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IASystem™ 2.12 Faculty User Guide

A Guide for Instructors Using the IASystem Faculty Portal

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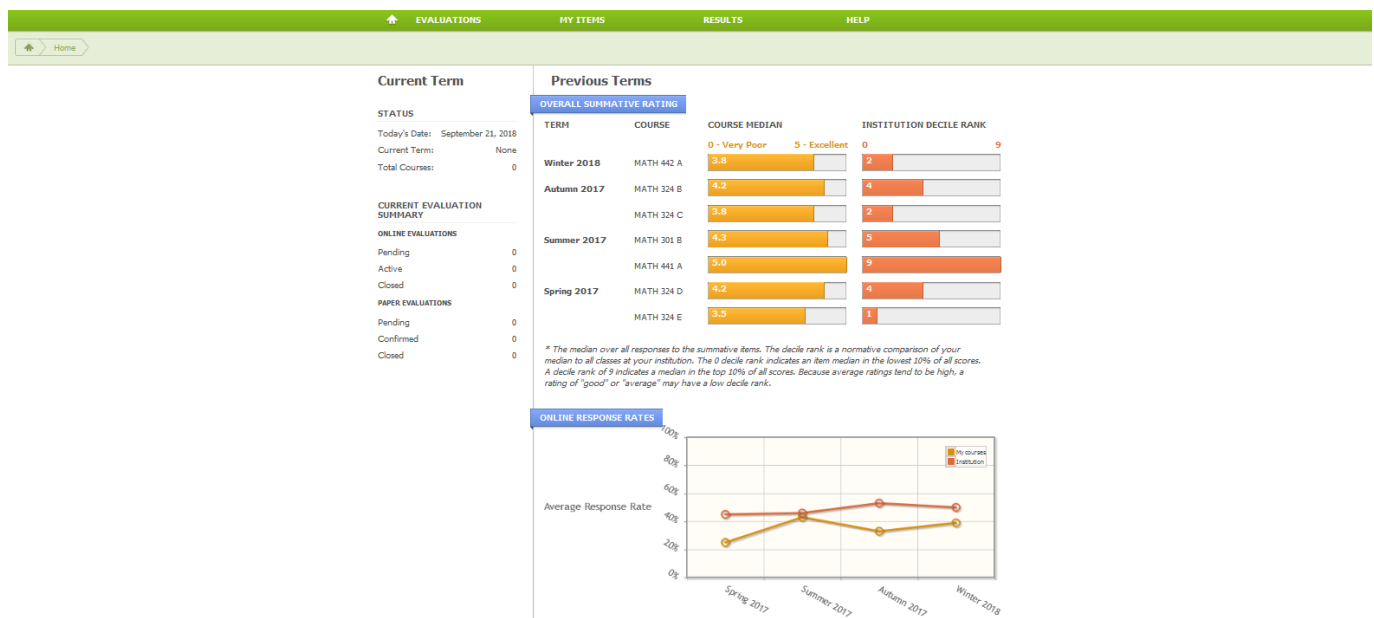
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IASYSTEM FACULTY PORTAL OVERVIEW

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

The homepage tool bar displays four main tabs along with a quick link to return to the homepage. Current term and previous term statistics displayed in various visual and numeric formats also provide faculty with quick details regarding their course evaluation performance for the past year.



EVALUATIONS

The purpose of the IASystem™ **Evaluations** tab is to provide instructors with the ability to see the specifics of their evaluations, manage their online and paper evaluations, and look up their coordinators.

VIEW ALL EVALUATIONS

The [View All Evaluations](#) page provides instructors a listing of all of their course evaluations. Instructors are able to view evaluation details, access previews to their online and paper evaluations, and view reports.

My Course Evaluations

The [My Course Evaluations](#) page 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.

EVALUATIONS MY ITEMS RESULTS HELP									
Home									
My Course Evaluations									
Below is a listing of all of your course evaluations. To view a course evaluation report, click the "View Report" link or select "Reports" from the RESULTS menu above; the latter offers additional reporting options. Note that reports become available when both the evaluation close date and report available date have passed.									
EVALUATION DETAILS									
TERM	COURSE	STATUS	OPEN	CLOSE	REPORT AVAILABLE	RESPONSES	ACTION		
Summer 2018	ART 140 B	Closed	08/14/2018	08/16/2018	08/24/2018	(0/8) 0%	Preview View Report		
Summer 2018	ART 140 A	Pending			08/24/2018	(0/14) 0%	View Report		
Winter 2018	ART 140 A	Closed		03/13/2018	03/20/2018	(14/19) 74% very high	View Report		
Autumn 2017	ART 140 A	Closed		12/13/2017	12/26/2017	(17/18) 94% very high	View Report		
Spring 2017	ART 140 C	Closed		06/15/2017	06/19/2017	(15/17) 88% very high	View Report		

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.
ICON	The evaluation delivery icon is the format of the evaluation chosen (a blue computer screen denotes an online evaluation and a yellow piece of paper with pencil denotes a paper evaluation).
Status	For <u>online evaluations</u> the status types are: <ul style="list-style-type: none"> • <i>Pending</i> (evaluation created, but not yet open) • <i>Open</i> (evaluation in progress) • <i>Closed</i> (evaluation has been completed) For <u>paper evaluations</u> the status types are: <ul style="list-style-type: none"> • <i>Pending</i> (evaluation requested, but not yet processed) • <i>Confirmed</i> (evaluation processed and ready to be administered) • <i>Closed</i> (evaluation completed and results data uploaded to system)
Open & Close Dates	The range of dates each online evaluation is available to be accessed by students.
Report 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. See <i>Faculty Permissions For Editing & Deleting Online Evaluations</i> table located on page 10.

View Report: this link becomes live when the evaluation has closed and it is past the Report Available date. The View Report link opens an individual course summary report for 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	<p>For <u>online evaluations</u> the status types are:</p> <ul style="list-style-type: none"> • <i>Pending</i> (evaluation created, but not yet open) • <i>Open</i> (evaluation in progress) • <i>Closed</i> (evaluation has been completed) <p>For <u>paper evaluations</u> the status types are:</p> <ul style="list-style-type: none"> • <i>Pending</i> (evaluation requested, but not yet processed) • <i>Confirmed</i> (evaluation processed and ready to be administered) • <i>Closed</i> (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 person who created the evaluation. The “set up by” name is hyperlinked and can be clicked on to email the person.
Form	The letter which corresponds with IASystem™ evaluation form selected. <i>For example: A-Small Lecture, B-Large Lecture, C-Seminar, etc.</i>
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: <i>Anyone <u>not</u> in the class will get the message, “Sorry, this isn’t your course evaluation.”</i>
Notification	<ul style="list-style-type: none"> • For online evaluations a date/time stamp of when each email notification was sent to students. • For paper evaluations, a note states “None/Paper” instead.

REQUEST ONLINE EVALUATIONS

Creating online evaluations in IASystem™ as a faculty member allows you to select courses, define evaluation parameters and create evaluations in an easy step-by-step process.

Note: *The ability for instructors to request their own evaluations is a feature that can be turned on or off for each department; if you do not see the “Request Online Evaluations” or “Order Paper Evaluations” options under the Evaluations tab, please contact your campus course evaluation Administrator. This feature is available to faculty if permitted by your institution.*

Navigate to Request Online Evaluations

Select “Evaluations” from Main Menu.

