STUDENTS

This quick reference guide will help you learn how to:

- Log into IDEA
- Complete the IDEA course evaluation
- Continue an unfinished course evaluation
- Edit a completed course evaluation
- Understand the purpose of IDEA and how your feedback will be used

The IDEA course evaluation is quick and easy. It is an online evaluation that you can complete using a PC, Mac, iPad, or even a smartphone (you won't need to download any app—just log in and take the survey!).

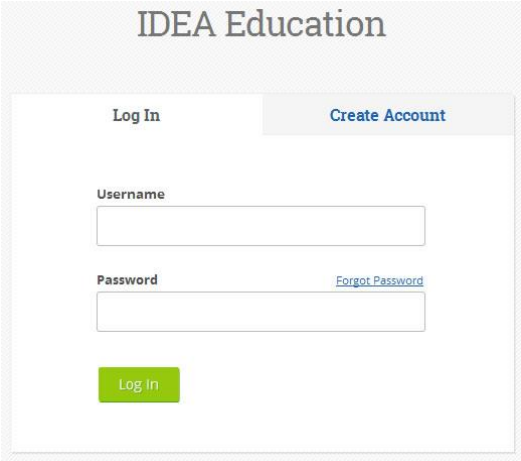
All evaluations are anonymous and confidential. Completing IDEA is voluntary, but we want you to know that we greatly appreciate and value your feedback.

Faculty use your feedback to improve and change classes and teaching methods. In addition, department chairs and tenure committees use your feedback to help determine which courses professors teach, whether adjuncts are rehired, and whether newer faculty members will receive tenure. In short, your feedback is very important, and you should know we at FDU take your input very seriously.

Log into IDEA

You will receive notification via email and Webcampus when a course survey is ready for you to complete. You will also receive a link to log in.

Log into IDEA using the same username and password that you use for FDU WebCampus and Webmail.



How long will it take me to complete the evaluation?

It should not take more than 10 to 15 minutes to complete the evaluation, but if you have to stop before you are finished, don't worry—IDEA will save what you've done and you can go back at a later time to finish.

You will receive reminders on a regular basis until you have completed each course survey.

Thank you in advance for your time and feedback!

Complete the IDEA Course Evaluation

1. After you log into IDEA, the main survey screen is displayed. This screen lists all of your courses, grouped according to evaluation status:
   - Current Evaluations
   - Completed Evaluations
   - Upcoming Evaluations
   - Recently Closed Evaluations

   Note: This main survey screen displays the same information regardless of whether you are viewing it on a PC/Mac (*Figure 1a*) or a mobile device (*Figure 1b*).

