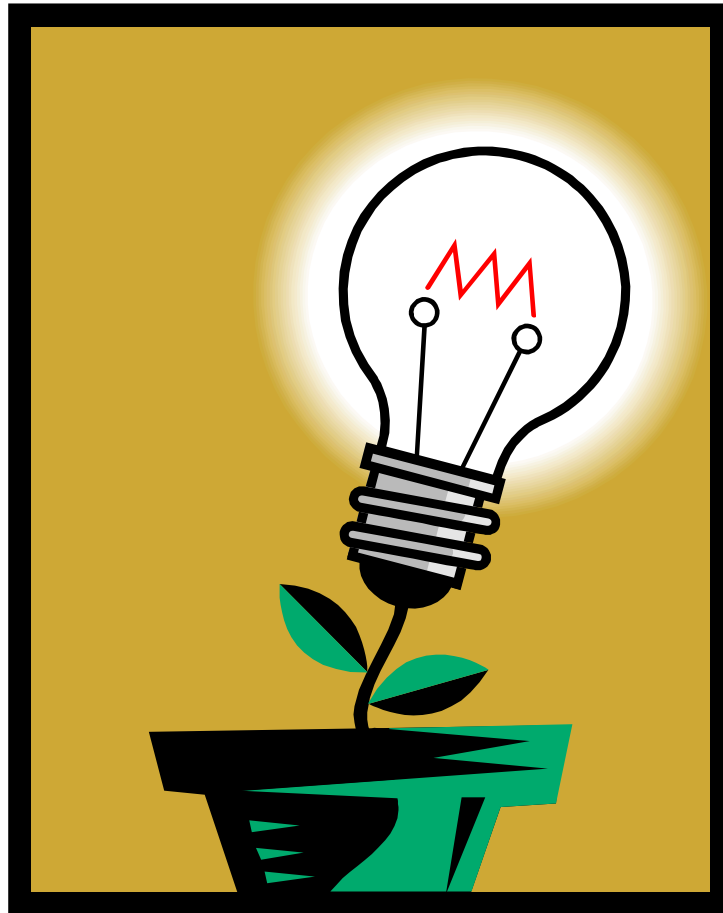


WELCOME TO



**USING THE
IDEA EVALUATION TOOL**

**PRESENTED BY
MSC OFFICE OF ACADEMIC AFFAIRS**

**MAXI VOSS
AND
SHERI DENISON**

USING THE IDEA EVALUATION TOOL:

A Look at Basic Components

This document is designed to walk you through the IDEA Student Ratings of Instruction process: linking to your class IDEA evaluation, setting up your Faculty Information Form (FIF), adding questions to your survey, and, finally, implementing IDEA on Blackboard.

Linking to your Class IDEA Evaluation

Most likely, around February 12, you received an email message entitled “IDEA Student Ratings FIF for . . .”; you should have received one email message per class you teach. This email message may also have been followed several weeks later with additional email messages asking you to submit your Faculty Information Form (FIF).

You will want to follow the link provided, for it will take you to the FIF completion site. Remember, you will need to set up an FIF for *each course you teach*. You will also need to set up your FIF by no later than April 1, allowing for processing of your information so that students may complete the survey starting April 8 and running through April 28.

Note. If you have not received an email message linking you to your FIF, first be sure to check your UAA email or, for full-time faculty members, your Mat-Su email. Should you still be unable to find an email message for the FIF—or should your link no longer be available (for short classes)—you may wish to contact Sean Tittle, the UAA IT administrator in charge of IDEA—at (907) 786-4692 or axsmt@uaa.alaska.edu.

IDEA ONLINE Course Number: ENGL_A201_P31_200703_Denison Course Title: *Masterpieces of World Lit I
Instructor: Denison, Sheri
Schedule:

Faculty Information Form
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VERIFY

Welcome to IDEA Online's Faculty Information Form (FIF).