Select “Request Online Evaluations” from Drop-down.

From the [Online Evaluations](#) page, click the blue “**Create Evaluations**” tab (default).

Select Term for which you would like to create evaluations (defaults to current term).

Click “Continue.”

Select Courses

You are now on the [Select Courses](#) page. This page provides a listing of the available courses for the selected term. Not all colleges/departments participate in allowing instructors to request their own evaluations. Those courses will be listed in brown and cannot be selected.

1. Select all or some of the courses listed for which you would like to setup evaluations by clicking the checkbox to the left of the course details.
2. Courses listed in red already have evaluations and cannot be selected. These courses will have a computer or paper icon next to the course abbreviation indicating if they are being evaluated online or by paper.
3. Evaluations for courses in brown can only be created by coordinators. Contact your coordinator.
4. If course is cross-listed (joint) with other courses, you will see all instances. The evaluation will cover the entire cross-listed (joint) cluster.
5. Course enrollment is displayed.

Note: If enrollment is zero, there are no students listed in the course. You should contact your IASystem™ Administrator after setting up an evaluation for that course to update student list.

6. Once all course selections are finalized, click “Continue” at the bottom of the page.

Define Evaluation Parameters

You are now on the [Define Evaluations](#) page.

This page defines the settings for each course evaluation including form, open and close dates. Dates may be controlled by your IASystem™ campus Administrator. You may make global selections using the top row drop-downs on the table or make individual selections in each row.

1. **Select the Evaluation Form** you wish to use. Standard IASystem™ forms will be displayed first in the drop-down, followed by any available Custom Forms. You can preview selected form using a “Preview form” button next to the drop-down.

Define Evaluations

COURSE	INSTRUCTOR	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	
T HLTH 305 A	Lockhart, Catherine				
		OPEN	CLOSE	REPORTS AVAILABLE	COURSE_TYPE
		14/2016	03/23/2016	05/25/2016	

IASystem Forms

- Form A - Small Lecture/Discussion
- Form B - Large Lecture
- Form C - Seminar/Discussion
- Form D - Problem Solving
- Form E - Skill Acquisition
- Form F - Quiz Section
- Form G - Lectures/Assignments
- Form H - Lab
- Form I - Distance Learning
- Form J - Clinical/Studio
- Form K - Project/Studio
- Form L - ESL
- Form M - Study Abroad
- Form X - Educational Outcomes

Custom Forms

- Form C2 - Nursing Custom Form
- Form C3 - Nursing Seminar Form

2. **Select Open Dates** (must be at least one day later than current date). Online Evaluations cannot open the same day they are created; the earliest they can open is 12am the following day. The Open Date may be populated by your IASystem™ campus Administrator.

Note: Online evaluations open at 12:00am (your campus time zone) on date selected.

3. **Select Close Dates** (must be at least one day later than the open date and cannot be later than the term end date). The Close Date may be populated by your IASystem™ campus Administrator.

Note: Online evaluations close at 11:59pm (your campus time zone) on date selected.

4. **Reports Available Date** is populated by your IASystem™ campus Administrator and cannot be changed.
5. **Select the applicable [Course Type](#)** for each course.
6. Click the blue **“Submit”** button on the bottom right to create online evaluation(s)

You are now on the [Online View and Manage Evaluations](#) page.

View, Edit, or Delete Online Evaluations

The [View and Manage Online Evaluations](#) part of the system allows users to review the details of existing evaluations and, depending on the evaluation status, also edit or delete existing evaluations.

Note: This feature is available to faculty if permitted by your institution.

NAVIGATE TO VIEW AND MANAGE ONLINE EVALUATIONS

Select “Evaluations” from Main Menu.

Select “Request Online Evaluations” from Drop-down.

On the [Online Evaluations](#) page, select the blue **“View and Manage Evaluations”** tab.

Select Term for which you would like to view and manage evaluations (*defaults to current term*).

When all selections are made, click “Continue.”

VIEW EVALUATIONS

You are now on the [View Evaluations](#) page.

This page displays information about evaluations that have been created. There are three tabs that display information about course evaluation surveys; **Main**, **URL**, and **Other**.

1. **Main**: displays course ID, open/close dates, evaluation status, response rate, and a “Preview” hyperlink of the course evaluation (not for live use) on the far right column. For pending evaluation there is an “Add Items” hyperlink below “preview” to add instructor-specific items to the course evaluation.
2. **URL**: displays the static URL address of the student course evaluation survey that can be copied and pasted for students to access. The URL page also has information on when instructors/students were sent email notifications.

Note: There is a single URL for each evaluation. Access to the evaluation is controlled by the students in the class list. If someone not in the class list tries to access the course evaluation, they will be given a message “Sorry, this isn’t your course evaluation.”

3. **Other**: displays initial parameters made per request such as evaluation form type, course type, reports available date, and who it was set up by.

EDIT OR DELETE ONLINE EVALUATIONS

The [View Evaluations](#) page also allows the user to edit or delete existing evaluations based on evaluation status. You can only edit or delete evaluations created by you. For evaluations created by someone else please contact the person the evaluation was “Set up by” regarding any changes.

There are 3 types of evaluation statuses:

1. **Pending**: an evaluation that has been created, but has not yet started
2. **Open**: an evaluation that has started and is in progress
3. **Closed**: an evaluation that has been completed

The following table displays rules for editing & deleting evaluations based on status. The ability to edit dates is set by your IASystem™ Administrator. If your Administrator has “locked” the dates for the term, they cannot be edited. The following chart is based on “unlocked” dates:

FACULTY PERMISSIONS FOR EDITING & DELETING ONLINE EVALUATIONS

ONLINE STATUS	EDIT FORM TYPE	EDIT OPEN DATE	EDIT CLOSE DATE	EDIT REPORTS AVAILABLE DATE	EDIT COURSE TYPE	DELETE ONLINE EVALUATION
Pending	YES	YES	YES	NO	YES	YES
Open	NO	NO	YES	NO	YES	NO
Closed	NO	NO	NO	NO	NO	NO

To edit or delete an evaluation, or set of evaluations, click the box(es) next to the evaluation(s) to select; then press either the “Edit” or “Delete” button located on the right side of the table.

- If you select “Delete,” the [Delete Evaluations](#) page will open and you can either “Cancel” or “Confirm” your deletion.
- If you select “Edit,” the [Edit Evaluations](#) page will open and you can modify one or more of the evaluation parameters and click “Submit” to confirm your changes.

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 an 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 Report(s) 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™* Evaluation Email Reminder Schedule (below).
 - Automated emails are sent to faculty with updated response rate information and evaluation details based on *IASystem™* Evaluation 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	1 st reminder, 4 days prior to close 2 nd reminder, 1 day prior to close	1 st update, 4 days prior to close 2 nd update, 1 day prior to close
13 + days	1 st reminder, 8 days prior to close 2 nd reminder, 4 days prior to close 3 rd reminder, 1 day prior to close	1 st update, 8 days prior to close 2 nd update, 4 days prior to close 3 rd 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 [Appendix A](#) for examples of IASystem™ evaluation email notification content.

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 and CSV file 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.

ORDER PAPER EVALUATIONS

Creating paper evaluations in IASystem™ as a faculty member allows you to select courses, define evaluation parameters and create evaluations in an easy step-by-step process. (Note: this feature is available to faculty if permitted by your institution.)

