### September 10
Receive your Summer 2015 IDEA results

You will receive an email announcement from Kim Baer indicating that Summer IDEA results are accessible using the my.fairfield self-service application.

### October 5-16
Make “short” or “long” form survey preference for your Fall 2015 courses

**Check your email inbox!** You will receive an invitation from Kim Baer asking you to choose “short” or “long” form for all your courses by using the my.fairfield self-service application. **Deadline: October 16**

**Default:** (based on Academic Council decision) Tenured, full Professors and Adjuncts default to “short” form. Instructors, Assistants and Associates default to “long” form.

### November 3-17
Window opens for you to complete FIF and add questions to online surveys

**Check your e-mail inbox!** You will receive an e-mail from IDEA containing a link which enables you to complete your FIF (required) and add custom questions to the online survey (optional).

You may complete the Faculty Information Form (FIF) beginning November 3rd.

**Note:** Any additional questions must be added prior to the start of the evaluation window on Nov 18th.

### November 18 – Survey Close Date
(December 9th or 18th – see below)

**Evaluation Window for Students**

**Check your e-mail inbox!** You will receive e-mails from IDEA for each course to be evaluated which contains a unique course url.

On your chosen evaluation day, distribute the unique course url to students so they may access the survey. Students will need their Stagcard ID # for login. See “IDEA Best Practices” on Fairfield.edu for additional tips.

**Note:** Students will be able to access the survey as early as November 18th (potential 3 week window to Survey Close Date), but only upon distribution of URL by Faculty

**Remember:** Students cannot complete the survey unless you distribute the course url to them!

### December 9
Deadline for IDEA form completion

Window closes for undergraduate students to complete surveys.

### December 7-18
Deadline for IDEA form completion

Window closes for graduate students to complete survey on the last scheduled date of class.