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# IASystem™ 2.12 Coordinator User Guide

A Guide for Creating Course Evaluations and Generating Reports & Exports

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## INTRODUCTION

IASystem™ has predefined user roles. The user role of “Coordinator” is able to coordinate and manage the course evaluation process each term for their institution’s college or department by setting up course evaluations and generating reports. This guide provides information on creating both online and paper evaluations as well as generating reports and exporting results data.

Throughout the guide, there is reference to an institution’s IASystem™ Administrator. The role of “Administrator” has expanded capabilities and can override some restricted Coordinator activities. You can see the list of your institution’s IASystem™ users, including the Administrator(s), within the IASystem™ administrative portal by navigating to the Manage tab and selecting System Users from the drop-down menu in the IASystem™ application.

Additionally, in this guide you will see special **Notes** in green that will give you important tips and information to assist in setting up course evaluations accurately and ensure a successful evaluation cycle.

## ONLINE EVALUATIONS

There are two methods for creating online evaluations in IASystem™. The first method is the “Wizard” option, where you select courses, define evaluation parameters and create evaluations in an easy step-by-step process. The other method is by spreadsheet upload.

### CREATE ONLINE EVALUATIONS (WIZARD METHOD)

#### NAVIGATE TO CREATE ONLINE EVALUATIONS

Select “Evaluations” from Main Menu.

Select “Online Evaluations” from Drop-down.

From the Online Evaluations page, select the blue “**Create Evaluations**” tab (default).

1. Select Term for which you would like to create evaluations (*defaults to current term*).
2. Select College (*defaults to ‘All’ or User’s specific college they are scoped to*).
3. You may further refine your selection by Department and/or Course.

When all selections are made, click “Continue.”

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## SELECT COURSES

You are now on the [Select Courses](#) page.

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 abbreviation.
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.

**Note:** *Courses with Multiple Instructors may have a paper/online evaluation icon displayed, but are not listed in red—this means there is still one or more instructors eligible to be evaluated.*

3. If selected courses have the “Multiple Instructors” blue drop-down, either select to evaluate the multiple instructors as a **group** (generates a single evaluation for the course) or select all/some of the instructors to evaluate **individually** (generates separate evaluations for each of the instructors selected).
4. If course is **cross-listed** (joint) with other course(s), you will see all instances listed on separate rows. Once you select one joint course, you will not be able to select the other 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 before setting up an evaluation for that course.*

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

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## 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, or custom form, you wish to use.
2. Select the Open Dates (must be at least one day later than current date). Evaluations cannot open the same day they are created; the earliest they can open is 12am the following day.  
**Note:** *Evaluations open at 12:00am (your institution’s time zone) on start date selected.*
3. Select the Close Dates (must be at least one day later than the open date).  
**Note:** *Evaluations close at 11:59pm (your institution’s time zone) on close date selected.*
4. Select the Reports Available Date; this is the date when instructors can access their course evaluation report in the *IASystem™* faculty portal.

*Note: Your institution's IASystem™ Administrator has the option to set default open, close and reports available dates. If this is the case, these dates will automatically populate. Depending on whether or not the Administrator has locked these dates, they may or may not be edited.*

5. Select the applicable Course Type for each course.
6. Click "Submit" to create evaluations.

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

## CREATE ONLINE EVALUATIONS (SPREADSHEET METHOD)

### NAVIGATE TO CREATE ONLINE EVALUATIONS

Select "Evaluations" from Main Menu.

Select "Online Evaluations" from Drop-down.

From the [Online Evaluations](#) page, select the blue "**Upload Spreadsheet**" tab.

1. Select Term for which you would like to create evaluations (*defaults to current term*).
2. Download and fill out the Excel Template with all required information. IASystem™ will only accept .xls files, not .xlsx files. Please make sure to save your file to the Excel 97-2003 file format.

*Note: IASystem™ will also accept a "CSV" file with the required information as long as the labels are identical to those in the Excel Template.*

3. Once your datafile is ready, click the "Choose File" button.
4. The name of your datafile will now be listed to the right of the "Choose File" button.
5. To import the file and create evaluations, click the blue "Continue" button.

*Note: If there is missing data, you will be presented with an error message at the top of the page. Correct your data and repeat the upload process.*

6. After a successful upload you will be redirected to the [View Evaluations](#) page.

## VIEW, EDIT OR DELETE ONLINE EVALUATIONS

### NAVIGATE TO VIEW AND MANAGE ONLINE EVALUATIONS

Select "Evaluations" from Main Menu.

Select "Online Evaluations" from Drop-down.

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

1. Select Term for which you would like to view, edit or delete evaluations for (*defaults to current term*).
2. Select College (*defaults to 'All' or User's specific college they are scoped to*).
3. You may further refine your selections by Department and/or Course.

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 information on when instructors/students were sent email notifications.
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 a “preview” hyperlink of the course evaluation (not for live use) on the far right column.

*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 survey.”*

3. **Other**: displays course enrollment, course ID, evaluation form type and course type.