Orders for paper evaluations generate paper evaluation “Cover Sheets” which are used in conjunction with scannable paper evaluation forms. After completing paper evaluation requests, the University of Washington’s IASystem™ office will generate and send the evaluation cover sheets.

Navigate to Order Paper Evaluations

Select “Evaluations” from Main Menu.

Select “Order Paper Evaluations” from Drop-down.

From the [Paper Evaluations](#) page, select the blue “**Create Evaluations**” tab (default).


When all selections are made, click “Continue.”

Select Courses

You are now on the [Select Courses](#) page. This page provides a listing of the available courses for the selected term. Not all colleges/departments participate in allowing instructors to request their own evaluations. Those courses will be listed in brown and cannot be selected.

1. Select all or some of the courses listed for which you would like to setup evaluations by clicking the checkbox to the left of the course details.
2. Courses listed in **red** already have evaluations and cannot be selected. These courses will have a computer or paper icon next to the course abbreviation indicating if they are being evaluated online or by paper.
3. Evaluations for courses in **brown** can only be created by coordinators. Contact your coordinator.

Select Courses TERM: Winter 2018

<input type="checkbox"/>	TERM	COURSE	COURSE ID	COURSE TITLE	CROSS LISTING	ENROLLMENT
<input checked="" type="checkbox"/>	Winter 2018	SPHSC 572 A	20502	Pediatric Audiology		15
<input checked="" type="checkbox"/>	Winter 2018	SPHSC 591 B	 20517	Advanced Practicum In Audiology		4
<input checked="" type="checkbox"/>	Winter 2018	SPHSC 591 E	20523	Advanced Practicum In Audiology		3
<input type="checkbox"/>	Winter 2018	SPHSC 591 K	20525	Advanced Practicum In Audiology		4
<input type="checkbox"/>	Winter 2018	SPHSC 591 N	20532	Advanced Practicum In Audiology		2

Courses in red have evaluations created and cannot be selected. (3 Selected) [Continue](#)

4. If course is **cross-listed** (joint) with other courses, you will see all instances. The evaluation will cover the entire cross-listed (joint) cluster.
5. Course enrollment is displayed.
6. Once all course selections are finalized, click “Continue” at the bottom of the page.

Define Evaluation Parameters

You are now on the [Define Evaluations](#) page.

This page defines the settings for each course evaluation. You may make global selections using the top drop-downs on the table or make individual selections in each row.

1. **Select the IASystem™ Evaluation Form** you wish to use.
2. **Select the applicable IASystem™ Course Type** for each evaluation.
3. If needed, modify Enrollment. The enrollment number populates from the class list data that was uploaded into the system. If this number is incorrect, you may type in another number.
4. **Reports Available Date** is populated by your IASystem™ campus Administrator and cannot be changed.
5. Click the blue **“Submit”** button on the bottom right to create evaluations.

You are now on the [Paper View Evaluations](#) page.

View, Edit, or Delete Paper Evaluations

NAVIGATE TO VIEW PAPER EVALUATIONS

Select “Evaluations” from Main Menu.

Select “Order Paper Evaluations” from Drop-down.

From the [Paper Evaluations](#) page, select the blue **“View and Manage Evaluations”** tab.

Select Term for which you would like to view and manage evaluations (*defaults to current term*).

When all selections are made, click “Continue”

VIEW PAPER EVALUATIONS (COVER SHEET REQUESTS)

You are now on the [View Paper Evaluations](#) page.

This page displays information about paper evaluations that have been created.

For paper evaluations, this means a request has been sent to IASystem™ staff to generate a cover sheet that will be used in conjunction with scannable forms. The cover sheet and scannable forms will allow a user to conduct an in-person paper evaluation for a particular course.

The “View Evaluation” page displays course ID, course, instructor information, evaluation form type, course type, enrollment, request status, response rate, reports available date, and who the evaluation was set up by.

EDIT OR DELETE PAPER EVALUATIONS (COVER SHEET REQUESTS)

The [View Paper Evaluation](#) page also allows the user to edit or delete existing evaluations based on evaluation status. You can only edit or delete evaluations created by you. For evaluations created by someone else please contact the person the evaluation was “Set up by” regarding any changes.

There are three types of evaluation status:

1. **Pending:** a paper evaluation has been created, but the cover sheet has not yet been processed.
2. **Confirmed:** a paper evaluation has been created, the cover sheet has been processed, and forms have not been scanned.
3. **Closed:** a paper evaluation has been administered and the results have been scanned and uploaded.

The following table displays rules for editing & deleting evaluations based on status.

FACULTY PERMISSIONS FOR EDITING & DELETING PAPER EVALUATIONS

PAPER STATUS	EDIT FORM TYPE	EDIT COURSE TYPE	EDIT ENROLLMENT	EDIT REPORTS AVAILABLE DATE	DELETE PAPER EVALUATION
Pending	YES	YES	YES	NO	YES
Confirmed	NO	YES	YES	NO	NO
Closed	NO	NO	NO	NO	NO

To edit or delete an evaluation, or set of evaluations, click the box(es) next to the evaluation(s) in order to select them; then press either the “Edit” or “Delete” button located on the right side of the table.

- If you select “Delete,” the [Delete Evaluations](#) page will open and you can either “Cancel” or “Confirm” your deletion.
- If you select “Edit,” the [Edit Evaluations](#) page will open and you can modify one or more of the evaluation parameters and click “Submit” to confirm your changes.

MIDTERM

If enabled, the homepage tool bar will display five main tabs along with a quick link to return to the homepage. The IASystem™ **Midterm** tab provides instructors the ability to see the specifics of their midterm course feedback, manage their midterm course feedback request, generate their midterm feedback reports and look up their coordinators. The purpose of midterm course feedback is to allow students to engage with their instructors part-way through the term regarding their learning experience in the course, allowing instructors to make changes or adjustments to improve student learning.

Note: If you do not see the Midterm tab as an option, please contact your campus course evaluation Administrator. This feature is available to faculty if permitted by your institution.

↑ EVALUATIONS MIDTERM MY ITEMS REPORTS HELP

Home

Current Term

None

Total Courses: 0

CURRENT EVALUATION SUMMARY

ONLINE EVALUATIONS

Pending: 0

Active: 0

Closed: 0

PAPER EVALUATIONS

Pending: 0

Confirmed: 0

Closed: 0

CURRENT MIDTERM SUMMARY

MIDTERM FEEDBACK

Pending: 0

Active: 0

Closed: 0

Previous Terms

OVERALL SUMMATIVE RATING

TERM	COURSE	COURSE MEDIAN	INSTITUTION DECILE RANK
Summer 2021	A A 210 A	Data not yet available	Data not yet available
	A A 260 A	Data not yet available	Data not yet available
Spring 2021	A A 322 A	4.5	5
	A E 598 B	3.8	1
Winter 2021	A A 210 A	3.4	1
	A A 321 A	3.8	2
	A E 598 B	2.9	1
Autumn 2020	A A 210 A	3.9	2
	A A 320 A	2.8	1
	A A 322 A	3.4	1
	A E 598 B	2.9	1

* The median over all responses to the summative items. The decile rank is a normative comparison of your median to all classes at your institution. The 0 decile rank indicates an item median in the lowest 10% of all scores. A decile rank of 9 indicates a median in the top 10% of all scores. Because average ratings tend to be high, a rating of "good" or "average" may have a low decile rank.