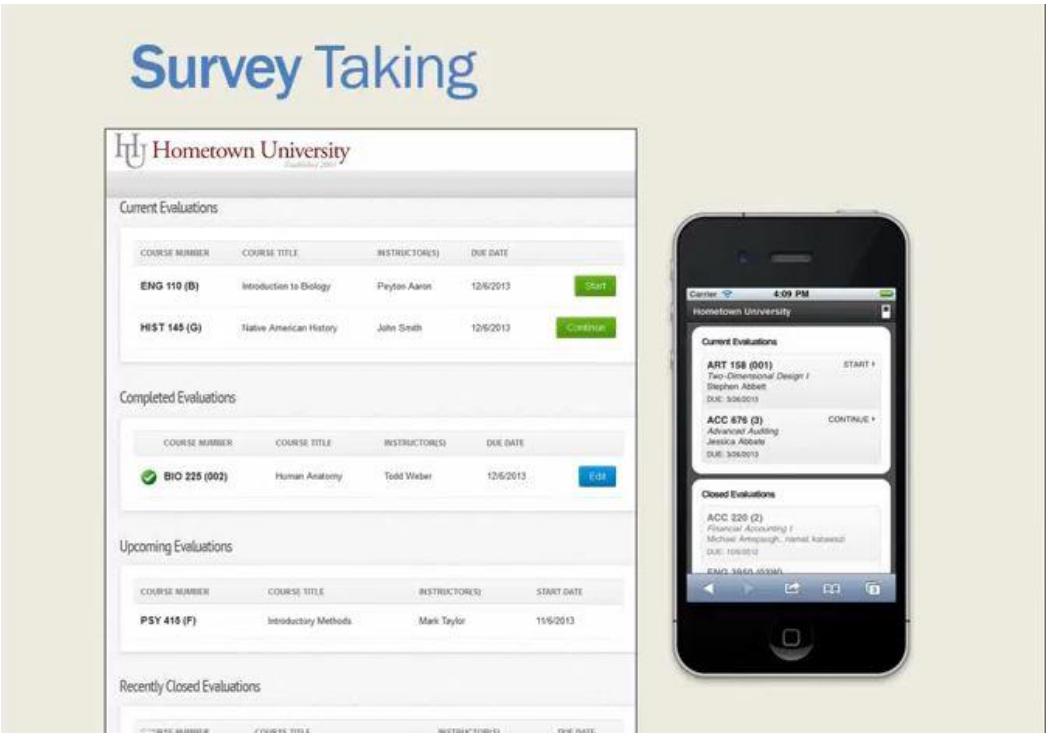


Figure 1a *Figure 1b*

2. Find the desired course in the list in the "Current Evaluations" section.

   Click the course name or the Start button for the desired course. (*Figure 2*)

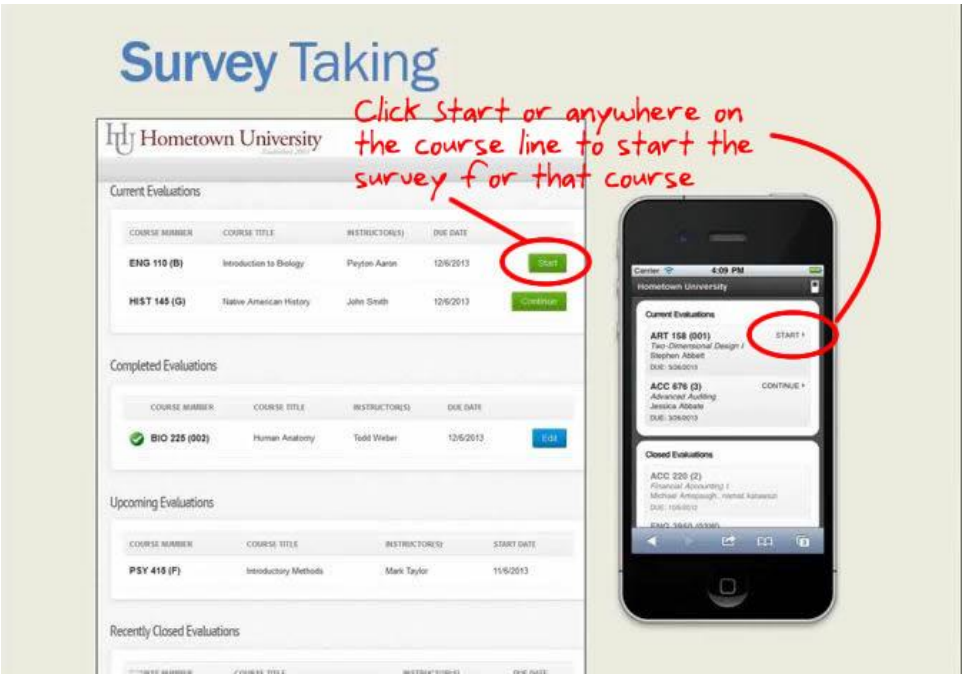


Figure 2

3. The survey for that particular course is displayed. (*Figure 3*)

4. Answer the questions.

   Note: There are various types of questions. Some will ask you to assess the instructor, course, and your effort by clicking the appropriate response on a scale (as shown in *Figure 2*). Other question types include multiple choice and open-ended.