## GENERATE EVALUATION PARTICIPANT REPORT

In the [View Evaluations](#) page, if the status of an evaluation is listed as “Closed,” a hyperlink labeled **Participants** will appear below the “Closed” status. The **Evaluation Participant Report** is a PDF document that contains a list of the students who submitted an online course evaluation. Also available in a CSV format.

*Note: To protect participant anonymity, if fewer than 5 students have participated in the evaluation, the link will be grayed out and not clickable. There will be a tool tip when the user hovers over the grayed out link that says, “This evaluation has fewer than 5 respondents.”*

## VIEW EVALUATIONS RED ALERTS

If there is missing information for the evaluation(s) you created, you will see a **Red Alert** icon. Hovering over the icon will display a message indicating that either instructor or student information is missing. In order to correct the missing information, click on the hyperlink and you will be taken to the [Edit Instructors and Students](#) page where you can make any corrections. (For more information, read the “[Edit Instructors and Students](#)” section of the User Guide)

	Main	URL	Other		
INSTRUCTOR	OPEN	CLOSE	STATUS	RESPONSES	
<a href="#">Unspecified</a>	07/26/2013	08/15/2013	Pending	0 (0%)	
<div style="border: 1px solid gray; padding: 5px; width: fit-content;">           Instructor information is missing. Click on instructor name to update instructor information.         </div>					



## EDIT OR DELETE ONLINE EVALUATIONS

The [View Evaluations](#) page also allows the user to edit or delete existing evaluations based on evaluation status. 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:

### Coordinator 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	YES	YES	YES
Open	NO	NO	YES	YES	YES	NO (YES)
Closed	NO	NO	NO (YES)	NO (YES)	NO (YES)	NO (YES)

**Note:** Parenthetical (YES) indicates this action is allowable for users with the role of Administrator. If you need to delete an [open](#) evaluation or delete/edit a [closed](#) online evaluation, please contact your institution's IASystem™ Administrator.

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:

<b>Online Evaluation Created &amp; Updated</b>	<ul style="list-style-type: none"> <li>Faculty receive an automated email with information about the evaluation setup details and link to the IASystem™ faculty portal.</li> </ul>
<b>Online Evaluation Opens</b>	<ul style="list-style-type: none"> <li>Faculty receive an automated email notifying them the course evaluation for their class is now open.</li> <li>Students receive an automated email notifying them the course evaluation for their class is now open and asking them to complete the evaluation.</li> </ul>
<b>Online Evaluations Close</b>	<ul style="list-style-type: none"> <li>Faculty receive an automated email when their Course Evaluation Summary Report(s) are available (online or paper evaluations). These</li> </ul>

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™ EVALUATION 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
<b>1-2 days</b>	None	None
<b>3-4 days</b>	1 reminder, 1 day prior to close	1 update, 1 day prior to close
<b>4-7 days</b>	1 reminder, 2 days prior to close	1 update, 2 days prior to close
<b>8-12 days</b>	1 <sup>st</sup> reminder, 4 days prior to close 2 <sup>nd</sup> reminder, 1 day prior to close	1 <sup>st</sup> update, 4 days prior to close 2 <sup>nd</sup> update, 1 day prior to close
<b>13 + days</b>	1 <sup>st</sup> reminder, 8 days prior to close 2 <sup>nd</sup> reminder, 4 days prior to close 3 <sup>rd</sup> reminder, 1 day prior to close	1 <sup>st</sup> update, 8 days prior to close 2 <sup>nd</sup> update, 4 days prior to close 3 <sup>rd</sup> update, 1 day prior to close

Additionally, IASystem™ will send an automated email to instructors when their Course Evaluation Summary Reports are available (online or paper evaluations). These emails will be sent to instructors when the evaluation is closed **and** the Reports Available date has been met.

Depending on your institution's configuration, there is 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.

## PAPER EVALUATIONS

There are two methods for creating paper evaluations in *IASystem™*. The first method is the “Wizard” option, where you select courses, define evaluation parameters and create evaluations in an easy step-by-step process. The other method is by spreadsheet upload.

Requests 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.

### CREATE PAPER EVALUATIONS (WIZARD METHOD)

#### NAVIGATE TO CREATE PAPER EVALUATIONS

Select “Evaluations” from Main Menu.

Select “Paper Evaluations” from Drop-down.

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

1. Select Term for which you would like to create evaluations (*defaults to current term*).
2. Select College (*defaults to ‘All’ or User’s specific college they are scoped to*).
3. You may further refine your selections by Department and/or Course.

When all selections are made, click “Continue.”

#### SELECT COURSES

You are now on the [Select Courses](#) page.

1. Select all or some of the courses listed for which you would like to set up evaluations by clicking the checkbox to the left of the course abbreviation.
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.