ONLINE RESPONSE RATES

* Response rates are only for end of term online evaluations.

VIEW ALL MIDTERM FEEDBACK

The [View All Midterm Feedback](#) page provides faculty a listing of all their midterm feedback. Faculty are able to view midterm feedback details, access previews to their midterm feedback, and view their report.

My Midterm Course Feedback

The [My Midterm Course Feedback](#) page displays a listing of an instructor’s midterm course feedback in reverse chronological order. This list can also be sorted by term, course, or open/close date. Primary midterm course feedback details and actions are listed in the **Main** tab and additional details are displayed in the **Other** tab.

↑ EVALUATIONS MIDTERM MY ITEMS REPORTS HELP

My Midterm Course Feedback

My Midterm Course Feedback

MIDTERM FEEDBACK DETAILS **Main** Other

TERM	COURSE	STATUS	OPEN	CLOSE	RESPONSES	ACTION
Summer 2021	PSYCH 330 A	Closed	07/14/2021	07/19/2021	(7/20) 35% moderate	Preview View Report
Spring 2021	PSYCH 330 A	Closed	04/21/2021	04/26/2021	(9/25) 36% moderate	Preview View Report
Winter 2021	PSYCH 330 A	Closed	01/27/2021	02/03/2021	(19/25) 76% very high	Preview View Report
Autumn 2020	PSYCH 330 A	Closed	10/26/2020	10/29/2020	(11/23) 48% moderate	Preview View Report

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

MAIN TAB

The **Main** tab displays the following midterm course feedback details:

CATEGORY	DESCRIPTION
Term	The term in which the course was offered.
Course	The course abbreviation, number and section.
Icon	The icon is the format of the request chosen (double chat box icon denotes midterm course feedback).
Status	For <u>midterm feedback</u> the status types are: <ul style="list-style-type: none"> • <i>Pending</i> (midterm feedback request created, but not yet open) • <i>Open</i> (midterm feedback request in progress) • <i>Closed</i> (midterm feedback request has been completed)
Open & Close Dates	The range of dates each midterm feedback is available to be accessed by students.
Responses	The number of completed midterm feedback responses tracked in real time.
Action	<p>Preview: this links to a preview version of the specific midterm course feedback. The URL for the preview is for viewing purposes only and is different than the URL for the student feedback.</p> <p>Add Items: this link opens a new page that allows instructors to add custom questions to their midterm course feedback tool. See <i>Faculty Permissions For Editing & Deleting Midterm Feedback Requests</i> table located on page 19 for similar midterm feedback permissions.</p> <p>View Report: this link becomes live when the midterm course feedback has closed. The View Report link opens a midterm feedback summary report for each midterm course feedback.</p>

OTHER TAB

The **Other** tab displays the following midterm course feedback details:

CATEGORY	DESCRIPTION
Term	The term in which the course was offered.
Course	The course abbreviation, number and section.
Icon	The icon is the format of the request chosen (double chat box icon denotes midterm course feedback).
Status	For <u>midterm feedback</u> the status types are: <ul style="list-style-type: none"> • <i>Pending</i> (midterm feedback request created, but not yet open) • <i>Open</i> (midterm feedback request in progress) • <i>Closed</i> (midterm feedback request has been completed)
Survey ID	The unique ID number assigned by IASystem™ to each midterm feedback request.
Set Up By	The person who created the midterm request. The “set up by” name is hyperlinked and can be clicked on to email the person.

Form	The letter which corresponds with IASystem™ feedback form selected. <i>For example: ZC - Midterm, flexible, ZM - Midterm, default, etc.</i>
URL	The URL is the web link for a specific midterm course feedback request. Students will receive emails containing this URL when the midterm feedback opens. Each URL is unique to a specific midterm course feedback request. 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 midterm course feedback. <i>Note: Anyone <u>not</u> in the class will get the message, "Sorry, this isn't your midterm feedback."</i>
Notification	<ul style="list-style-type: none"> For midterm course feedback a date/time stamp of when each email notification was sent to students.

REQUEST MIDTERM FEEDBACK

Creating midterm course feedback requests in IASystem™ as an instructor allows you to select courses, define feedback parameters and create feedback requests step-by-step.

Note: The ability for instructors to request their own midterm feedback request, or have it requested on their behalf, is a feature that can be turned on or off for your entire institution; if you do not see the Midterm tab as an option, please contact your campus course evaluation Administrator. This feature is available to faculty if permitted by your institution.

Navigate to Request Midterm Feedback

Select "Midterm" from Main Menu.

Select "Request Midterm Feedback" from Drop-down.

From the [Midterm Feedback](#) page, click the blue "**Create Midterm Feedback**" tab (default).

Select Term for which you would like to create a midterm feedback request (defaults to current term).

Click "Continue."

Select Courses

You are now on the [Select Courses](#) page. This page provides a listing of the available courses for selected term.

1. Select all or some of the courses listed for which you would like to setup midterm course feedback requests by clicking the checkbox to the left of the course abbreviation.
2. Courses listed in red already have been requested for and cannot be selected. These courses will have a double chat box icon next to the course abbreviation indicating they have been requested.
3. If course is cross-listed (joint) with other course(s), you will see all instances. The midterm course feedback request will cover the entire cross-listed (joint) cluster.
4. Course enrollment is displayed.

Note: If enrollment is zero, there are no students listed in the course. You should contact your IASystem™ Administrator after setting up a midterm course feedback request for that course to update student list.

- Once all course selections are finalized, click “Continue” at the bottom of the page.

Define Midterm Feedback Parameters

You are now on the [Define Midterm Feedback](#) page.

This page defines the settings for each midterm course feedback request including form, open and close dates. You may make global selections using the top row drop-downs on the table or make individual selections in each row.

- Select the Midterm Feedback Form** you wish to use. Standard IASystem™ Midterm feedback forms will be displayed first in the drop-down, followed by any available Custom Forms. You can preview selected form using the “Preview form” button next to the drop-down.

Define Midterm Feedback TERM: Winter 2021

Reports available the day after midterm feedback close date.
Preview/select the form that is appropriate for your feedback. You will be able to add your own items to the form but you will not be able to remove any standard form items.

COURSE	COURSE ID	INSTRUCTOR	FORM	OPEN	CLOSE
AA 210 A	10000	Chavez, Raquel	<input type="text" value="07/21/2021"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="07/23/2021"/>

Mid Term Feedback Forms

- Form Z - Midterm, Remote Course
- Form ZC - Midterm, flexible

[Submit](#)

- Select Open Dates** (must be at least one day later than current date). Midterm feedback requests cannot open the same day they are created; the earliest they can open is 12am the following day.

Note: Midterm Feedback open at 12:00am (your campus time zone) on date selected.

- Select Close Dates** (must be at least one day later than the open date and cannot be later than the term end date).

Note: Midterm Feedback close at 11:59pm (your campus time zone) on date selected.

- Click the blue “**Submit**” button on the bottom right to create your midterm feedback request(s).

You are now on the [My Midterm Course Feedback](#) page.

View, Edit, or Delete Midterm Feedback Requests

The [View and Manage Midterm Feedback](#) part of the system allows users to review the details of existing midterm course feedback requests and, depending on the status, also edit or delete existing requests.

