![IASystem - The Course Evaluation Standard]

IASystem™ 2.11 Custom Online Forms

A Guide for Customizing IASystem Online Forms

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CUSTOM ONLINE FORMS INTRODUCTION

IASystem™ provides the opportunity to customize evaluation forms by adding or deleting questions, creating new questions and saving the revised form for use by specific departments, colleges, or the entire institution. Only users with the *IASystem™* Administrator role have the ability to manage online forms; however, Administrators can assign this ability to other users.

MANAGING ONLINE FORMS

The Manage Online Forms feature allows users to view available standard and custom forms, create and publish new online custom forms, manage draft forms, and archive unused forms.

VIEW AVAILABLE FORMS

To navigate and manage online forms, Select "Manage" from Main Menu and then select "Online Forms" from the dropdown.

On the Online Forms page, you will be brought to the "View Available Forms" tab, which displays both standard *IASystem™* forms and any previously created custom forms.

- The "IASystem" tab provides a preview of all standard IASystem™ evaluation forms.
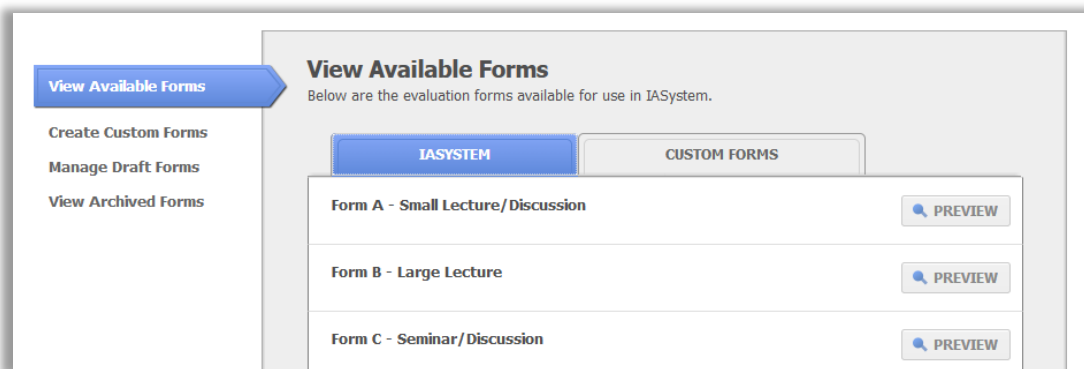
- The "Custom Forms" tab provides a preview of published custom evaluation forms that have been created by IASystem™ users within your institution.
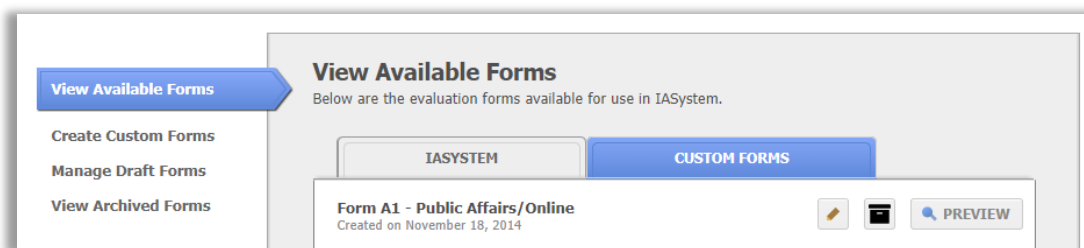
FORM OVERVIEW

IASystem™ forms are structured into five sections with different question types: Summative, Formative, Student Engagement, Demographic, Open-Ended.

The different sections on *IASystem™* evaluation forms support different evaluative functions and some sections include items that are tied to different computed indices. **Because of this, the *Summative* and *Student Engagement* sections cannot be modified when customizing a form**. The following chart describes the purpose of the different sections and ability to edit those sections:

SECTIONS	PERMISSIONS & PURPOSE
Summative	***Section required. Individual questions may not be edited.*** *IASystem™* Summative Items provide an overall rating of the class and instructor and cannot be deleted or edited. These items and their arithmetic mean, the Combined Median, are used to make decisions relating to faculty merit, promotion, and tenure.
Formative	***Individual questions may be added, deleted or reordered.*** Formative items are used by instructors to improve their courses. They are rated on a variety of scales. Select items that ask for information relevant to a particular course. Formative items are grouped by rating scales. Questions are further grouped by whether or not they have a "header" or descriptive text that contextualizes the question. An example of this is: ☑ Header: How frequently was each of the following true of this course? ☐ The course was integrated with the rest of the curriculum. ☐ The instructor created an atmosphere of engagement.
Student Engagement	***Section required. Individual questions may not be edited.*** *IASystem™* Student Engagement items provide information on students in the course, workload and expected grade and cannot be edited or deleted. Some items are used to compute the Challenge and Engagement Index (CEI) and others can be used to correct summative items for bias by computing adjusted medians.
Demographic	***Individual questions may be added, deleted or reordered.*** Demographic items provide more detail about students in the class. They are most interesting if you intend to export student ratings for further analysis.
Open Ended	***Individual questions may be added, deleted or reordered.*** Student comments often provide the most detailed feedback about a class. This is an opportunity to ask about particular aspects of the class that the instructor is most interested in changing.

