



IASystem™ 2.0 Faculty User Guide

A Guide for Instructors Using the IASystem Faculty Portal

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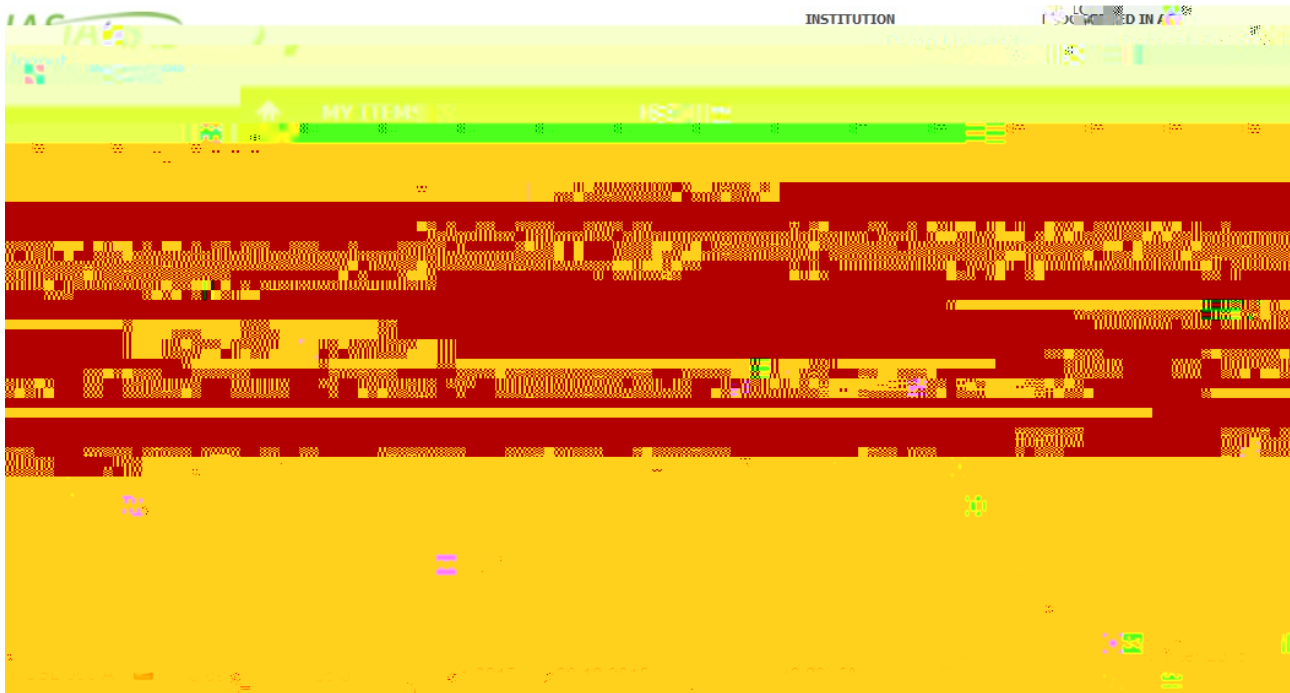
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IASYSTEM FACULTY PORTAL OVERVIEW

The purpose of the *IASystem™* Faculty portal is to provide instructors with the ability to see the specifics of an evaluation, to preview an evaluation, and to view course evaluation reports once evaluations are closed and the report available date has been met.

VIEW HOMEPAGE: MY COURSE EVALUATIONS

The homepage displays a listing of an instructor's course evaluation(s) in reverse chronological order. This list can also be sorted by term, course, or open/close date. Primary evaluation details and actions are listed in the **Main** tab and additional details are displayed in the **Other** tab.

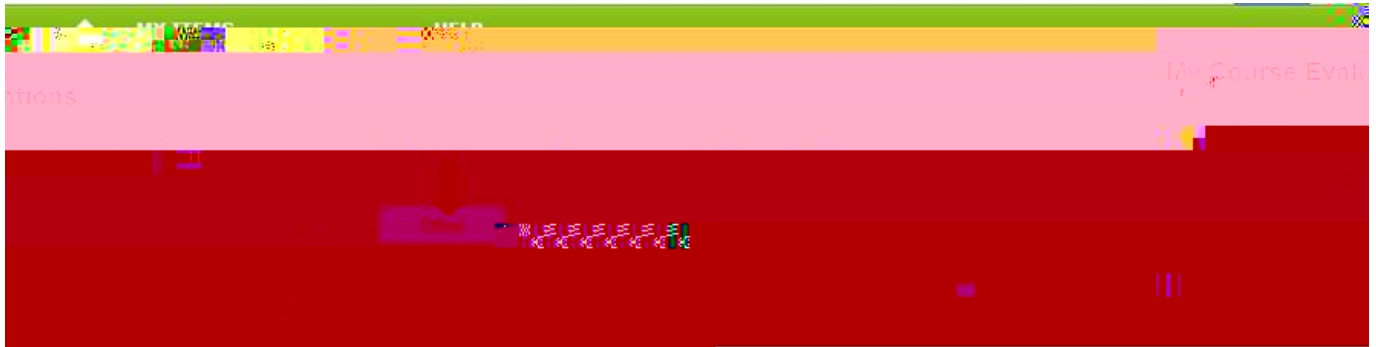


Note: If there have been no evaluations created for an instructor and they login to the Faculty Portal, the following message will be displayed: “You have no course evaluations to display”