NAVIGATE TO VIEW AND MANAGE MIDTERM FEEDBACK REQUESTS

Select “Midterm” from Main Menu.

Select “Request Midterm Feedback” from Drop-down.

On the [Midterm Feedback](#) page, select the blue “**View and Manage Midterm Feedback**” tab.

Select Term for which you would like to view and manage midterm feedback (*defaults to current term*).

When all selections are made, click “Continue.”

VIEW MIDTERM FEEDBACK REQUESTS

You are now on the [View Midterm Feedback Requests](#) page.

This page displays information about midterm feedback requests that have been created. There are two tabs that display information about midterm course feedback requests; **Main** and **Other**.

1. **Main**: displays course ID, open/close dates, status, response rate, form, and a “Preview” hyperlink of the midterm course feedback request (not for live use) on the far right column. For pending requests there is an “Add Items” hyperlink below “preview” to add instructor-specific items to the course evaluation.
2. **Other**: displays who the midterm course feedback request was set up by and the static URL address of the student course evaluation survey that can be copied and pasted for students to access. The Other tab also has information on form selected and when instructors/students were sent email notifications.

Note: There is a single URL for each midterm course feedback request. Access to the midterm course feedback request is controlled by the students in the class list. If someone not in the class list tries to access the URL, they will be given a message “Sorry, this isn’t your midterm feedback.”

EDIT OR DELETE MIDTERM FEEDBACK REQUESTS

The [View Midterm Feedback Requests](#) page also allows the user to edit or delete existing requests based on their status. You can only edit or delete requests created by you. For requests created by someone else please contact the person the request was “Set up by” regarding any changes.

There are 3 types of midterm feedback statuses:

1. **Pending**: a midterm feedback request created, but not yet open
2. **Open**: a midterm feedback request that has started and is in progress
3. **Closed**: a midterm feedback request that has been completed

The following table displays rules for editing & deleting midterm feedback requests based on status.

FACULTY PERMISSIONS FOR EDITING & DELETING MIDTERM FEEDBACK REQUESTS

MIDTERM STATUS	EDIT FORM TYPE	EDIT OPEN DATE	EDIT CLOSE DATE	DELETE MIDTERM FEEDBACK
Pending	YES	YES	YES	YES
Open	NO	NO	YES	NO
Closed	NO	NO	NO	NO

To edit or delete a request, or set of requests, click the box(es) next to the course(s) to select; then press either the “Edit” or “Delete” button located on the right side of the table.

- If you select “Delete,” the [Delete Midterm Feedback](#) page will open and you can either “Cancel” or “Confirm” your deletion.
- If you select “Edit,” the [Edit Midterm Feedback](#) page will open and you can modify one or more of the request parameters and click “Submit” to confirm your changes.

Midterm Feedback Email Notifications

All midterm feedback requests are equipped with email notifications. Emails will be sent under the following circumstances:

Midterm Feedback Created & Updated

- At the time a midterm feedback request is created, faculty receive an automated email with information about the request setup details and link to the IASystem™ faculty portal.
- At the time a midterm feedback request is updated, faculty receive an automated email with updated information about their midterm feedback request details.

Midterm Feedback Opens

- Faculty receive an automated email notifying them the midterm feedback request for their class is now open.
- Students receive an automated email notifying them the midterm feedback request for their class is now open and asking them to complete it.

Midterm Feedback Close

- Faculty receive an automated email when their Midterm Feedback Summary Report(s) are available within the IASystem Faculty portal. These emails are generated when the request is closed.

Reminders & Updates

- Automated emails are sent to students who have not yet responded based on IASystem™ Midterm Email Reminder Schedule (below).
- Automated emails are sent to faculty with updated response rate information and midterm feedback request details based on IASystem™ Midterm Email Reminder Schedule (below).

IASYSTEM™ EMAIL REMINDER SCHEDULE

Email reminders are sent to students who have not completed the midterm feedback. 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	1 st reminder, 4 days prior to close 2 nd reminder, 1 day prior to close	1 st update, 4 days prior to close 2 nd update, 1 day prior to close
13 + days	1 st reminder, 8 days prior to close 2 nd reminder, 4 days prior to close 3 rd reminder, 1 day prior to close	1 st update, 8 days prior to close 2 nd update, 4 days prior to close 3 rd 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 a midterm feedback.

See [Appendix B](#) for examples of IASystem™ midterm feedback email notification content.

Midterm Feedback Participant Report

- Users with access to the IASystem™ administrative portal can generate **Midterm Feedback Participant Reports** which contain a list of the students who have submitted midterm feedback for a particular course. To protect student anonymity these reports can only be downloaded as a PDF or CSV file if there are *five or more* respondents. Depending on your institutional policies, these lists may be used for incentives related to midterm feedback 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 **Midterm Feedback Participant Reports**.
- Midterm Feedback Participant Reports** can only be generated in 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 **Midterm Feedback Participant Report**.
- Directions for generating **Midterm Feedback Participant Reports** are located in the IASystem™ Coordinator User Guide.

MY ITEMS

ADD, EDIT, AND DELETE MY ITEMS FOR ONLINE EVALUATIONS

Instructors have the ability to add instructor-created items (questions) to their course evaluations. These items will also be saved for future use in your item bank, under the “My Items” tab. To add items, navigate to the [My Course Evaluations](#) page found under the EVALUATIONS>VIEW ALL EVALUATIONS tabs, then click the “Add Items” button on the right column labeled ACTION. 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

EVALUATION DETAILS		Main	Other				RESPONSES	ACTION
TERM	COURSE	STATUS	OPEN	CLOSE	REPORT AVAILABLE			
Winter 2021	AA 210 A	Pending	08/24/2021	08/24/2021	08/30/2021	(0/171) 0%	Preview Add Items 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: Winter 2021 - A A 210 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.

RATING SCALE Excellent (5) Very Good (4) Good (3) Fair (2) Poor (1) Very Poor (0)

 [Add](#)

RATING SCALE Strongly Agree (5) Agree (4) No Opinion (3) Disagree (2) Strongly Disagree (1)

 [Add](#)

OPEN ENDED 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 open ended items.

1. Once you have typed a question in the corresponding box, click the blue “Add” button.

- 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.

Add Items to Evaluation: Winter 2021 - A A 210 A

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.

RATING SCALE	Excellent (5)	Very Good (4)	Good (3)	Fair (2)	Poor (1)	Very Poor (0)
<input type="checkbox"/> The Wednesday group activities were:						
<input type="text"/>						<input type="button" value="Add"/>

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

- 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.
- 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.

Review Evaluation Items: Winter 2021 - A A 210 A

[Add Questions](#)
[Preview](#)


Instructor-added items for this evaluation are displayed below. Items for this evaluation can be reordered or deleted. To add additional items, click the Add Questions button. To see a preview of the evaluation, click the Preview button.

RATING SCALE	Excellent (5)	Very Good (4)	Good (3)	Fair (2)	Poor (1)	Very Poor (0)
Effectiveness of lectures						

RATING SCALE	Strongly Agree (5)	Agree (4)	No Opinion (3)	Disagree (2)	Strongly Disagree (1)
Discussions were interactive and engaging.					

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 for Online Evaluations

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.