Please take a moment to complete the FIF for the following course at University of Alaska Anchorage:

Course Number: ENGL_A201_P31_200703_Denison
Course Name: *Masterpieces of World Lit I
Course Days: (not provided)
Course Time: (not provided)

You may add questions to the student response forms for this class by clicking the Manage Additional Questions link below. You may also review additional questions added by the on-campus coordinator by clicking on the link.
Once the student surveys begin, you will no longer be able to add questions.

The FIF will be available to complete until 11/4/2007. After you have completed the FIF and clicked the "Submit" button you will receive a "Thank You" confirmation screen. If you do not receive this confirmation your FIF was not saved. If needed, you may visit the FIF multiple times.

[Manage Additional Questions](#) | [Complete Faculty Information Form \(FIF\)](#)

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Figure 1: Entry Screen for the IDEA Online Evaluation. To fill out your FIF, click the link on the right.

Setting up your Faculty Information Form (FIF)

Once you are at the IDEA online evaluation tool entry screen (see Figure 1), you will see two choices available: Manage Additional Questions | Complete Faculty Information Form (FIF). To complete the FIF, you will want to click the second link (Complete Faculty Information Form).

When you arrive at the FIF completion screen, you will need to input several forms of information.

Step one. First, you'll be asked to fill in your department of study from the drop-down menu. (See Figure 2.)

Faculty Information Form (FIF)

Course Number: ENGL_A201_P31_200703_Denison Course Title: Masterpieces of World Lit I
Instructor: Denison, Sheri
Schedule:

Department: 2303 Comparative Literature

OBJECTIVES

Using the scale provided, identify the relevance of each of the twelve objectives to this course. Your weighting of the objectives is very important because it describes the uniqueness of your course by defining its purposes and what students are supposed to learn. As a general rule, we recommend that you select no more than 3-5 objectives either as "Essential" or "Important," prioritizing what you want students to learn. The weighting system used to generate summary results in the IDEA report weighs Essential objectives "2," Important objectives "1," and Minor objectives "0."

M = Minor or No Importance
I = Important
E = Essential

	M	I	E	
1.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Gaining factual knowledge (terminology, classifications, methods, trends)
2.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Learning fundamental principles, generalizations, or theories
3.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Learning to <i>apply</i> course material (to improve thinking, problem solving, and decisions)
4.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course
5.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Acquiring skills in working with others as a member of a team
6.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Developing creative capacities (writing, inventing, designing, performing in art, music, drama, etc.)
M = Minor or No Importance I = Important E = Essential				
	M	I	E	
7.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Gaining a broader understanding and appreciation of intellectual/cultural activity (music, science, literature, etc)
8.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Developing skill in expressing oneself orally or in writing
9.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Learning how to find and use resources for answering questions or solving problems
10.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Developing a clearer understanding of, and commitment to, personal values
11.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Learning to <i>analyze</i> and <i>critically evaluate</i> ideas, arguments, and points of view
12.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Acquiring an interest in learning more by asking questions and seeking answers

Figure 2: FIF Department of Study and Objectives. For Objectives, use E for essential learning objectives, I for important learning objectives, and M for minor/not important learning objectives.

Step two. Next, you'll be asked to fill in information on the objectives of your course: what is essential (E), what is important (I), and what is minor or not important (M). Try to keep the learning objectives ranked as essential (E) to about four.

Note. In the near future, your Coordinator should contact you about what should be considered as essential, important, or minor/not important. You may also find the Course Content Guides (CCGs) for you classes helpful; they can be found at <http://curric.uaa.alaska.edu/curric/courses/>.

Step three. After completing your objectives, you'll want to enter your contextual information, which refers largely to teaching methodology and student characteristics. Be careful as you enter this information, for the coding system for responses changes several times. (See Figure 3.)

