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ANALYSIS, ASSESSMENT, & ACCREDITATION

Setup Admin IDEA Guide

CREATING AN ADMINISTRATION

- In the Administration tab, click **Create Administration** in the current term (Fall 2019).
- Separate administrations need to be created if you have both Learning Essentials and Diagnostic forms in use with your faculty, or if you otherwise need to customize them.

2 unevaluated course sections remaining

Create Administration

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CREATE ADMINISTRATION – THREE SECTIONS

The Create Administration area is split into three main sections:

- Select Course Sections
- Select Details
- Select Dates

1) SELECT COURSE SECTIONS

- First, select the organizational unit you are responsible for (e.g. department).
  - This will filter to all available courses in that unit. You have the option to filter further by parts of term.
  - From here, you have the option to create your administration with all available courses, filter for specific courses, or put in a select group of courses to evaluate.

1. Select Course Sections

Select Organizational Unit

⊕ Organizational Unit
(Select Corresponding IU):
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Select Parts of Term

Part of Term

All Parts of Term ▾

Filter Courses

Choose Course Sections

◉ **All Available Courses**

Selects all courses in the selected term that have not been already added to another administration.

○ **By Attribute**

Select courses with similar traits:

bai face-to-face ▾

○ **Individually**

Select courses by searching for them and adding them to the administration by the course sections identifier.

Course Section Identifier (one per line)

Add

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2) SELECT DETAILS

- Choose your evaluation type and enter a name for your administrations (administration names cannot include commas); the administration name should always start with the term code and unit (e.g.) 201940_ACCT_).

- Then you can add your custom characters to the end.

- Be sure and also check the box if you'd like to allow Faculty Custom Questions (this allows faculty to add custom questions).

2. Select Details

*Choose an Evaluation

[Select...   ▾]

*Administration Name

[   ]

Custom Questions

☐ Include Custom Instructor Questions

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3) SELECT DATES

- Choose the start and end dates for your administration survey.

- This will be the timeframe in which students are able to complete their evaluations.

- Also, within this area, you may schedule when you would like reports to be released to Instructors and also Administrators (deans, chairs, etc.).

ADDING MAILINGS

Mailings remind students and instructors to complete various survey prompts

- To schedule mailings in your administration follow the steps below.

1. Open your administration from the Administrations tab
2. Scroll to the middle of the page where it says Associated Mailings
3. For student mailing, click on the **Schedule Student** Mailing tab (this tab is shown as default)

Associated Mailings

| Students | Instructors |

Schedule Student Mailing

Show 10 entries   Search:

⬍ Mailing Name	⬍ Status	⬍ Mailing Date	Recipients	Action

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SCHEDULING STUDENT MAILINGS

- For Student Mailings, create a mailing name and schedule the mailing time using the date and time fields.

- Student mailings can only be scheduled for a date when the administration is open.

- In the template drop-down, choose the template you'd like to use:
  - Student Email - IDEA SRI Opening
  - (This informs students the survey is open).
  - Student Email - IDEA SRI Reminder
  - (This reminds students to take the survey).

Schedule Mailing

* Mailing Name:

Note: Mailings must be scheduled in the future

* Date of Mailing:
Format date as
mm/dd/yyyy

* Time of Mailing:

Template: Select a template ▾

* Message From Name:

* Message Reply To Address:

* Message Subject:

MAILING MESSAGE

- If a template is chosen, all remaining fields will be auto-filled (Message From Name, Message Reply to Address, Message Subject).

- If you would like to replace your name and email address so that you get student replies, you can edit those fields.

- You can also edit the email Message if you choose to do so.

INSTRUCTOR MAILINGS

- For instructor mailing, click on the **Instructor** tab.

  - Click **Schedule Instructor Mailing** to send:

    - Instructor Email – IDEA SRI Opening

  - Click **Schedule OSF Reminder** to send:

    - Instructor Email – IDEA OSF Opening

    - Instructor Email – IDEA OSF Reminder

Associated Mailings

| Students | Instructors |

Schedule Instructor Mailing Schedule Report Mailing Schedule OSF Reminder

Show 10 ▼ entries

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INSTRUCTOR MAILINGS

- When choosing which instructor mailing to use, read the first sentence of the mailing to know when to set the date.
  - Example: Instructor Email – SRI Opening needs to be sent out 3 weeks prior to the surveys opening for students.
  - Example: Instructor Emails – OSF Opening needs to be sent out a few weeks to a few months prior to the student surveys opening.
- All instructor mailings show Peter Crosby as the individual sending the message. Because of this, Peter will be the one receiving any replies back from instructors.

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ADDING AND REMOVING COURSES

- Individual course sections may be added or removed from an administration that has already been created.

- **To Remove Course Sections:**

  - Please note: A course section can only be removed from an administration if it does not yet have responses.

  1) Select the check box next to the course section you would like to remove.

  2) Select "Remove Course(s) above the grid.

ADDING AND REMOVING COURSES

- **To Add Course Sections:**

  1) Select "+Add" in the upper right corner of the grid under "Course Sections"

  2) Select the course section you would like to add and press "Select"

EXTENDING DATES FOR INDIVIDUAL COURSES

- Individual courses can have an end date different than the entire administration that it is assigned to. To extend the end date for a course use the following steps:

1) In the **Administrations** tab, open the administration that the course is assigned to

2) In the **Course Sections** table, search for the course using the CRN or course code

3) In the column marked "Evaluation End Date", click the ⬚ button

4) From here, you will be able to adjust the end date of the evaluation accordingly.

- **Please note:** Extending a specific evaluation beyond the administration date will delay reports for all other courses in the administration.

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FREQUENTLY ASKED QUESTIONS

- Where can students find their surveys?
  - Direct them to http://usu.campuslabs.com/courseeval

- Where do faculty to go to fill out their OSF?
  - http://usu.campuslabs.com/faculty

- As a Setup Admin, where do I find my administrations?
  - http://usu.campuslabs.com/ce

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FREQUENTLY ASKED QUESTIONS

- How do I change the frequency of alerts that students receive for their surveys?
  - Students receive emails reminding them to take the survey. Go in to "Associated Mailings" in your administration, click Schedule Student Mailing, and then enter the information for that mailing including the date you'd like students to be reminded to take the survey.

FREQUENTLY ASKED QUESTIONS

- Where do I find instructor comments and results?
    - Login to your administration and on the top menu click **Reports**
    - In the drop down menu choose between the following:
        - Faculty Reports
        - Question Mean Analysis
        - Response Rates
        - Unit Summary Report

- NOTE: You can print any of the reports listed in campuslabs or save them as PDF's

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