**Note:** *Courses with Multiple Instructors may have a paper or online evaluation icons displayed, but are not listed in red—this means there is still one or more instructors eligible to be evaluated.*

3. If selected courses have the “Multiple Instructors” blue drop-down option, select whether to evaluate the multiple instructors as a **group** (generates a single evaluation for the course) or select each of the instructors to evaluate **individually** (generates separate evaluations for each of the instructors selected).
4. If course is **cross-listed** (joint) with other course(s), you will see all instances listed on separate rows. Once you select one instance, you will not be able to select the other instances – however, the evaluation will cover the entire cross-listed (joint) cluster.

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. Select the Reports Available Date; this is the date when instructors can access their course evaluation report in the *IASystem™* faculty portal.

*Note: Your institution's IASystem™ Administrator has the option to set a default Reports Available date. If this is the case, this date will automatically populate. Depending on whether or not the Administrator has locked this date, it may or may not be edited.*

5. Click "Submit" to create evaluations.

You are now on the [View Cover Sheet Requests](#) page.

## CREATE PAPER EVALUATIONS (SPREADSHEET METHOD)

### NAVIGATE TO CREATE PAPER EVALUATIONS

Select "Evaluations" from Main Menu.

Select "Paper Evaluations" from Drop-down.

From the [Paper Evaluations](#) page, select the blue "Upload Spreadsheet" tab.

1. Select Term for which you would like to create evaluations (*defaults to current term*).
2. Download and fill out the Excel Template with all required information. *IASystem™* will only accept .xls files, not .xlsx files. Please make sure to save your file to the Excel 97-2003 file format.

*Note: IASystem™ will also accept a "CSV" file with the required information as long as the labels are identical to those in the Excel Template.*

3. Once your datafile is ready, click the "Choose File" button.
4. The name of your datafile will now be listed to the right of the "Choose File" button.
5. To import the file and create evaluations, click the blue "Continue" button.

*Note: If there is missing data, you will be presented with an error message at the top of the page. Correct your data and repeat the upload process.*

6. After a successful upload you will be redirected to the [View Cover Sheet Requests](#) page.

## PAPER EVALUATION COVER SHEET PROCESSING

After you have requested paper evaluations for your courses please contact your IASystem Account Manager. *IASystem™* staff will then process your request and send you system generated Cover Sheets that will be used in conjunction with the scannable evaluation forms. For more information about the paper course evaluation process, please see the *IASystem™* [Paper Course Evaluation Management Guide](#).

## VIEW, EDIT OR DELETE PAPER EVALUATIONS

### NAVIGATE TO VIEW PAPER EVALUATIONS

Select “Evaluations” from Main Menu.

Select “Paper Evaluations” from Drop-down.

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

1. Select Term for which you would like to view, edit or delete evaluations (*defaults to current term*).
2. Select College (*defaults to ‘All’ or User’s specific college they are scoped to*).
3. You may further refine your selections by Department and/or Course.

When all selections are made, click “Continue.”

### VIEW PAPER EVALUATIONS (COVER SHEET REQUESTS)

You are now on the [View Cover Sheet Requests](#) 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 survey number, course, instructor information, evaluation form type, course type, enrollment, request status, response rate, and more.

### VIEW EVALUATIONS RED ALERTS

If there is missing information for the evaluation(s) you created, you will see a **Red Alert** icon. Hovering over the icon will display a message indicating that either instructor information is missing or student information is missing.

The course or instructor associated with the **Red Alert** icon will be hyperlinked. In order to correct the missing information, click on the hyperlink and you will be taken to the [Edit Instructors and Students](#)

page where you can make any corrections. (For more information, read the “Edit Instructors and Students” section of the User Guide.)

INSTRUCTOR	FORM	COURSE TYPE	ENROLLMENT	REQUEST
<a href="#">Unspecified</a> 	A	Face-to-Face	22	Pending

Instructor information is missing. Click on instructor name to update instructor information.

#### EDIT OR DELETE PAPER EVALUATIONS (COVER SHEET REQUESTS)

The [View Cover Sheet Requests](#) page also allows the user to edit or delete existing evaluations based on evaluation status. 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 and the cover sheet has been processed.
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. The ability to edit the Reports Available date 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:

#### Coordinator 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	YES	YES
Confirmed	YES	YES	YES	YES	NO (YES)
Closed	NO (YES)	NO (YES)	NO (YES)	NO (YES)	NO (YES)

**Note:** Parenthetical (YES) indicates this action is allowable for users with the role of Administrator. If you need to delete a [confirmed](#) evaluation or delete/edit a [closed](#) evaluation, please contact your institution’s IASystem™ Administrator.

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 FEEDBACK

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 coordinators, and instructors, the ability to submit faculty midterm feedback requests, see the specifics of their midterm course feedback, manage their midterm course feedback, 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.*

There are two options for creating faculty midterm course feedback in IASystem™. The first option is to allow faculty to submit their own midterm course feedback request directly within the IASystem faculty portal. Faculty can follow step-by-step instructions provided in the IASystem Faculty User Guide. The second option is to submit on their behalf within the IASystem administrative portal.