Manage My Items

Your item bank contains instructor-created course evaluation questions. Items in use cannot be edited or deleted. To add items, type your question in the text box and click Add. To edit an item, click directly on the item text and a text box will appear to edit the question; changes are saved immediately.

RATING SCALE	Excellent (5)	Very Good (4)	Good (3)	Fair (2)	Poor (1)	Very Poor (0)
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> The Wednesday experiential exercises were: ✕ </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> What was your impression of the guest lecture on therapeutic modalities? 1 ✕ </div> <div style="border: 1px solid #ccc; padding: 5px;"> <input style="width: 400px;" type="text"/> Add </div>						

- **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.
- **Archive items.** To archive an item, click on the file icon to the right of the item.

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

ADD, EDIT, AND DELETE MY ITEMS FOR MIDTERM FEEDBACK

Instructors have the ability to add instructor-created items (questions) to their midterm course feedback form. These items will also be saved for future use in your item bank, under the “My Items” tab. To add items, navigate to the My Midterm Course Feedback page found under the MIDTERM>VIEW ALL MIDTERM FEEDBACK tabs, then click the “Add Items” button on the right column labeled ACTION. This will take you to a new page.

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

My Midterm Course Feedback

MIDTERM FEEDBACK DETAILS								Main	Other
TERM	COURSE		STATUS	OPEN	CLOSE	RESPONSES	ACTION		
Winter 2021	AA 210 A		Pending	08/24/2021	08/24/2021	(0/171) 0%	Preview Add Items View Report		

Add Items to the Midterm Feedback Form for the First Time

If there are no existing items in your midterm feedback or item bank (if you have never created items), you will be brought to the “Add Items to Midterm Feedback” page.

**Add Items to Midterm Feedback:
Winter 2021 - A A 210 A**

Cancel

Save

There are currently no instructor-added items for this midterm feedback. 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.

RATING SCALE	Excellent (5)	Very Good (4)	Good (3)	Fair (2)	Poor (1)	Very Poor (0)
<input type="text"/>						
<input type="button" value="Add"/>						

RATING SCALE	Strongly Agree (5)	Agree (4)	No Opinion (3)	Disagree (2)	Strongly Disagree (1)
<input type="text"/>					
<input type="button" value="Add"/>					

OPEN ENDED ITEMS
<input type="text"/>
<input type="button" value="Add"/>

On this page, you can add custom items to your midterm feedback form. There are three types of questions to choose from: excellent to very poor (scaled items), strongly agree to strongly disagree (scaled items), and open ended 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 midterm feedback form, click the blue “Save” button at the top of the page. This will take you to the preview page, displaying an example of your midterm feedback form with your added items.

Add New or Existing Items to a Midterm Feedback Form

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

**Add Items to Midterm Feedback:
Winter 2021 - A A 210 A**

Cancel

Save

There are currently no instructor-added items for this midterm feedback. 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.

RATING SCALE	Excellent (5)	Very Good (4)	Good (3)	Fair (2)	Poor (1)	Very Poor (0)
<input type="checkbox"/> The Wednesday group activities were:						
<input type="text"/>						
<input type="button" value="Add"/>						

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 midterm feedback form 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 midterm course feedback form, click the blue “Save” button at the top of the page. This will take you to the preview page, displaying an example of your feedback form with your added items.

Review and Manage Midterm Feedback Items

When the “Add Items” link is selected and the midterm feedback form already has instructor-added questions, you will be brought to the “Review Midterm Feedback Items” page.

Review Midterm Feedback Items: Winter 2021 - A A 210 A


[Add Questions](#) [Preview](#)

Instructor-added items for this midterm feedback are displayed below. Items for this midterm feedback can be reordered or deleted. To add additional items, click the Add Questions button. To see a preview of the midterm feedback, click the Preview button.

RATING SCALE	Excellent (5)	Very Good (4)	Good (3)	Fair (2)	Poor (1)	Very Poor (0)
Effectiveness of lectures						
↑ ↓ ✕						

RATING SCALE	Strongly Agree (5)	Agree (4)	No Opinion (3)	Disagree (2)	Strongly Disagree (1)
Discussions were interactive and engaging.					
↑ ↓ ✕					

On this page you can complete the following actions:

- **Delete items.** To delete an item from the midterm feedback, 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 midterm feedback in the same order they appear on this page.

On the “Review Midterm Feedback Items” page, you will also find links to preview and add/edit questions.

- **Preview added items in the midterm feedback form.** To preview the items in the midterm feedback 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 midterm feedback period is currently open or closed, changes can no longer be made to the items for that midterm feedback form. Changes to items for specific Midterm feedback requests can only be made if that midterm feedback request is pending.

Manage My Items for Midterm Feedback

To view all of your items from past and current midterm feedback requests, click the “My Items” tab.

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

Manage My Items

Your item bank contains instructor-created course evaluation questions. Items in use cannot be edited or deleted. To add items, type your question in the text box and click Add. To edit an item, click directly on the item text and a text box will appear to edit the question; changes are saved immediately.

RATING SCALE	Excellent (5)	Very Good (4)	Good (3)	Fair (2)	Poor (1)	Very Poor (0)
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> ✕ <input type="text" value="The Wednesday experiential exercises were:"/> </div> <div style="padding: 5px;"> 1 ✕ <input type="text" value="What was your impression of the guest lecture on therapeutic modalities?"/> </div> <div style="border-top: 1px solid #ccc; padding-top: 5px;"> <input type="text"/> Add </div> </div>						

- **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.
- **Archive items.** To archive an item, click on the file icon to the right of the item.


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

ARCHIVED ITEMS

Faculty archived items are saved, but not available for use until they are activated. The content for the archived items cannot be edited. Archived items cannot be deleted.

Viewing & Activating Archived Items

To navigate, view, and publish an archived item, Select “My Items” from Main Menu and then select “Archived Items” from the drop-down.

- To **Activate** an archived item, click on the publish  icon. You'll receive a green text box indicating you've activated the item of your choice and it can now be used under the "Manage My Items" tab or "Add-Items" hyperlink.

Archived Items

These archived items are not available for use. They may be activated if you plan to use them.

RATING SCALE	Strongly Agree (5)	Agree (4)	No Opinion (3)	Disagree (2)	Strongly Disagree (1)
I advanced in my capacity to work in groups					1 ↑
In-class group discussion contributed to developing my capacity to work in a group setting.					1 ↑
In-class reflection writing-exercises contributed to developing my capacity to work in a group setting.					1 ↑
The book review portion of weekly assignments definitely contributed to my understanding of the fundamental concepts of economic analysis.					3 ↑

REPORTS

COURSE EVALUATION

IASystem™ Course Summary Reports are the individual end-of-term course evaluation reports for faculty and administrators. These reports are available in both the IASystem™ faculty and administrative portals. Course Summary Reports provide both the numeric (scaled) and open-ended (student comment) evaluation responses.

Note: Your institution's IASystem™ Administrator has the ability to restrict access to Student Comments in the IASystem™ administrative portal based on institution or college policy. Faculty always have access to Student Comments in the faculty portal.

