STUDENTS

This semester, FDU is using a new on-line instrument called "IDEA" for our end-of-semester student surveys. It is quick and very easy to use. Just follow these instructions.

How to Complete Your Course Evaluations

1. Log into IDEA at: http://fdu.campuslabs.com/courseeval. Use the same username and password that you use for FDU WebCampus and Webmail.

   The main survey screen will be displayed. This screen lists of all of your courses, grouped according to evaluation status:
   - **Current Evaluations**: Course evaluations that are ready for you to complete.
   - **Completed Evaluations**: Course evaluations that you have completed, but which you can still edit.
   - **Upcoming Evaluations**: Course evaluations that are not yet available, but will be soon.
   - **Recently Closed Evaluations**: Course evaluations that are closed and no longer available.

2. Click the Start button for the desired course in the **Current Evaluations** list. The survey for the selected course will be displayed.

3. Answer the questions. IDEA will ask you to:
   - Assess the frequency of 20 **teaching methods** that *may have been used* in the course (not all are used in every course). 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. 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 (some objectives will be more relevant to the course than others).
   - Answer some **overall questions** about the course, about your instructor, and about your study habits and attitude towards the course.
   - Write any **additional comments** you have about your instructor and/or course.

4. Click the Submit button after you have answered all questions. The main survey screen will now show that evaluation in the **Completed Evaluations** list.

Note: If you click the Course List or Log Out button in the middle of an evaluation, the system will automatically save what you've done. To finish a survey you've started, click the Continue button for the desired course in the **Current Evaluations** list. To edit a survey you've completed, click the Edit button for the desired course in the **Completed Evaluations** list.

When do I complete course evaluations? When it's time to complete a course evaluation, you will receive notification via your FDU email. You will have approximately 15 days to complete the evaluation.

Where do I complete course evaluations? You will complete your course evaluations online. You can complete them anywhere with access to the internet, using a mobile device (e.g., smartphone, iPad) or a computer (PC or Mac). Many faculty are setting aside class time to fill out the surveys, so you may want to ask your instructor if you will have class time to complete this.

How long will it take to complete course evaluations? It should not take more than 10 to 15 minutes to complete each course evaluation.

What are my responses used for? Your feedback is very important. It will help enhance future courses and instruction. Faculty and department heads take this feedback very seriously, so please respond thoughtfully. And remember, the evaluations are *completely anonymous*. There is no way your answers can be linked back to you, so please be honest.

Looking for more help?
Email FDUIDEAHELP@gmail.com and/or see "Materials for Students" at fduidea.wordpress.com