### CREATE MIDTERM FEEDBACK

#### NAVIGATE TO CREATE MIDTERM FEEDBACK

Select “Midterm” from Main Menu.

Select “Midterm Feedback” from Drop-down.

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

1. Select Term for which you would like to create midterm course feedback requests (*defaults to current term*).
2. Select College (*defaults to ‘All’ or User’s specific college they are scoped to*).
3. You may further refine your selection by Department and/or Course.

When all selections are made, click “Continue.”

#### SELECT COURSES

You are now on the [Select Courses](#) page.

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 midterm feedback requests and cannot be selected.
  - These courses will have a double chat box icon next to the course abbreviation indicating their midterm feedback has been requested.

*Note: Courses with Multiple Instructors may have a midterm feedback icon displayed, but are not listed in red—this means there is still one or more instructors eligible to be requested.*

3. If selected courses have the “Multiple Instructors” blue drop-down, either select to request for the multiple instructors as a **group** (generates a single request for the course) or select for all/some of the instructors to request **individually** (generates separate evaluations for each of the instructors selected).
4. If course is **cross-listed** (joint) with other course(s), you will see all instances listed on separate rows. Once you select one joint course, you will not be able to select the other instances. The midterm feedback request 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 before setting up a midterm feedback request for that course.*

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

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#### DEFINE MIDTERM FEEDBACK PARAMETERS

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

This page defines the settings for each midterm feedback request. You may make global selections using the top drop downs on the table or make individual selections in each row.

1. Select the IASystem™ midterm feedback form, or custom form, you wish to use.
2. Select the 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 institution’s time zone) on start date selected.**

3. Select the Close Dates (must be at least one day later than the open date).

**Note: Midterm Feedback close at 11:59pm (your institution’s time zone) on close date selected.**

4. Click "Submit" to create midterm feedback request.

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

#### VIEW, EDIT OR DELETE MIDTERM FEEDBACK

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#### NAVIGATE TO VIEW AND MANAGE MIDTERM FEEDBACK

Select “Midterm” from Main Menu.

Select “Midterm Feedback” from Drop-down.

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



1. Select Term for which you would like to view, edit or delete midterm feedback requests (*defaults to current term*).
2. Select College (*defaults to 'All' or User's specific college they are scoped to*).
3. You may further refine your selections by Department and/or Course.

When all selections are made, click "Continue."

---

## VIEW MIDTERM FEEDBACK

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

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

1. **Main**: displays course ID, open/close dates, midterm feedback status, response rate, and information on when instructors/students were sent email notifications.
2. **URL**: displays the static URL address of the student midterm course feedback request that can be copied and pasted for students to access. The URL page also has a "preview" hyperlink of the feedback request (not for live use) on the far right column.

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

3. **Other**: displays course enrollment, course ID, midterm feedback form type, and set up by.

---

## GENERATE MIDTERM FEEDBACK PARTICIPANT REPORT

In the [Midterm Feedback Requests](#) page, if the status of a midterm feedback request is listed as "Closed," a hyperlink labeled **Participants** will appear below the "Closed" status. The **Midterm Feedback Participant Report** is a PDF document that contains a list of the students who submitted midterm feedback. Also available in a CSV format.

*Note: To protect participant anonymity, if fewer than 5 students have participated in the feedback, the link will be grayed out and not clickable. There will be a tool tip when the user hovers over the grayed out link that says, "This course feedback has fewer than 5 respondents."*

---

## VIEW MIDTERM FEEDBACK RED ALERTS

If there is missing information for the midterm feedback request(s) you created, you will see a **Red Alert** icon. Hovering over the icon will display a message indicating that either instructor or student information is missing. In order to correct the missing information, click on the hyperlink and you will be taken to the [Edit Instructors and Students](#) page where you can make any corrections. (*For more information, read the "Edit Instructors and Students" section of the User Guide*)

Main					URL	Other
INSTRUCTOR	OPEN	CLOSE	STATUS	RESPONSES		
<a href="#">Unspecified</a>	07/26/2013	08/15/2013	Pending	0 (0%)		

Instructor information is missing. Click on instructor name to update instructor information.

## EDIT OR DELETE MIDTERM FEEDBACK

The [Midterm Feedback Requests](#) page also allows the user to edit or delete existing midterm feedback requests based on midterm feedback status. There are 3 types of midterm feedback statuses:

1. **Pending:** a midterm feedback request that has been 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:

### Coordinator 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 (YES)
Closed	NO	NO	NO (YES)	NO (YES)

**Note:** Parenthetical (YES) indicates this action is allowable for users with the role of Administrator. If you need to delete an open midterm feedback request or delete/edit a closed midterm feedback request, please contact your institution's IASystem™ Administrator.

To edit or delete a midterm feedback request, or set of requests, click the box(es) next to the midterm feedback request(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 Requests](#) page will open and you can either "Cancel" or "Confirm" your deletion.