Individual Course Reports

Report Options							
INCLUDE:	DISPLAY:		PDF:				
<input type="checkbox"/> Numeric Results and Comments	Adjusted Medians		Single PDF				
<input type="checkbox"/> Only Numeric Results							
<input type="checkbox"/> Only Comments							
TERM		STATUS	SURVEY ID	FORM	REPORT AVAILABLE	RESPONSES	
<input type="checkbox"/> Summer 2018	ART 140 B	Closed	192756	A	08/24/2018	(0/0) 0%	
<input type="checkbox"/> Summer 2018	ART 140 A	Pending	192774	E	08/24/2018	(0/14) 0%	
<input type="checkbox"/> Winter 2018	ART 140 A	Closed	188031	K	03/28/2018	(14/19) 74% very high	
<input type="checkbox"/> Autumn 2017	ART 140 A	Closed	184237	A	12/28/2017	(17/18) 94% very high	
<input type="checkbox"/> Spring 2017	ART 140 C	Closed	174345	A	05/19/2017	(15/17) 88% very high	

(None Selected) [Continue](#)

Navigate to Course Summary Reports

- Select "Reports" from the Main Menu.
- Select "Course Evaluation" from Drop-down. You are now on the [Individual Course Evaluation Reports](#) page.
- From the [Individual Course Evaluation Reports](#) page you will see "Report Options" at the top left.

Select Evaluations

At the top of the page there are three widgets under the "Report Options". You can toggle the widgets and select different options.

Select Report Options:

- Numeric Results and Comments (default)
- Only Numeric Results
- Only Comments

Note: Access to comments is controlled by your institution's IASystem™ Administrator based on institutional or college policy. If Student Comments is turned off for a college or the institution, the only reports available to administrative users will be Numeric Results.

Select Display Options:

- Adjusted Medians
- Deciles

Select PDF Output Options:

- **Single PDF** contains all selected reports in a single PDF document
- **Multiple PDFs** generates a zipped folder that contains separate PDFs for each course evaluation report

To generate report(s), use checkboxes to select all, or some, of the evaluations. Once all selections are finalized, click "Continue" at the bottom of the page. A new browser window/tab will open with your selected Course Summary Reports.

MIDTERM FEEDBACK

IASystem™ Midterm Feedback Summary Reports are the individual midterm course feedback reports for faculty. These reports are available in the IASystem™ faculty portal but can also be made available within the administrative portals. Contact your IASystem Administrator to verify your institution's current configuration. Midterm Feedback Summary Reports provide both the numeric (scaled) and open-ended (student comment) feedback responses.

Note: This feature is available to faculty if permitted by your institution. Contact your institution's IASystem™ Administrator for access and/or policies.

Midterm Feedback Reports

Report Options

PDF: Single PDF
Single PDF
Multiple PDFs

<input type="checkbox"/>	TERM	COURSE		STATUS	SURVEY ID	FORM	RESPONSES
<input type="checkbox"/>	Summer 2021	PSYCH 548 A		Closed	245006	Z	(14/14) 100% very high
<input type="checkbox"/>	Spring 2021	PSYCH 305 AF		Closed	240502	Z	(15/25) 60% high
<input type="checkbox"/>	Spring 2021	PSYCH 305 AE		Closed	240503	Z	(17/27) 63% high

(None Selected) [Continue](#)

Navigate to Midterm Feedback Summary Reports

- Select “Reports” from the Main Menu.
- Select “Midterm Feedback” from Drop-down. You are now on the [Midterm Feedback Reports](#) page.
- From the [Midterm Feedback Reports](#) page you will see “Report Options” at the top left.

Select Midterm Feedback

At the top of the page there is one widget under the "Report Options". You can toggle the widget and select different options.

Select PDF Output Options:

- **Single PDF** contains all selected reports in a single PDF document
- **Multiple PDFs** generates a zipped folder that contains separate PDFs for each course feedback report

To generate report(s), use checkboxes to select all, or some, of the midterm course feedback. Once all selections are finalized, click “Continue” at the bottom of the page. A new browser window/tab will open with your selected [Midterm Feedback Summary Reports](#).

HELP

The purpose for the **Help** tab is to provide Faculty with quick resources, answer their most common questions, and connect them with their coordinators. It includes links to the following:

- *IASystem™* Faculty User Guide
- How to Interpret Reports
- How to Add Your Own Questions
- View My Coordinators

APPENDIX A: IASYSTEM™ COURSE EVALUATION EMAIL NOTIFICATION CONTENT**IASYSTEM™ EVALUATION EMAIL NOTIFICATION CONTENT****Evaluation Creation (by Faculty) Email For Faculty**

The following is an example of the automated email sent to an instructor when they create an evaluation for their course. (This email notification is optional and will only be sent if an institution has elected to enable Faculty Request feature.)

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

Your online course evaluation has been set up for the following course section(s):

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

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}

Evaluation Opens: {ddd, mmm dd, yyyy} at 12:00am
Evaluation Closes: {ddd, mmm dd, yyyy} at 11:59pm
Faculty Reports Available: {ddd, mmm dd, yyyy}

To manage this course evaluation, access your faculty portal at {client faculty portal URL}. There you can preview and modify the 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: If so desired, you may create and add your own questions to the standard form. Instructor-specific questions may be added before the evaluation open date 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 please contact {Coordinator Name} at {Coordinator Email}.

Thank you.

Evaluation Modification (by Faculty) Email For Faculty

The following is an example of the automated email sent to an instructor when they have modified an evaluation for their course. (This email notification is optional and will only be sent if an institution has elected to enable Faculty Request feature.)

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

Your online course evaluation has been modified 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}

Evaluation Opens: {ddd, mmm dd, yyyy} at 12:00am

Evaluation Closes: {ddd, mmm dd, yyyy} at 11:59pm

Faculty Reports Available: {ddd, mmm dd, yyyy}

To manage this course evaluation, access your faculty portal at {client faculty portal URL}. There you can preview and modify the 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: If so desired, you may create and add your own questions to the standard form. Instructor-specific questions may be added before the evaluation open date 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 please contact {Coordinator Name} at {Coordinator Email}.

Thank you.

Evaluation Creation (by Coordinator) 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}

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}

Evaluation Opens: {ddd, mmm dd, yyyy} at 12:00am
Evaluation Closes: {ddd, mmm dd, yyyy} at 11:59pm
Faculty Reports Available: {ddd, mmm 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 {Coordinator Email}.

Thank you.

Evaluation Modification (by Coordinator) 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}

Evaluation Opens: {ddd, mmm dd, yyyy} at 12:00am
Evaluation Closes: {ddd, mmm dd, yyyy} at 11:59pm
Faculty Reports Available: {ddd, mmm 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 {Coordinator 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: Course Evaluation [Abbrev] [Number] [Section]

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 {Coordinator Email} if you have questions about this course evaluation.

Thank you.

Faculty Evaluation Response Rate 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: Course Evaluation REMINDER [Abbrev] [Number] [Section]

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 (the percentage of students who finished the evaluation) is: {Percent} ({Number}).

Please note the current response rate above does not include students who have only partially finished the evaluation and may differ from what is represented in the IASystem Faculty portal.

{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).)

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 {Coordinator Email} if you have questions about this course evaluation.

Thank you.

Faculty Evaluation 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 Evaluation 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 evaluation 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 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 Evaluation 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 evaluation 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 evaluation 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 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 Evaluation 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 evaluation 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 evaluation 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 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 Evaluation 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.