CREATE CUSTOM FORMS

There are two options when creating a custom online form:

- **Option 1**: Start from a **Blank Form**. The blank form option does not start with any selected questions other than the two required sections. The other sections are blank and questions can be selected from the entire *IASystem™* item bank or new questions can be created.
- **Option 2**: Start from an **Existing Form**. The existing form option starts with questions listed on the chosen form. Existing questions can be reordered or deleted. Additional questions can be selected from the *IASystem™* item bank or new questions can be created.

To begin creating a custom form select the "Create Custom Forms" tab on the <u>Online Forms</u> page.

- Choose either the **Blank Form** radio button or the **Existing Form** radio button.
- If you choose **Existing Form**, select an evaluation form from the dropdown. You can select the "Preview" button to view the form content.
- In the **Description** text box, type a name for your custom form (this can be edited later if desired).
- Select the blue **Continue** button; this will open a series of pages to view or customize the Summative, Formative, Student Engagement, Demographic and Open Ended sections of the form.

MANAGING QUESTIONS

In the Formative, Demographic and Open-Ended Sections you can add, delete, reorder and create new questions.

To add questions in these sections, there are two options:

- **Option 1**: Choose the **Select From All Questions** blue button**.** This will open another page that displays **all** the available *IASystem™* scales and their corresponding items.
- **Option 2**: Select the **Add A Question** link located at the bottom of a particular scale. This will open another page that lists all the available questions for that selected scale.

Select/deselect the "Header" to display the corresponding questions. Select/deselect the questions you want to include or exclude. You may also create custom questions by typing in the text box at the bottom of each scale and clicking the blue **Add** button.

When form customization is completed it can either be saved as a draft form or published:

- "Save as Draft" will save changes and place the form in the "Manage Draft Forms" list (see the Manage Draft Forms section of this guide)
- "Publish" will open another page where you can set filters for your form and make it available for immediate use in the "Forms" dropdown when creating online evaluations.

PUBLISH FORM

Selecting "Publish" will open the publish form page. Once the form is published it will be immediately available for use in the form dropdown list when creating online evaluations.

On the Publish Form page the form description can be updated, form can be previewed and data filters can be added to the form by selecting the "Add Filter" link and choosing one or more filters to apply to the form. ***Data filters limit who can see or use the published forms.***

Note: Users can filter the form to other parts of the institution based on their own privileges.


Adding filter(s) to your form allows users who have the same (or greater) filter access to access the form. In the example above the following users would be able to access this custom form:

1. Users who have no filters (i.e. can view everything in the institution)
2. Users who are filtered to the Biology department
3. Users who are filtered to the Chemistry department
4. Users who are filtered to all the Social Sciences departments

MANAGE PUBLISHED FORMS

Once an evaluation form is published, you can no longer edit the content of the form. However, you can edit the Form Description and data filters. You may also archive any custom online form(s) no longer in use. If the form has never been administered, it can also be deleted.

Select the "View Available Forms" tab on the Online Forms page.
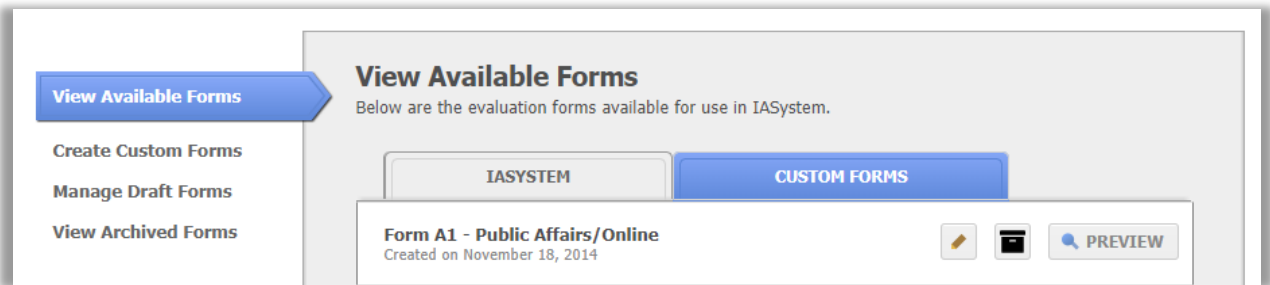
- To **EDIT** a published evaluation form, click the edit ✏ icon. This will take you back to the Edit Form page where the form description or data filters can be changed.