If you select "Edit," the [Edit Midterm Feedback Requests](#) page will open and you can modify one or more of the midterm feedback 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:

<b>Midterm Feedback Created &amp; Updated</b>	<ul style="list-style-type: none"> <li>Faculty receive an automated email with information about the midterm feedback request setup details and link to the IASystem™ faculty portal.</li> <li>At the time a midterm feedback request is updated, faculty receive an automated email with updated information about their midterm feedback request details.</li> </ul>
<b>Midterm Feedback Opens</b>	<ul style="list-style-type: none"> <li>Faculty receive an automated email notifying them the midterm feedback request for their class is now open.</li> <li>Students receive an automated email notifying them the midterm feedback request for their class is now open and asking them to complete the midterm feedback form.</li> </ul>
<b>Midterm Feedback Close</b>	<ul style="list-style-type: none"> <li>Faculty receive an automated email when their Midterm Feedback Summary Report(s) are available. These emails are generated when the midterm feedback request is closed.</li> </ul>
<b>Reminders &amp; Updates</b>	<ul style="list-style-type: none"> <li>Automated emails are sent to students who have not yet responded based on IASystem™ Midterm Email Reminder Schedule (below).</li> <li>Automated emails are sent to faculty with updated response rate information and midterm feedback request details based on IASystem™ Midterm Email Reminder Schedule (below).</li> </ul>

## IASYSTEM™ MIDTERM 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 feedback:

MIDTERM FEEDBACK LENGTH	STUDENT REMINDER EMAIL (NON-RESPONDENTS ONLY)	FACULTY UPDATE EMAIL
<b>1-2 days</b>	None	None
<b>3-4 days</b>	1 reminder, 1 day prior to close	1 update, 1 day prior to close
<b>4-7 days</b>	1 reminder, 2 days prior to close	1 update, 2 days prior to close
<b>8-12 days</b>	1 <sup>st</sup> reminder, 4 days prior to close 2 <sup>nd</sup> reminder, 1 day prior to close	1 <sup>st</sup> update, 4 days prior to close 2 <sup>nd</sup> update, 1 day prior to close
<b>13 + days</b>	1 <sup>st</sup> reminder, 8 days prior to close 2 <sup>nd</sup> reminder, 4 days prior to close 3 <sup>rd</sup> reminder, 1 day prior to close	1 <sup>st</sup> update, 8 days prior to close 2 <sup>nd</sup> update, 4 days prior to close 3 <sup>rd</sup> update, 1 day prior to close

Additionally, IASystem™ will send an automated email to instructors when their Midterm Feedback Summary Reports are available. These emails will be sent to instructors when the midterm feedback request is closed.

Depending on your institution's configuration, there is 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.


## MANAGE INSTRUCTORS AND STUDENTS

The *Manage Instructors and Students* feature provides the opportunity to delete, add or edit an Instructor or Student in a specific course.

### NAVIGATE TO MANAGE INSTRUCTORS & STUDENTS

There are two methods to manage the instructors or students in a specific class:

**Method 1 (System Notification):** When creating evaluations, if there is missing information, it will be hyperlinked with an alert icon in the [View Evaluations](#) page. This hyperlink goes to the specific course in the [Edit Instructors and Students](#) page.

	Main	URL	Other		
INSTRUCTOR	OPEN	CLOSE	STATUS	RESPONSES	
<a href="#">Unspecified</a> 	07/26/2013	08/15/2013	Pending	0 (0%)	

Instructor information is missing. Click on instructor name to update instructor information.

**Method 2 (Direct Lookup):** Navigate directly from the menu bar:

Select "Manage" from Main Menu.

Select "Instructors and Students" from the drop-down.

From the [Instructors and Students](#) page, select either the blue "Search by Course or Instructor" tab (default) or the "Browse Courses" tab.

**Select a Specific Course or Instructor**

TERM

Choose a specific course

COURSE  NUMBER  SECTION

Choose a specific instructor

INSTRUCTOR

[Continue](#)

Search by Course or Instructor

[Browse Courses](#)

### Search by Course or Instructor:

1. Select Term (*defaults to current term*).
2. Option 1: Select radio button to choose a specific course.
3. Option 2: Select radio button to choose a specific instructor (*start typing in the instructor last name and you will be presented with instructors whose name starts with those letters. For example, if you type in "Bro" you would see Brock, Brown, etc.*).

### Browse Courses:

1. Select Term (*defaults to current term*).
2. Select College (*defaults to 'All' or User's specific college they are scoped to*).
3. You may further refine your selection by Department and/or Course.

When all selections are made, click "Continue."

Depending on your selection, you will either be presented with a list of courses or a specific course. If you are presented with a list of courses, click on the hyperlink for the course that you wish to manage.

## EDIT INSTRUCTORS AND STUDENTS




The [Edit Instructors and Students](#) page is comprised of an instructor section and a student section.

- Managing instructors includes the ability to **edit**, **delete** or **replace** an instructor in the course by selecting the corresponding icon or adding an instructor by selecting the **Add instructor** hyperlink.
- Managing students includes the ability to **edit** or **delete** a student from the course by selecting the corresponding icon or adding a student by selecting the **Add student** hyperlink.