The screenshot displays the IDEA Online Faculty Information Form (FIF) interface. At the top, it shows course information: Course Number: ENGL_A201_P31_200703_Denison, Course Title: *Masterpieces of World Lit I, Instructor: Denison, Sheri, and Schedule. A VeriSign Secure logo is visible in the top right corner. The main content area is titled "Contextual Questions (Research Purposes):" and includes the following text: "The IDEA Center will conduct research on these optional questions in order to improve the interpretation of student ratings." Below this, there are two multiple-choice questions:

13. Which of the following represents the primary approach to this course?

- Lecture
- Discussion/recitation
- Seminar
- Skill/activity
- Laboratory
- Field Experience
- Studio
- Multi-Media
- Practicum/clinic
- Other

14. If multiple approaches are used, which one represents the secondary approach?

- Lecture
- Discussion/recitation
- Seminar
- Skill/activity
- Laboratory
- Field Experience
- Studio
- Multi-Media
- Practicum/clinic
- Other

Below the questions, there is a section for describing the course requirements: "Describe this course in terms of its requirements with respect to the features listed below. Use the following code to make your responses:"

N = None (or little) required
S = Some required
M = Much required

At the bottom, there are radio buttons for N, S, and M. The Windows taskbar at the bottom shows several open applications, including "Online Development...", "Comprehensives Lis...", "USING THE IDEA...", "pics - Microsoft Word", and "IDEA Online - M...". The system tray shows the date and time as 10:36 AM.

Figure 3: FIF Contextual Information. Most of the information here is for research purposes, but be aware that the coding system for response changes several times.

Finally, after you have entered your information, hit **Submit** at the end of the survey. Your FIF is now complete!

Adding Questions to your Survey

Want to add some questions to your survey? It is easy to do so! Just be sure to follow the steps below.

Step one. Return to the IDEA online evaluation tool entry screen (see Figure 2), you will see two choices available: Manage Additional Questions | Complete Faculty Information Form (FIF). Choose the first link entitled "Manage Additional Questions."

Step two. You will now enter the Manage Additional Questions screen, which offers two choices: ADD QUESTION GROUP | ADD OPEN ENDED QUESTION.

Which One to Choose? The “ADD QUESTION GROUP” page will allow you to enter questions with pre-set answers, such as Likert scale or multiple choice questions. The ”ADD OPEN ENDED QUESTION” page will allow you to add short response questions.

Adding Question Groups to your Survey

To add question groups, click the appropriate link. You will then arrive at the Add Question Group page. (See Figure 4.)

IDEA ONLINE Course Number: ENGL_A201_P31_200703_Denison Course Title: *Masterpieces of World Lit I
 Instructor: Denison, Sheri
 Schedule:

VeriSign Secured
 VERIFY

Add Question Group

Title (as you want it to appear on survey):

Instructions:

Response Options:

ID**	Key	Label:
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>

Example:
 Key: 1 Label: Strongly Agree
 Key: 2 Label: Agree
 Key: 3 Label: Disagree
 Key: 4 Label: Strongly Disagree

** NOTE: the "ID" column here is the identifier for a respondent's choice that you will see on all reports.

Figure 4: Add Question Group Page. The opening page for the Add Question Group asks you to submit the title, instructions, and responses for your question.

Step One. Enter a title if you wish; this merely helps students categorize your questions. You might, for example, use a title such as “Blackboard Availability” for a question on the course’s Blackboard use.

Step Two. Enter your directions: for example, do you want students to check more than one response?

Step Three. Enter your responses. Keep in mind that you are constrained to four responses. As you enter your responses, “Key” indicates, most likely, the number of the response while “Label” indicates the actual response (such as “strongly agree” and “strongly disagree”). Be sure to hit **Submit** after setting your question information. See Figure 5 for a detailed entry of question information for a question on Blackboard use.

IDEA ONLINE Course Number: ENGL_A201_P31_200703_Denison Course Title: *Masterpieces of World Lit I
Instructor: Denison, Sheri
Schedule:

Faculty Information Form
VeriSign Secured VERIFY

Add Question Group

Title (as you want it to appear on survey):

Instructions:

Response Options:

ID**	Key	Label:
1	<input type="text" value="1"/>	<input type="text" value="Strongly agree"/>
2	<input type="text" value="2"/>	<input type="text" value="Agree"/>
3	<input type="text" value="3"/>	<input type="text" value="Neutral"/>
4	<input type="text" value="4"/>	<input type="text" value="Disagree"/>
5	<input type="text" value="5"/>	<input type="text" value="Strongly disagree"/>

Example:
 Key 1 Label: Strongly Agree
 Key 2 Label: Agree
 Key 3 Label: Disagree
 Key 4 Label: Strongly Disagree

** NOTE: the "ID" column here is the Identifier for a respondent's choice that you will see on all reports.

Start Online Development... Comprehensives Lis... USING THE IDEA... pics - Microsoft Word IDEA Online - M... iTunes 11:10 AM

Figure 5: Example Entry Information. The example provided here is for a potential Blackboard use question.