- To **DELETE** a published evaluation form, click the delete ✖ icon. A confirmation dialog box will pop up asking *Are you sure you want to delete this form?* Click "OK" or "Cancel."
- **FORMS IN USE** cannot be deleted.

- To **ARCHIVE** a published evaluation form, click the archive ▭ icon. A confirmation dialog box will pop up asking Are you sure you want to archive this form? Click "OK" or "Cancel."

MANAGE DRAFT FORMS

Draft forms are saved, but not available for use until they are published. The content for draft forms can be edited as well as the Form Description and data filters. Draft forms can also be deleted.

Select the "Manage Draft Forms" tab on the Online Forms page.
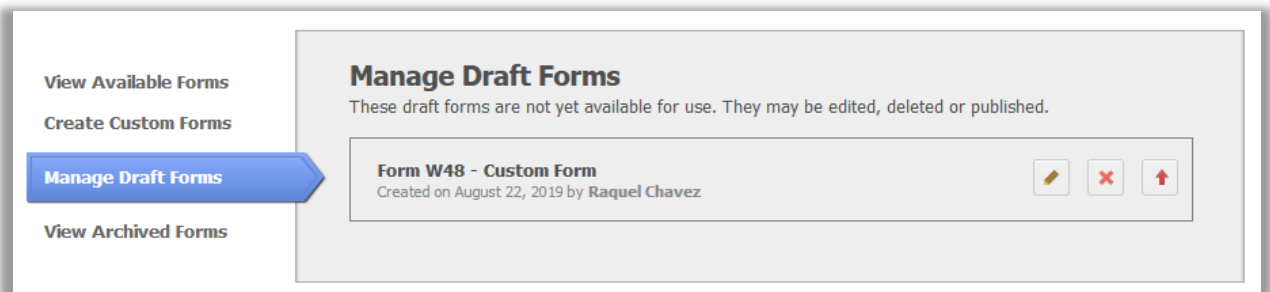
- To **EDIT** a draft evaluation form, click the edit ✏ icon. This will take you back to the section pages that allow you to manage questions.

- To **DELETE** a draft evaluation form, click the delete ✖ icon. A confirmation dialog box will pop up asking *Are you sure you want to delete this form?* Click "OK" or "Cancel."
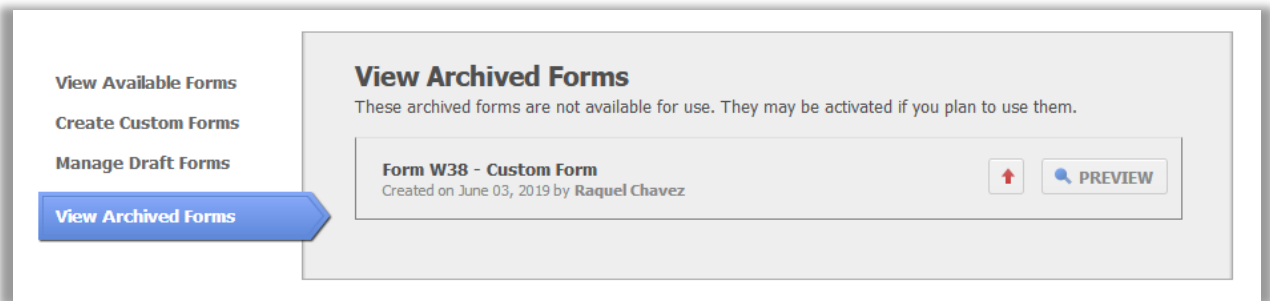
- To **PUBLISH** a draft evaluation form, click the publish ⬆ icon. This will take you back to the "Publish Form" page.

VIEW ARCHIVED FORMS

Archived forms are saved, but not available for use until they are activated. The content for archived forms cannot be edited, however, the Form Description and Data Filters can be changed. Archived forms cannot be deleted if it has been previously used.

Select the "View Archived Forms" tab on the <u>Online Forms</u> page.

- To **PREVIEW** an archived evaluation form, click on the preview icon.

- To **ACTIVATE** an archived evaluation form, click the activate ⬆ icon. You'll receive a green text box indicating you've activated the form of your choice and it can now be used under the "Create Custom Forms" tab.