**Winter 2015 - T CSL 600 A - Test Course**





CourseID: test100  
Enrollment: 2

**Instructors**

NAME	USERNAME	EMAIL	RANK	EMPLOYEE NUMBER	ACTION
Smith, Deborah	drs25	drs25@uw.edu	Professor	111222	  

[Add instructor](#)




**Students**

NAME	USERNAME	EMAIL	STUDENT NUMBER	ACTION
Jones, Sandy	sjones		idtest100	 
Lee, Monica	leem1	student@example.com	idtest101	 

[Add student](#)

#### ACTIONS FOR INSTRUCTOR RECORDS:

*When managing instructors by using the edit, delete, and replace actions or using the add instructor hyperlink, the behaviors of each action may be different depending on whether the instructor is associated with an existing course evaluation. Please review these actions carefully:*

-  **Edit:** **By selecting the edit icon, a user can add or change instructor details.**
  - First Name, Last Name, Username, Email Address, and Rank fields can be added/changed.
  - Instructor edits will be reflected in all evaluations for this instructor for the current term.
  - Employee ID field can only be added and cannot subsequently be edited.
  - Edit is disabled for “Unspecified” instructors. These records can only be replaced.
-  **Delete:** **The delete icon will remove the instructor from the course.**
  - If the course only has a single instructor, the instructor cannot be deleted, but can be replaced using the “replace” action or the “add instructor” hyperlink to assign another instructor to the course.
  - If the course is cross-listed (joint), the instructor will be removed from all of the associated cross-listed courses.
  - If instructor has a pending online evaluation, or pending/confirmed paper evaluation, and there are no other instructors associated with the evaluation, the evaluation will also be deleted.
  - If instructor has an open/closed online or paper evaluation, they cannot be deleted from the course.
-  **Replace:** **By selecting the replace icon, a user can replace the existing instructor with another instructor.**
  - If the course is cross-listed (joint) the replaced instructor will be added to all of the associated cross-listed courses.
  - If the instructor being replaced has a pending online evaluation, or pending/confirmed paper evaluation, the new instructor will be added to the course and the existing evaluation.

- If instructor has an open/closed online or paper evaluation, they cannot be replaced with another instructor.

**Add Instructor:** By selecting the add instructor hyperlink, a user can add additional instructor(s) to the course.

Search to see if the instructor record exists in the system. You can search by either username or ID number by toggling the drop-down. If a record exists, you can add it to the class. If no record exists, you can add a new record. Click “Add new” and a pop up form will appear. Fill out the required information and “Save.”



[Add instructor](#)

- If the course is cross-listed (joint), the added instructor will be added to all of the associated cross-listed courses.
- If there is an existing evaluation associated with the course, the additional instructor(s) will not be added to the evaluation. (To create an evaluation for an added instructor you must go to Evaluations, select the course, and create a new evaluation for the instructor.)

---

#### ACTIONS FOR STUDENT RECORDS:

*When managing students by using the edit and delete actions or using the add student hyperlink, the behaviors of each action may be different depending on whether the course has an existing course evaluation. Please review these actions carefully:*

-  **Edit:** By selecting the edit icon, a user can add or change student details.
  - First Name, Last Name, Username, and Email Address fields can be added/changed.
  - Student ID field can only be added and cannot subsequently be edited.
-  **Delete:** The delete icon will remove the student from the course.
  - If the course is cross-listed (joint), the student can only be deleted from the specific course for which they enrolled. *For example: To delete a student enrolled in MATH 201, joint with MATH 211, you can delete them from the class list on the MATH 201 course page. They cannot be removed, and there is no delete icon, from the class list on the MATH 211 course page.*
  - If the course has a pending online evaluation, or pending/confirmed paper evaluation, the evaluation enrollment will be updated.
  - If the course has an open/closed online or closed paper evaluation, the evaluation enrollment will not be updated.
  - Any responses submitted from deleted students will not be removed from the evaluation.

**Add Student:** By selecting the add student hyperlink, a user can add additional student(s) to the course.

Search to see if the student record exists in the system. You can search by either username or ID number by toggling the drop-down. If a record exists, you can add it to the class. If no record exists, you can add a new record. Click “Add new” and a pop up form will appear. Fill out the required information and “Save.”

[Add student](#)

Username : lee9876

Student not found — [Add new](#)

- If the course is cross-listed (joint) the added student will be added to the class list of the specific course being edited (but will be displayed as a student in the joint courses).
- If the course has a pending online evaluation, or pending/confirmed paper evaluation, the evaluation enrollment will be updated.
- If the course has an open/closed online or closed paper evaluation, the evaluation enrollment will not be updated.

## COURSE TYPES

IASystem™ collects data on three primary course types.