Note. If you are looking for the question itself, it appears on the *second* page of the Add Question Group area. Thus, you will first set the title, instructions, and responses.

Step Four. After setting the parameters of your question, you will next actually write the question. To add a question, click the ADD QUESTION link. You will then be asked to enter your question. (See Figure 6.)

IDEA ONLINE Course Number: ENGL_A201_P31_200703_Denison Course Title: *Masterpieces of World Lit I
Instructor: Denison, Sheri
Schedule:

Faculty Information Form
VeriSign Secured VERIFY

Add Question

New Question

Enter your question text:

Figure 6: Add Question Group Second Page. Strangely enough, the actual question is entered on the second page, after the title, instructions, and responses have been set.

After you have completed your question, you will see a complete version of the question with title, instructions, responses, and question. (See Figure 7). Additionally, you can MODIFY or DELETE your question as necessary.

Figure 7: Example Question. The example provided here is for a potential Blackboard use question.

Adding Open Ended Questions to your Survey

To add an open ended question, you can click the ADD OPEN ENDED QUESTION link from the Add Question Group page—or you can return to the Manage Additional Questions page.

To add your question, simply fill in your question in the dialog box provided under “Enter your question text.” Be sure to hit **Submit** when you are finished.

Implementing IDEA on Blackboard

To make your evaluation available, proceed to your Blackboard shell by going to <http://www.uaa.alaska.edu>. After signing into your Blackboard account, you will want to hit the link to your course, then the link (in the left column) entitled “Control Panel.” This is where you add, change, and arrange content for your class site.

Content Areas		User Management	
Syllabus		List / Modify Users	
Course Materials		Manage Groups	
External Links		Assessment	
Course Tools		Test Manager	Gradebook
Announcements	Manage Chalk Title	Survey Manager	Gradebook Views
Course Calendar	ThomsonNOW Instructor Tools	Pool Manager	Performance Dashboard
Staff Information	ThomsonNOW Gradebook	Course Statistics	
Tasks	Discussion Grader	Help	
Send Email	Elluminate Live!	Support	
Discussion Board	Configure Wiki Tool	Manual	
Collaboration	Assess Wikis	Contact System Administrator	
Digital Dropbox	Manage Podcast		
Glossary Manager	Configure Blog Tool		
Messages	Course Health Check		
Course Options			
Manage Course Menu	Course Copy		
Course Design	Import Course Cartridge		
Manage Tools	Import Package		
Settings	Export Course		
Recycle Course	Archive Course		

Figure 8: Blackboard Control Panel. In Blackboard, the Control Panel is the main point of entry for instructors.

Step One. When you arrive at the Control Panel (see Figure 8), you will want to navigate to the bottom left quadrant entitled “Course Options.” Select the “Manage Course Menu” link.

Step Two. Once at the Manage Course Menu page, you will see a range of the navigation elements for your course website. At the top of the page you will see a toolbar; you will want to click the **Add Tool** button.

Step Three. At this stage, you will see a screen with a drop-down menu entitled “Type.” Navigate through the drop-down menu until you reach IDEA Online Connector.

Step Four. Once the drop-down menu has plugged in the title IDEA Online Connector, type in something like “Student Evaluations” in the “Name” field.

Step Five. Keep the “Available for Student/Participant users” field checked if you are immediately ready to deploy your survey. If not, remove the check from that field. See Figure 9 for a completed example.

Figure 9: Example IDEA Menu Addition. The example provided here should look similar to your own.

Finally, hit **Submit** and you are finished entering the information for your survey! If you left the survey available for students, you should now see a link to your survey on your course’s main page.