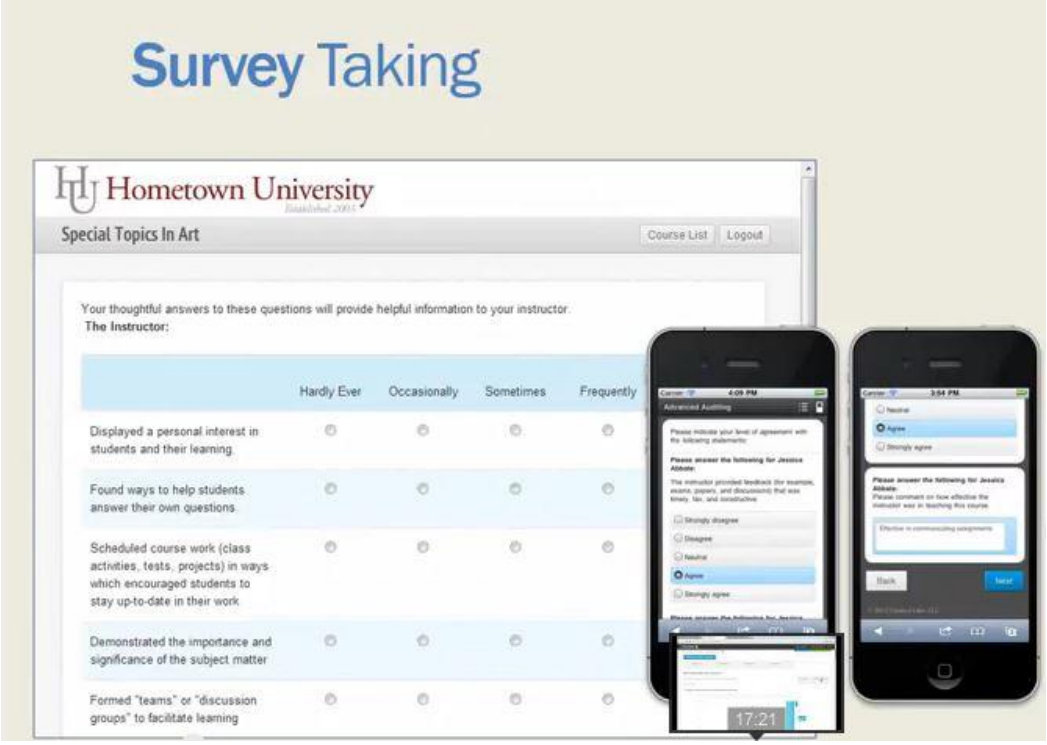


Figure 3

5. Click the Submit button after you have answered all questions.

   You will be returned to the main survey screen.

   The course survey you just finished will now be in the "Completed Evaluations" section of the screen.

6. Repeat the steps above for each course listed in the "Current Evaluations" section of the screen.

What will IDEA ask me?

The IDEA survey has three sections. IDEA will ask you to:

- Assess the frequency of 20 teaching methods that *may* have been used in the course. *All 20 teaching methods are not employed in every course. Each course and instructor employs the methods that are most appropriate to the subject matter. As you complete each course survey, please provide your best assessment of how frequently each method was used in the course.*
- Report on your progress/improvement on 12 learning objectives that may have been important parts of the course. *Please read each objective carefully and respond thoughtfully. Some objectives will be more relevant to the course than others. Your response to each objective should not be based on how much you "liked" or "disliked" an instructor or a course, but how much progress you feel you made on that objective during the course.*
- Answer some overall questions about the course, about your instructor, and about your study habits and attitude towards the course

Remember: There is no way we can link back your answers to you, so please be honest as you complete the survey. Your feedback will help us to enhance future courses and instruction.

Can I save my answers and go back and finish at a later time?

Yes, if you start a survey but do not have time to finish, you can then continue at a later time. If you click the Course List or Log Out button in the middle of a survey, the system will automatically save what you've done.

See "Continue an Evaluation that You Previously Started" below.

What if I want to change something on my completed survey?

You can edit any completed evaluation up until the time when the survey closes.

See "Edit an Evaluation that You Previously Completed" below.

Continue an Unfinished Evaluation

1. Log into IDEA.
2. The main survey screen is displayed. If you have started but not finished a survey, you will see a Continue button next to the course name in the "Current Evaluations" list.

   Click the Continue button. (*Figure 4*)
3. Complete steps 4-5 above in "Complete the IDEA Course Evaluation."