When setting up a course evaluation, we request that you specify a course type. The following chart displays information about how each course type is defined:

COURSE TYPE	DESCRIPTION
<b>Face-to-Face</b>	"Face-to-Face" courses follow the traditional teaching model in which faculty and students meet in-person, generally in a classroom, lab, or studio. Although some course information (such as a course website, syllabus, or reading materials) may be provided online, these resources do not replace weekly course time.
<b>Hybrid</b>	"Hybrid" courses are a combination of traditional face-to-face instruction and online learning activities. These courses are sometimes referred to as "blended." There is a wide variation in the relative proportions of face-to-face and online learning.
<b>Online</b>	"Online" courses are those in which the vast majority of instruction and student participation is mediated by the internet. Students are not physically present in a traditional classroom setting; although they may meet briefly once or twice, this is not a significant part of the learning experience.
<b>Unknown</b>	If you do not know the course type, you may choose "Unknown." When possible, please try to determine the actual course type. This information is important for analysis and research.



## RESULTS: REPORTS

The IASystem™ “Results” section provides the ability to generate individual and combined course reports, administrative reports and export evaluation data for further analysis.

### COURSE SUMMARY REPORTS

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™ administrative and faculty 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.*

#### NAVIGATE TO REPORTS

Select “Results” from Main Menu.

Select “Reports” from Drop-down. You are now on the [Generate Reports](#) page.

From the [Generate Reports](#) page, select the blue “**Individual Course Reports**” tab (default).

1. Select the From and Through term(s) from the drop-down menus for which you would like to generate reports for (*defaults to current term*).
2. Select College (*defaults to ‘All’ or User’s specific college they are scoped to*).
3. You may further refine your selections by Department and/or Course.
4. Instructor (*either leave blank or use this to quickly search for reports for a single instructor*).

When all selections are made, click "Continue."

#### SELECT EVALUATIONS

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

##### Select Evaluations

Report Options

INCLUDE:  PDF:

<input type="checkbox"/>	COURSE ID	TERM	COURSE	INSTRUCTOR	FORM	TYPE	STATUS
<input type="checkbox"/>	TL100 TL101	Summer 2015	BIOL 100 A BIOL 100 B	Leffler, Trevor	A	Online	Closed
<input type="checkbox"/>	TL100 TL101	Summer 2015	BIOL 100 A BIOL 100 B	Leffler, Trevor	A	Online	Closed

#### 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 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](#).

## COMBINED COURSE REPORTS

Combined Course Reports provide a rich perspective on student views by reporting responses to three categories of items.

- *Summative Items* are the first four items on most IASystem™ evaluation forms. These items are used to compute the global rating of the course and instructor.
- *Student Involvement Items* are a set of items included on most IASystem™ evaluation forms to support computation of Adjusted Medians and the Challenge and Engagement Index.
- *Formative Items* relate to specific aspects of the course that instructors may want to change prior to the next iteration of the course.

Depending on the form type(s) included in the combined course report formative items may or may not be displayed. Student comments are not included in combined course reports.

### NAVIGATE TO REPORTS

Select “Results” from Main Menu.

Select “Reports” from Drop-down. You are now on the [Generate Reports](#) page.

From the [Generate Reports](#) page, select the “**Combined Course Reports**” tab.

1. Select From and Through term(s) from the drop-down menus for which you would like to generate reports for (defaults to current term).
2. Select College (defaults to ‘All’ or User’s specific college they are scoped to).
3. You may further refine your selection by Department and/or Course.
4. Additionally, a report can be generated for a specific instructor by selecting Term(s) and typing in the last name, first name of the instructor (a drop-down list will appear when last name is typed).
5. When all selections are made, click “Continue” and a PDF report will be generated.

## HI/LOW REPORTS (FOR DEANS & CHAIRS)

*Hi/Low Reports are intended for Deans and Chairs and may be generated at the end of each academic term. These reports list courses that received especially high or low average ratings during the particular term. The reported averages are means of course medians and are presented for selected items.*

### NAVIGATE TO REPORTS

Select “Results” from Main Menu.

Select “Reports” from Drop-down. You are now on the [Generate Reports](#) page.

From the [Generate Reports](#) page, select the “**Hi/Low Report**” tab.

1. Select From and Through term(s) from the drop-down menus for which you would like to generate a report for (*defaults to current term*).
2. Select College (*defaults to ‘All’ or User’s specific college they are scoped to*).
3. You may further refine your selection by Department.
4. When all selections are made, click "Continue" and a PDF report will be generated.

## RATINGS SUMMARY

*Ratings Summary Reports summarize student ratings of all courses evaluated during a specified period of time such as an academic term or year. These reports display average ratings for selected evaluation items and can be produced for departments, colleges/schools, or the institution as a whole.*

### NAVIGATE TO REPORTS

Select “Results” from Main Menu.

Select “Reports” from Drop-down. You are now on the [Generate Reports](#) page.

From the [Generate Reports](#) page, select the “**Ratings Summary**” tab.

1. Select From and Through term(s) from the drop-down menus for which you would like to generate a summary for (*defaults to current term*).
2. Select College (*defaults to ‘All’ or User’s specific college they are scoped to*).
3. You may further refine your selection by Department.
4. When all selections are made, click "Continue" and a PDF report will be generated.