The Main tab displays the following evaluation details:

CATEGOR	DESCRIPTION
Term	The term in which the course was offered.
Course	The course abbreviation, number and section.
Evaluation Type	The format of the evaluation (a blue computer screen denotes an online evaluation and a

OTHER TAB



The **Other** tab displays the following evaluation details:

CATEGORY	DESCRIPTION
Term	The term in which the course was offered.
Course	The course abbreviation, number and section.
Icon	A blue computer screen icon denotes an online evaluation and a yellow paper icon with pencil denotes a paper evaluation.
Status	<p>For <u>online evaluations</u> the status types are:</p> <ul style="list-style-type: none"> x <i>Pending</i> (evaluation created, but not yet open) x <i>Open</i> (evaluation in progress) x <i>Closed</i> (evaluation has been completed) <p>For <u>paper evaluations</u> the status types are:</p> <ul style="list-style-type: none"> x <i>Pending</i> (evaluation requested, but not yet processed) x <i>Confirmed</i> (evaluation processed and ready to be administered) x <i>Closed</i> (evaluation completed and results data uploaded to system)
Survey ID	The unique ID number assigned by IASystem™ to each course evaluation survey.
Set Up By	The coordinator who created the evaluation. The "set up by" name is hyperlinked and can be clicked on to email the evaluation coordinator.
Form	The letter which corresponds with IASystem™ evaluation form selected. <i>For example: A-Small Lecture, B-Large Lecture, C-Seminar, etc.</i>
URL	The URL is the web link for a specific online course evaluation. Students will receive emails containing this URL when the evaluation opens. Each URL is unique to a specific course evaluation. You may publish or forward this URL if desired. The URL is controlled by the class list so only enrolled students will be able to access the survey. Note: <u>Anyone</u> not in the class will get the message, "Sorry, this isn't your survey."
Notification	A date/time stamp of when each email notification was sent to students. The notification dates appear under this column on the day they are sent. For paper evaluations, a note states "None/Paper" instead.

ONLINE EVALUATION EMAIL NOTIFICATIONS

All online evaluations are equipped with email notifications. Emails will be sent under the following circumstances:

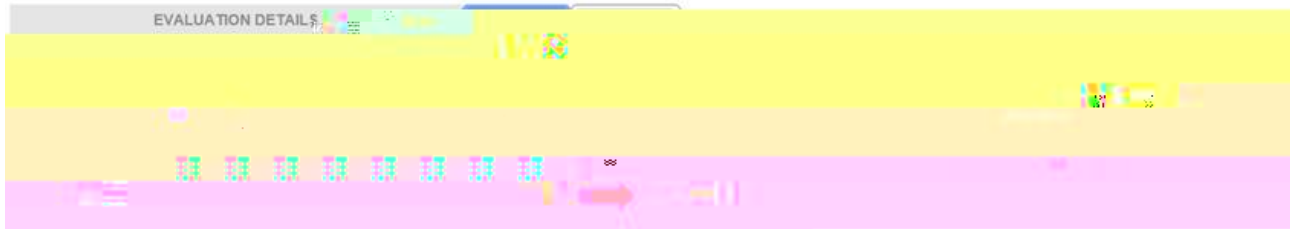
Online Evaluation Created& Updated	<ul style="list-style-type: none">x At the time an evaluation is created, faculty receive an automated email with information about the evaluation setup details and link to the <i>IASystem™</i> faculty portal.x At the time an evaluation is updated, faculty receive an automated email with updated information about their course evaluation details.
Online Evaluation Opens	<ul style="list-style-type: none">x Faculty receive an automated email notifying them the course evaluation for their class is now open.x Students receive automated email notifying them the course

VIEW COURSE SUMMARY REPORTS

To generate a report for the course evaluations listed in the chosen term(s), click “View Report” on the far right of the column labeled “Action.” A new browser window/tab will open with your selected Course Summary Reports.

My Course Evaluations

Below is a listing of all of your course evaluations. To view a course evaluation report, please note that the “View Report” link becomes available when both the evaluation close date and report available date have been met.