Sincerely,

[Signature]

APPENDIX B: IASYSTEM™ MIDTERM FEEDBACK EMAIL NOTIFICATION CONTENT**IASYSTEM™ MIDTERM EMAIL NOTIFICATION CONTENT****Midterm Creation (by Faculty) Email For Faculty**

The following is an example of the automated email sent to an instructor when they create a midterm course feedback request for their course.

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

Your online midterm course feedback has been set up for the following course(s):

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

This midterm course feedback was created with the following details:

Instructor(s) receiving midterm feedback: {FirstName, LastName}, {FirstName, LastName}
Midterm Feedback form type: {abbrev – form name}
Midterm Feedback URL: {midterm URL}

Midterm Feedback Opens: {ddd, mmm dd, yyyy} at 12:00am
Midterm Feedback Closes: {ddd, mmm dd, yyyy} at 11:59pm
Reports available the day after midterm feedback closes.

To manage this midterm feedback, access your faculty portal at {client faculty portal URL}. There you can preview and modify the form, track response rates once the course feedback is open, and view/print course reports once the midterm course feedback has closed.

{if "Add Items" is on: Also, along with the standard midterm feedback form questions, instructors may create and add their own questions before the midterm feedback 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 midterm feedback is for more than one instructor, you may want to coordinate with your co-instructors before adding additional questions to the form.}

If you have any questions please contact {Coordinator Name} at {Coordinator Email}.

Thank you.

Midterm Modification (by Faculty) Email For Faculty

The following is an example of the automated email sent to an instructor when they have modified a midterm course feedback request for their course.

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

Your online midterm feedback has been modified for the following course(s):

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

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

This midterm course feedback was edited with the following details:

Instructor(s) receiving midterm feedback: {FirstName, LastName}, {FirstName, LastName}

Midterm Feedback form type: {abbrev – form name}

Midterm Feedback URL: {midterm URL}

Midterm Feedback Opens: {ddd, mmm dd, yyyy} at 12:00am

Midterm Feedback Closes: {ddd, mmm dd, yyyy} at 11:59pm

Reports available the day after midterm feedback closes.

To manage this course feedback, access your faculty portal at {client faculty portal URL}. There you can preview and modify the form, track response rates once the course feedback is open, and view/print course reports once the midterm course feedback has closed.

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

If you have any questions please contact {Coordinator Name} at {Coordinator Email}.

Thank you.

Midterm Creation (by Coordinator) Email For Faculty

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

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

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

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

This midterm course feedback was created with the following details:

Instructor(s) receiving midterm feedback: {FirstName, LastName}, {FirstName, LastName}
Midterm Feedback form type: {abbrev – form name}
Midterm Feedback URL: {midterm URL}

Midterm Feedback Opens: {ddd, mmm dd, yyyy} at 12:00am
Midterm Feedback Closes: {ddd, mmm dd, yyyy} at 11:59pm
Reports available the day after midterm feedback closes.

To manage this course feedback, access your faculty portal at {client faculty portal URL}. There you can preview and modify the form, track response rates once the course feedback is open, and view/print course reports once the midterm course feedback has closed.

{if "Add Items" is on: Also, along with the standard midterm feedback form questions, instructors may create and add their own questions before the midterm feedback 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 midterm feedback 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 please contact {Coordinator Name} at {Coordinator Email}.

Thank you.

Midterm Modification (by Coordinator) Email For Faculty

The following is an example of the automated email sent to an instructor when a coordinator modifies a midterm course feedback request for their course.

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

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

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

This midterm course feedback was edited with the following details:

Instructor(s) receiving midterm feedback: {FirstName, LastName}, {FirstName, LastName}
Midterm Feedback form type: {abbrev – form name}
Midterm Feedback URL: {midterm URL}

Midterm Feedback Opens: {ddd, mmm dd, yyyy} at 12:00am
Midterm Feedback Closes: {ddd, mmm dd, yyyy} at 11:59pm
Reports available the day after midterm feedback closes.

To manage this course feedback, access your faculty portal at {client faculty portal URL}. There you can preview and modify the form, track response rates once the course feedback is open, and view/print course reports once the midterm course feedback has closed.

{if "Add Items" is on: Also, along with the standard midterm feedback form questions, instructors may create and add their own questions before the midterm feedback 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 midterm feedback is for more than one instructor, you may want to coordinate with your co-instructors before adding additional questions to the form.}

If you have any questions please contact {Coordinator Name} at {Coordinator Email}.

Thank you.

Online Midterm Course Feedback Open Announcement For Faculty

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

From: [Coordinator Name] via IASystem Notification <no-reply@iasystem.org>
To: [FirstName, LastName]
Subject: Course Feedback [Abbrev] [Number] [Section]

Dear Professor {Last_Name},

Your students have been notified that a midterm course feedback form is now open for the following course(s):

{abbrev} {number} {section} {Course Name}

{abbrev} {number} {section} {Course Name}

{midterm URL}

(This feedback 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 feedback.

You may view the details and progress of your midterm feedback, 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 midterm feedback 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 feedback link provided above into an email or on your course website.

Please contact {Coordinator Name} at {Coordinator Email} if you have questions about this course feedback.

Thank you.

Faculty Midterm Response Rate 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: Course Feedback REMINDER [Abbrev] [Number] [Section]

Dear Professor {Last_Name},

The midterm course feedback period will be closing soon. Here is the information for your current course feedback:

The feedback closes on {End_Date} at 11:59pm. The current response rate (the percentage of students who finished the feedback) is: {Percent} ({Number}).

Please note the current response rate above does not include students who have only partially finished the feedback and may differ from what is represented in the IASystem Faculty portal.

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

{midterm URL}

(This feedback 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 midterm feedback by accessing the IASystem faculty portal located at {client faculty portal URL}.

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

Please contact {Coordinator Name} at {Coordinator Email} if you have questions about this course feedback.

Thank you.

Faculty Midterm Reports Available Notification Email

The following is an example of the automated email sent to instructors when their midterm course feedback request is closed.

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

Dear Professor {Last_Name},

Your midterm course feedback 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 Midterm Email Announcement

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

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

Dear [Student Name],

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

[InstrFirstName] [InstrLastName]
[InstrFirstName] [InstrLastName]

[midterm URL]

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

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

Your ratings are very important. Midterm course feedback responses are used by faculty to improve instruction and make course corrections to contribute to your learning.

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

Sincerely,

[Signature]

1st Student Midterm 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 midterm course feedback.

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

Dear [Student Name],

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

If you previously began the midterm feedback 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.

[midterm URL]

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

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

Your ratings are very important. Midterm course feedback responses are used by faculty to improve instruction and make course corrections to contribute to your learning.

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

Sincerely,

[Signature]

2nd & 3rd Student Midterm 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 midterm course feedback. Second and third feedback reminder notifications sent depending on the length of the midterm feedback request.

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

Dear [Student Name],

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

[InstrFirstName] [InstrLastName]
[InstrFirstName] [InstrLastName]

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

[midterm URL]

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

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

Your ratings are very important. Midterm course feedback responses are used by faculty to improve instruction and make course corrections to contribute to your learning.

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

Sincerely,

[Signature]

Student Midterm Confirmation Email (respondents only)

*The following is an example of the automated email sent to a student upon submission of a midterm course feedback. **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: Midterm Feedback Completed - [InstrLastName], [InstrLastName] - [Abbrev] [Number] [Section]

Dear [Student Name],

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

Your feedback is very important and we appreciate your participation.

Sincerely,

[Signature]