## EVALUATION LIST

The IASystem™ Evaluation List Report itemizes all courses evaluated during a specified period of time.

### NAVIGATE TO REPORTS

Select “Results” from Main Menu.

Select “Reports” from Drop-down. You are now on the [Generate Reports](#) page.

From the [Generate Reports](#) page, select the “**Evaluation List**” tab.

1. Select From and Through term(s) from the drop-down menus for which you would like to generate an evaluation list for (*defaults to current term*).
2. Select College (*defaults to ‘All’ or User’s specific college they are scoped to*).
3. You may further refine your selection by Department.
4. When all selections are made, click "Continue" and a PDF report will be generated.

## RESULTS: DATAFILES

### EXPORT EVALUATION DATA

IASystem™ provides several different export files to meet a variety of purposes. Files are written as semi-colon delimited ascii records with field names in the first row of the file.

- **Evaluation**
  - **Evaluation Parameters** files provide information about the evaluations themselves. Parameters are used to identify and possibly classify evaluations of particular interest. Most evaluations have one record in the parameters file, but team-taught or cross-listed courses may have multiple records.
  - **Medians, Means and Deciles** files report student ratings of courses. They contain one record per *evaluation* and support analyses for which evaluation is the unit of analysis. An *evaluation* is defined as the set of student ratings relating to a particular combination (defined by the institution) of course, section(s), instructor(s) and term.
- **Items** data files contain one record per item per evaluation and support analyses for which item is the unit of analysis. Item data are used to examine the technical functioning (reliability) of the items and the evaluation forms.
- **Questionnaires** data files contain one record per student per evaluation and support analyses for which student is the unit of analysis. A *questionnaire* is an evaluation form filled out by an individual student.

### NAVIGATE TO EXPORT EVALUATION DATA

Select “Results” from Main Menu.

Select “Datafiles” from Drop-down. You are now on the [Datafiles](#) page.

Select Type of export (Evaluation, Items, or Questionnaires) and fill out corresponding filters.

Click “Download” button and a save File Dialog box will appear.

**Note:** The gray *Export Specifications* button opens a PDF document that explains the details of the Evaluation, Items, and Questionnaires data files.

### OPEN ENDED RESPONSES

IASystem™ provides the ability to export open ended responses and their item text for closed evaluations by Institution, College, Sub-college (if applicable) and Department.

### NAVIGATE TO OPEN ENDED RESPONSES

Select “Results” from Main Menu.

Select “Datafiles” from Drop-down. You are now on the [Datafiles](#) page.

Select blue “Open Ended Responses” tab and fill out corresponding filters.

Click the blue “Download” button and .CSV file will be downloaded with your requested data.

### EXPORT EVALUATION LIST DATA

IASystem™ provides the ability to export by aggregate evaluation list data for closed or open evaluations by Institution, College, Sub-college (if applicable) and Department.

**NAVIGATE TO EVALUATION LIST DATA**

Select “Results” from Main Menu.

Select “Datafiles” from Drop-down. You are now on the [Datafiles](#) page.

Select blue “Evaluation List” tab and fill out corresponding filters.

Click the blue “Download” button and .CSV file will be downloaded with your requested data.

**EXPORT RESPONSE RATE DATA**

*IASystem™ provides the ability to export by aggregate response rate data for closed or open evaluations by Institution, College, Sub-college (if applicable) and Department.*

**NAVIGATE TO RESPONSE RATE DATA**

Select “Results” from Main Menu.

Select “Datafiles” from Drop-down. You are now on the [Datafiles](#) page.

Select blue “Response Rate” tab and fill out corresponding filters.

Click the blue “Download” button and .CSV file will be downloaded with your requested data.

**Response Rate Data**

FROM  THROUGH

COLLEGE  SUBCOLLEGE

DEPARTMENT  DELIVERY

STATUS

**EXPORT PARTICIPANTS DATA**

*IASystem™ provides the ability to export by aggregate participant data for closed or open evaluations by Institution, College, Sub-college (if applicable) and Department.*

**NAVIGATE TO PARTICIPANTS DATA**

Select “Results” from Main Menu.

Select “Datafiles” from Drop-down. You are now on the [Datafiles](#) page.

Select blue “Participants” tab and fill out corresponding filters.

Click the blue “Download” button and .CSV file will be downloaded with your requested data.

## HELP

The purpose for the **Help** tab is to provide IASystem System Users with user guides for all three standard roles (Administrator, Coordinator, and Faculty) and feature guides, quick resources, and release notes.

They include links to the following:

- *IASystem™* User Guides
- Release Notes
- Faculty Portal Link

## 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 based on survey length. 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]

---

**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: [2<sup>nd</sup> & 3<sup>rd</sup> 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:** 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 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 based on survey length. 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]



---

**1<sup>ST</sup> 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]

---

**2<sup>ND</sup> & 3<sup>RD</sup> 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]