**How to Administer the IDEA Student Rating of Instruction Survey – On-Campus Classes**

For on-campus regular undergraduate courses, students will take the 40-item [IDEA Diagnostic Feedback Survey](http://ideaedu.org/wp-content/uploads/2015/12/Sample-SRI_diagnostic-2016.pdf) during class time during the twelfth or thirteenth week of the semester. Students access the online course survey in class through the Campus Labs Student Evaluation portal during the class period in which you choose to administer the survey.

Campus Labs **Student** Portal: <https://champlain.campuslabs.com/courseeval>

**Contact Ellen Zeman if you have questions:** zeman@champlain.edu or 802-651-5912.

**Steps for Administering the IDEA Survey**

1. Schedule the class period in which you plan to administer the survey during the prescribed two-week survey period. The survey must be administered **during class time** within this two-week period, even though it is online.

* If you are teaching a hybrid, field, internship or team-taught course, you have the option of allowing students to take the survey on their own time within the two-week period. If you choose to do so, please take steps to ensure a 70% or better response rate.
1. If you do not teach in a computer lab, you will need to remind your students to bring a laptop, tablet or smartphone to class on the day the survey is scheduled. You can also arrange to borrow a Chrome Book pack or laptop cart.
2. Poll your students to see how many can bring a laptop, netbook (i.e. Chrome Book), tablet (i.e. iPad) or smartphone to class. If not every student has a device, you can
	* Cover one or two students by letting one use your own laptop or tablet and another use the podium computer
	* Reserve one of four available laptop carts (located in Joyce and Ireland), if you are certified
	* Borrow the Chrome Book Bag (eight Chrome Books in a portable case) from Freeman or MIC
3. Remind students to bring a device (anything that can access the web) to class on the day you plan to administer the survey.
4. Familiarize yourself with the in-class instructions (below).
5. Go to the Campus Labs **Faculty Portal** <https://champlain.campuslabs.com/faculty>
	* [Select your Learning Objectives](http://ideaedu.org/support/strategies-for-selecting-learning-objectives/) from the [Objectives Selection Form](http://ideaedu.org/wp-content/uploads/2016/01/Sample-SRI_objectives-selection.pdf) (formerly known as the FIF).
	* Check to make sure that all of your courses for the semester have a survey set up.
	* Add your own [customized questions](http://courseevaluationsupport.campuslabs.com/hc/en-us/articles/204024838-Adding-Custom-Questions-to-a-Course-Section-by-Faculty) to the survey if you wish.
6. Plan to administer the survey **during class time at the beginning of the class period**, allowing about 20 minutes.

 **IDEA SURVEY IN-CLASS INSTRUCTIONS**

1. Students must complete this course survey **AT THE BEGINNING OF YOUR CLASS**. It should take approximately 15 – 20 minutes.
2. Read the following instructions to the group OR improvise using the talking points provided below:

**This survey gives you the opportunity to comment anonymously about this course. I will not receive the results of this questionnaire until after grades are turned in, and I will be leaving the room while you complete it. You should know that the results of your ratings for this class will be included as one part of the information used to make faculty development and personnel decisions. Your accurate and honest answer to each question will be more helpful than choosing all “5s” simply because you like me or all “1s” because you do not.**

**Your typewritten comments about this course or my teaching are particularly helpful for me in understanding your numerical ratings, just as my comments on your assignments help you to better understand your grade. Please take the opportunity to add explanatory comments at the end of your online survey.**

1. Ask students to go to the IDEA-Campus Labs Evaluation Portal: <https://champlain.campuslabs.com/courseeval>
2. **YOU MUST LEAVE THE ROOM** for the designated time period. Please designate a student to notify you when the group has completed the survey.

**IDEA TALKING POINTS**

Am I safe to comment truthfully?

* I will leave the room while you complete the surveys.
* Surveys are anonymous.
* Results not available to me (faculty) until after grades are turned in.

What happens with the results?

* The College uses these results for improving courses and programs, and also to make personnel decisions.
* I use these results to improve my teaching, make my classes better, and increase student learning.

What kind of feedback is helpful?

* Give honest and accurate feedback specific to each question.
* Even if you like me and this course, I don’t do everything well or frequently, so don’t give me all “fives.” And if you don’t like me or the class, remember that I don’t do everything poorly or not at all.
* Written comments are particularly helpful for me, just like they are for you when I provide feedback on your work.