

Student Ratings of Instruction

Guide to Administering IDEA SRI Online



The following suggestions will help you and your faculty use the IDEA Online Student Ratings of Instruction system effectively.

The IDEA Student Ratings of Instruction system uses the following: Faculty Information Forms and Student Reactions to Instruction and Courses forms. There are two different types of Student Reactions forms: the Diagnostic Form and the Short Form. The Diagnostic Form contains extensive diagnostic information and is most appropriately used for instructional improvement and development. The Short Form can be used for administrative evaluation purposes; it is not designed to identify ways to improve teaching effectiveness. To ensure the most accurate and reliable results in these areas, it is strongly recommended NOT to use the system with fewer than five students.

Required Information

The following information is required in order to use the system:

- **Course Information.** Course number and title are required at a minimum. Other helpful information includes discipline code, course type, and (if applicable), days class meets, time of class, and local code.
- **Faculty Information.** Faculty Information, such as name and email, must be uploaded for each class that is rated.
- **Student Information.** Required student information is dependent on the chosen delivery method. Student name, email address, and/or unique identifier (e.g., User ID, Student ID) can be uploaded into the IDEA Online system for students enrolled in the class to be rated. An entire class must be rated using the same form type, either diagnostic or short.
- **Directions to Faculty.** The [Directions to Faculty](#) document provides essential information to the faculty member for proper completion of the FIF and effective use of the instrument.

Training for coordinators can be scheduled by contacting IDEA at info@IDEAedu.org or 800-255-2757.

Survey Administration

The following are important instructions to follow when administering the surveys:

Faculty Information Form

1. Instructors will receive an email with a link to the Faculty Information Form for each class being rated.
2. These emails should be scheduled with time allowed for instructors to select course objectives.
3. Instructors should have a copy of Directions to Faculty for Online Administration to help them complete the Faculty Information Form appropriately.
4. For a more thorough discussion of selecting objectives, direct the instructor to [Some Thoughts on Selecting IDEA Objectives](#) and to the [Completing the Faculty Information Form](#) video.

Student Reactions to Instruction and Courses Form

1. Students will receive either an email with a URL link directing them to the survey, and/or they will be provided a URL within a course website to complete the form.
2. The evaluations should be administered near the end of the course (about the second to the last week) so the students' ratings of their progress can accurately reflect their learning for the entire course. The evaluation should NOT be administered on either the last day of class, the day before the final exam, or on the day of the exam.

Request Processing

Complete the [Processing Checklist](#). From the date we receive your request we guarantee a 10 day turn around for shipping your results back to you.

Questions

If you have any questions concerning the administration or interpretation of the IDEA system, please feel free to contact IDEA. Our toll free number is 800-255-2757 and our email is info@IDEAedu.org.