

FDEC Recommendations for Faculty on Best Practices for the Administration of Online IDEA Surveys

Goal: As the University transitions to an all-online IDEA survey, the FDEC aims to provide faculty with best practices that simultaneously educate faculty about the most effective way to administer IDEA forms for the purposes of receiving high-quality formative and summative feedback, and ease the transition to an online system of administration.

Summary of Online IDEA Delivery Procedures:

- IDEA evaluations will now be delivered to you by email, assigning a unique URL specific to each course you teach. FDEC recommends giving this URL to students during a class session dedicated to completing evaluations by posting the URL to Blackboard at the start of that class session.

NOTE: If you do not distribute the URL, the students will not be able to complete the survey.

In order to gain access to the survey, students will enter their Fairfield University ID# which will be verified against the class enrollment data from the Registrar. Once a student completes the in-class survey on the dedicated evaluation day, faculty can be assured that the student not be allowed to visit their answers at another, less structured time. (IDEA does not allow student re-entry into the evaluation; only one survey is allowed per Fairfield ID#. However, those students who are absent from class on the evaluation day can still access the survey via the URL for the remainder of the evaluation period.) This will replicate the environment in which paper forms have historically been given, while providing for faster processing & return of the IDEA results and the added efficiencies associated with online administration.

NOTE: In order to capture valuable demographic data provided by the Yellow Narrative forms, they will continue to be offered to faculty by paper.

Faculty also have the option of adding the standard questions posed on the yellow narrative forms as supplemental questions to the IDEA online evaluation. This needs to be done prior to the evaluation period start date while choosing objectives on the Faculty Information (FIF). Although this method will allow a completely

online survey experience for the student, information such as major/non-major, class year and gender cannot be captured.

Recommendations for Best Practices:

To ensure high-quality results, prior to evaluation day, faculty should:

- Designate on your syllabus a specific date when IDEA evaluations will be administered stipulating that students bring laptops or iPads on that day, and explaining the process verbally and in writing to students.

Be sure that the evaluation date you choose is within the “Evaluation Window for Students” designated on the IDEA timeline found on my.Fairfield. Specific survey close dates for graduate and non-standard length courses are extracted from Banner registrar data.

You can find the actual survey close date for your particular class in the email sent to you from the IDEA center containing the URL. Here’s a sample of the text:

The URL below can be posted to your course website or in your learning management system.

Immerso, Tracy
testing course
101 test a

Survey Dates: 11/11/2015 - 11/25/2015

- Prior to that class day, solicit from students information about whether or not any students may need to borrow a device to complete IDEA forms. If the answer is yes, please contact Academic Affairs (Kim Baer or Tracy Immerso) to procure a loaner laptop or tablet for this student. Due to limited availability of this equipment, please reserve for cases of extreme student need only.
- Remind students *the class meeting before* that they should bring their laptops or iPads to the next class period in order to complete evaluations.

NOTE: Although students are *able* to access the surveys through their mobile phones, the FDEC recommends that students use *only* laptops or tablets to complete the survey.

To ensure high-quality results, on evaluation day, faculty should:

- Bring Yellow Narrative forms and pencils to class.
- Bring loaner tablets or laptops provided by ITS to class.
- Prepare a class lesson that accounts for the full class period minus the approximately 25 minutes required to administer evaluations.
- Locate the e-mail you received from the IDEA Center which contains the unique URL specific to this class.
- Announce that you are administering the evaluations at the start of class, and let students know that you will be teaching an abridged lesson once evaluations are complete.
- Copy the URL to Blackboard after this announcement (or pre-set the URL to become available at class time).

IMPORTANT: If you use “Outlook Web Access” through my.Fairfield to access your e-mail, you must first use the “FixMyLink” app to prepare the link for pasting to an outside application. For instructions on how to use this app, see:

[How to use FixMyLink app](#)

For detailed instructions on how to paste the link in Blackboard, see:

[How to Distribute Links in Blackboard](#)

These instructions are available on my.Fairfield on the Faculty tab under Classes. If you are not a Blackboard user, the URL may be forwarded to students via e-mail.

- Ask students to log in to the Blackboard site for the course to find the link. Assure that they’ve located the link, but ask students not to begin evaluating until you’ve left the room.
- Let students know that their student ID # is used *only* to verify against the class roster; the survey is completely anonymous.
- Distribute yellow forms and designate a student to collect them for delivery to the Dean’s office. Ask this student to wait to deliver yellow forms until all students are also finished with online forms. Let the class know you will be waiting in the hallway and that you’ll return to class for the rest of the lesson once the student lets you know they are taking the yellow forms to the dean’s office.

NOTE: If there are students who do not have laptops, suggest that students borrow laptops at intervals; for instance, those with laptops can complete the IDEA online evaluations first, and those without devices can begin with yellow forms. Once the laptop owner has completed the online form, the process can reverse and the laptop can be shared while the owner of the laptop completes the yellow form.

- Leave the room and wait in a location proximate to the classroom for the designated student to let you know that you may return to class.