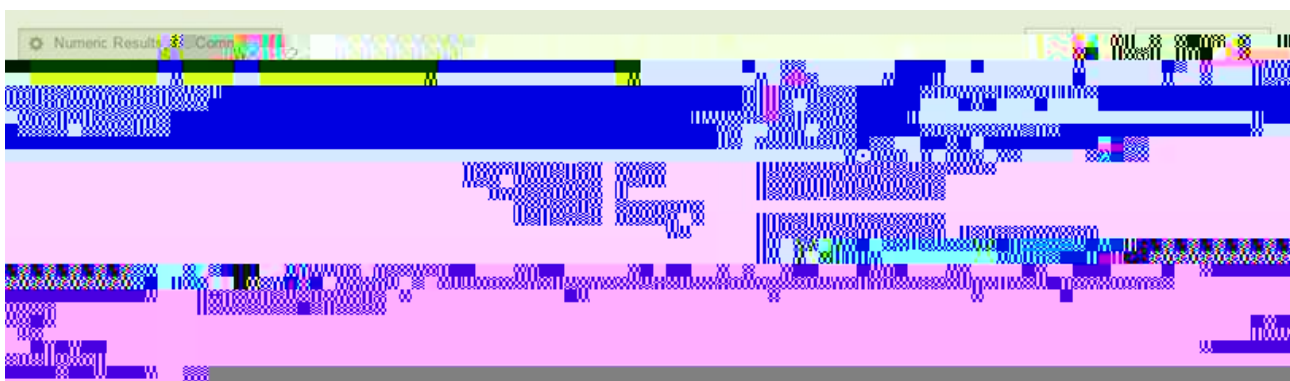


REPORT VIEW & PRINTING

On the top left of the page there is a widget labeled “Numeric Results and Comments” which is the default view for reports. You can toggle this widget and select from three views:

- Numeric Results and Comments
- Only Numeric Results
- Only Comments (online evaluations)

Select the print button in the upper right corner of the page to generate a PDF version of your report which you can then print and/or save .



APPENDIX A: IASystem™ EVALUATION EMAIL NOTIFICATION CONTENT

COURSE EVALUATION CREATION EMAIL TO FACULTY

The following is an example of the automated email sent to an instructor when a coordinator creates an evaluation for their course.

From: [Coordinator Name] via IASystem Notification <no-reply@iasystem.org>
To: [FirstName, LastName]
Subject: An evaluation has been set up for your course

Your course evaluation coordinator, {Coordinator Name}, has set up an online evaluation for the following week. [Click here](#) to view the evaluation details.

COURSE EVALUATION MODIFICATION EMAIL FOR FACULTY

The following is an example of the automated email sent to an instructor when a coordinator has modified an evaluation for their course.

From: [Coordinator Name] via IASystem Notification <no-reply@iasystem.org>
To: [FirstName, LastName]
Subject: Your course evaluation has been modified

Your course evaluation coordinator, {Coordinator Name}, has modified the online evaluation for the following course(s):

{abbrev} {number} {section } - {Course_Name}
{abbrev} {number} {section } - {Course_Name}

This evaluation was edited with the following details:

Instructor(s) being evaluated: {FirstName, LastName}, {FirstName, LastName}

Evaluation Form Type: {abbrev – form name}

Evaluation URL: {evaluation URL}

The evaluation opens {mm,dd,yyyy} at 12:00am and closes on {mm,dd,yyyy} at 11:59pm. Students will receive an email notification on the open date that includes the course evaluation details and URL.

Faculty reports available date: {mm,dd,yyyy}

To manage this course evaluation, access your faculty portal at {client faculty portal URL}. Here, you can preview an evaluation, track response rates once the evaluation is open, and view/print course reports once the evaluation has closed and the reports available date has been met.

{if "Add Items" is on} Also, along with the standard evaluation form questions, instructors may create and add their own questions before the evaluation open date is reached. Instructor-specific questions may be added via the faculty portal, {client faculty portal URL}, by selecting "Add Items." **{if multiple instructors}** Since this evaluation is for more than one instructor, you may want to coordinate with your co-instructors before adding additional questions to the evaluation.

If you have any questions or need any changes to this evaluation, please contact {Coordinator Name} at {coord_email}.

Thank you.

ONLINE COURSE EVALUATION OPEN ANNOUNCEMENT FOR FACULTY

FACULTY UPDATE MAIL

The following is an example of the automated email updates sent to an instructor at the same time students are sent reminder emails.

From: [Coordinator Name] via IASystem Notification <no-reply@iasystem.org>
To: [FirstName, LastName]
Subject: Your course evaluation response rate

Dear Professor {Last_Name},

6.29 0 Td[(i)-13.3]()TjEMC ET/P <</MCID 7 >> Bu[04 0.29 0 Td[(i (o)-6.{eo_D0 Tc63.6 (o)-3.e (o)]T0juououunv

The evaluation-6.29 0 Td[(i)-13.3]()TjEMC ET/P <</MCID 7 >> Bu[04 0.29 0 Td[(i (o)-6.{eo_D0 Tc63.6 (o)-3.e (o)]T0juououunv