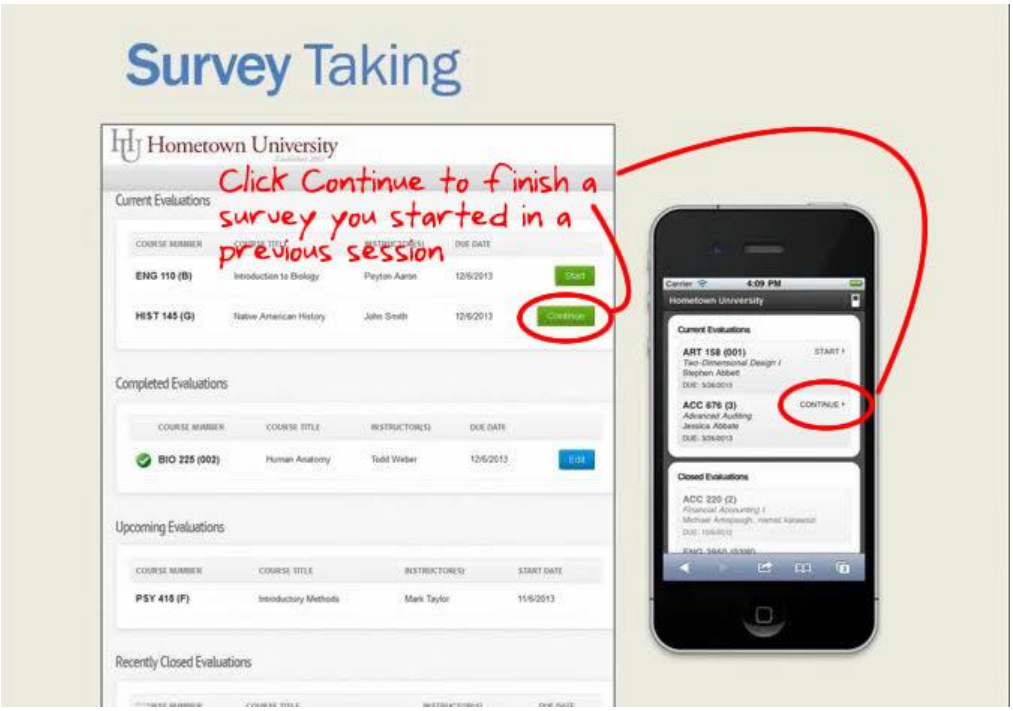


Figure 4

Edit a Completed Evaluation

1. Log into IDEA
2. The main survey screen is displayed.

   Click the Edit button for the desired course in the "Completed Evaluations" list. (*Figure 5*)
3. Edit responses as desired.
4. Click the Submit button.

Note: Once an evaluation is listed in the "Recently Closed Evaluations" list, you cannot edit it.

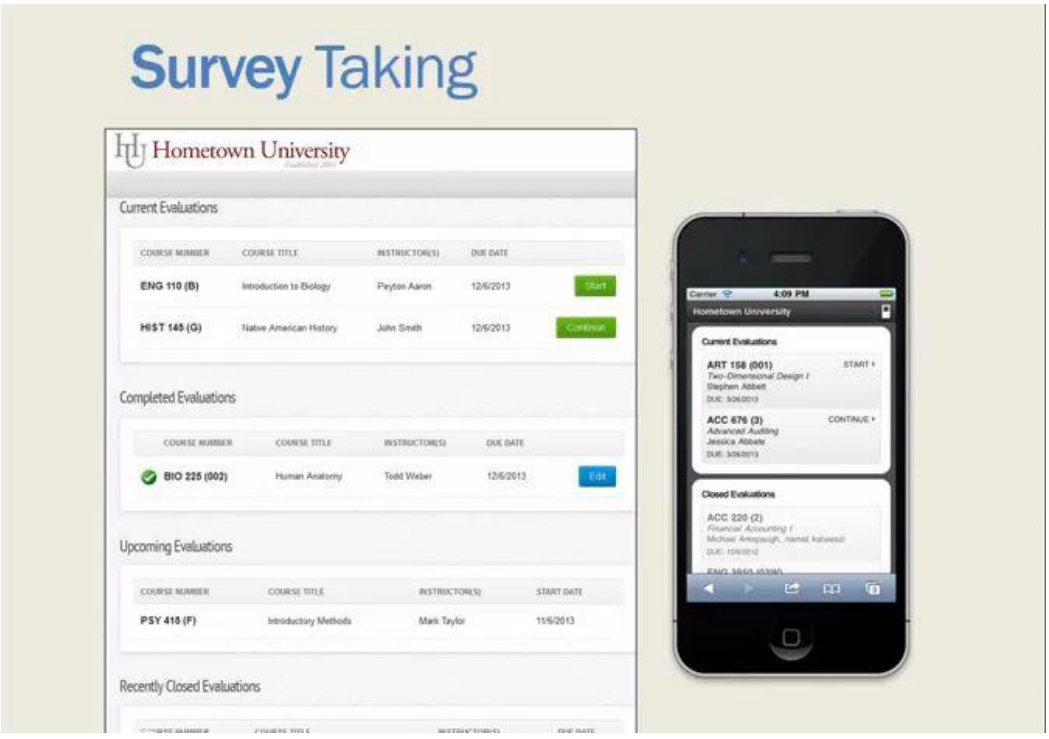


Figure 5