changes to this evaluation, please contact {Coordinator Name} at {coord_email}.

Thank you.

COURSE EVALUATION MODIFICATION EMAIL FOR FACULTY

The following is an example of the automated email sent to an instructor when a coordinator has modified an evaluation for their course.

From: [Coordinator Name] via IASystem Notification <no-reply@iasystem.org>
To: [FirstName, LastName]
Subject:Your course evaluation has been modified

Your course evaluation coordinator, {Coordinator Name}, has modified the online evaluation for the following course(s):

{abbrev} {number} {section } - {Course_Name}
{abbrev} {number} {section } - {Course_Name}

This evaluation was edited with the following details:

Instructor(s) being evaluated: {FirstName, LastName}, {FirstName, LastName}
Evaluation Form Type: {abbrev – form name}
Evaluation URL: {evaluation URL}
The evaluation opens {mm,dd,yyyy} at 12:00am and closes on {mm,dd,yyyy} at 11:59pm. Students will receive an email notification on the open date that includes the course evaluation details and URL.
Faculty reports available date: {mm,dd,yyyy}

To manage this course evaluation, access your faculty portal at {client faculty portal URL}. Here, you can preview an evaluation, track response rates once the evaluation is open, and view/print course reports once the evaluation has closed and the reports available date has been met.

{**if "Add Items" is on**: Also, along with the standard evaluation form questions, instructors may create and add their own questions before the evaluation open date is reached. Instructor-specific questions may be added via the faculty portal, {client faculty portal URL}, by selecting "Add Items."} {**if multiple instructors**: Since this evaluation is for more than one instructor, you may want to coordinate with your co-instructors before adding additional questions to the evaluation.}

If you have any questions or need any changes to this evaluation, please contact {Coordinator Name} at {coord_email}.

Thank you.

ONLINE COURSE EVALUATION OPEN ANNOUNCEMENT FOR FACULTY

The following is an example of the automated email sent to an instructor on the day the survey opens.

From: [Coordinator Name] via IASystem Notification <no-reply@iasystem.org>
To: [FirstName, LastName]
Subject:Your course evaluation is now open

Dear Professor {Last_Name},

Your students have been notified that course evaluations are now open for the following course(s):

{abbrev} {number} {section } {Course_Name}
{abbrev} {number} {section } {Course_Name}
{survey URL}
(This evaluation link is only for the course(s) listed above. It can only be accessed by students enrolled in the course(s).)

Students will have until {End_Date} at 11:59pm to complete the evaluation.

You may view the details and progress of your evaluation(s), including response rates, by accessing the IASystem faculty portal located at {client faculty portal URL}.

A high response rate is very important for meaningful results. We will send reminder emails to non-responders during the evaluation period. In addition, studies show that instructor involvement can increase response rates as much as 15-20%. To encourage students to participate, you can copy and paste the evaluation link provided above into an email or on your course website.

Please contact {Coordinator Name} at {coord_email} if you have questions about this course evaluation.

Thank you.

FACULTY UPDATE EMAIL

The following is an example of the automated email updates sent to an instructor at the same time students are sent reminder emails.

From: [Coordinator Name] via IASystem Notification <no-reply@iasystem.org>
To: [FirstName, LastName]
Subject:Your course evaluation response rate

Dear Professor {Last_Name},

Course evaluations will be closing soon. Here is the information for your current course evaluation:

The evaluation closes on {End_Date} at 11:59pm. The current response rate is: {Percent} ({Number}).

{abbrev} {number} {section } {Course_Name}
{survey URL}
(This student survey link is only for the course(s) listed above. It can only be accessed by students enrolled in the course(s).)

You may view the details and progress of your evaluation(s) by accessing the IASystem faculty portal located at {client faculty portal URL}.

To encourage students to participate, you can copy and paste the evaluation link provided above into an email or on your course website.

Please contact {Coordinator Name} at {coord_email} if you have questions about this course evaluation.

Thank you.

FACULTY REPORTS AVAILABLE NOTIFICATION EMAIL

The following is an example of the automated email sent to instructors when their evaluations are closed and reports available date has been met.

From: [Contact Organization] via IASystem Notification <no-reply@iasystem.org>
To: [FirstName, LastName]
Subject:Your course evaluation report is available

Dear Professor {Last_Name},

Your course evaluation has been completed and the report for the following course is now available:

{abbrev} {number} {section } {Course_Name}

The report can be viewed and downloaded from the IASystem faculty portal located at {client faculty portal URL}.

Thank you.

INITIAL STUDENT EMAIL ANNOUNCEMENT

The following is an example of the automated email sent to a student on the day the survey opens.

From: [Contact Organization] via IASystem Notification <no-reply@iasystem.org>
To: [FirstName, LastName]
Subject1: [InstrLastName], [InstrLastName] - [Abbrev] [Number] [Section] Evaluation

Dear [Student Name],

The course evaluation for [course title] is now open and will close on [end date] at 11:59pm. This evaluation is for instructor(s):
[InstrFirstName] [InstrLastName]
[InstrFirstName] [InstrLastName]

[Survey URL]
(If you can't click on this link, please copy it and paste it into your browser.)

This evaluation will take approximately 5-10 minutes to complete. Even though you will log-in to the survey with your school username and password, please be assured your responses are confidential.

Your ratings are very important. Course evaluation ratings are used by faculty to improve instruction and used by administrators to inform programmatic decision making and decisions around faculty promotion and tenure.

Thank you for your participation in the [course title] course evaluation.

Sincerely,

[Signature]

1ST STUDENT REMINDER EMAIL (NON-RESPONDENTS ONLY)

The following is an example of the automated email initial reminder sent to a student who has not yet completed the course evaluation.

From: [Contact Organization] via IASystem Notification <no-reply@iasystem.org>
To: [FirstName, LastName]
Subject2: [InstrLastName], [InstrLastName] - [Abbrev] [Number] [Section] – Eval Reminder

Dear [Student Name],

You have not yet completed your evaluation of [course title] for instructor(s):
[InstrFirstName] [InstrLastName]
[InstrFirstName] [InstrLastName]

If you previously began the survey but have not yet completed it, simply click on the link below and begin where you left off. The link will remain active until [end date] at 11:59pm.

[Survey URL]

(If you can't click on this link, please copy it and paste it into your browser.)

This evaluation will take approximately 5-10 minutes to complete. Even though you will log-in to the survey with your school username and password, please be assured your responses are confidential.

Your ratings are very important. Course evaluation ratings are used by faculty to improve instruction and used by administrators to inform programmatic decision making and decisions around faculty promotion and tenure.

Thank you for your participation in the [course title] course evaluation.

Sincerely,

[Signature]

2ND & 3RD STUDENT REMINDER EMAIL (NON-RESPONDENTS ONLY)

The following is an example of the automated email follow-up reminder sent to a student who has not yet completed the course evaluation.

From: [Contact Organization] via IASystem Notification <no-reply@iasystem.org>
To: [FirstName, LastName]
Subject2: [InstrLastName], [InstrLastName] - [Abbrev] [Number] [Section] – Eval Closing Soon

Dear [Student Name],

On [end date] at 11:59pm the evaluation for [course title] will close. Please take this opportunity to complete this evaluation for instructor(s):
[InstrFirstName] [InstrLastName]
[InstrFirstName] [InstrLastName]

If you previously began the survey but have not yet completed it, simply click on the link below and begin where you left off.

[Survey URL]
(If you can't click on this link, please copy it and paste it into your browser.)

This evaluation will take approximately 5-10 minutes to complete. Even though you will log-in to the survey with your school username and password, please be assured your responses are confidential.

Your ratings are very important. Course evaluation ratings are used by faculty to improve instruction and used by administrators to inform programmatic decision making and decisions around faculty promotion and tenure.

Thank you for your participation in the [course title] course evaluation.

Sincerely,

[Signature]

STUDENT CONFIRMATION EMAIL (RESPONDENTS ONLY)

The following is an example of the automated email sent to a student upon submission of a course evaluation. **This email notification is optional and will only be sent if an institution has elected to include confirmation emails.**

From: [Contact Organization] via IASystem Notification <no-reply@iasystem.org>
To: [FirstName, LastName]
Subject: Evaluation Completed - [InstrLastName], [InstrLastName] - [Abbrev] [Number] [Section]

Dear [Student Name],

Thank you for completing the [course title] course evaluation for instructor(s) [InstrFirstName] [InstrLastName].

Your feedback is very important and we appreciate your participation in the course evaluation process.

Sincerely,

[Signature]