

# Student Ratings of Instruction

## Guide to Shipping



*NOTE: IDEA assumes responsibility for accurately processing the data sent. However, the condition and order of forms when they reach IDEA can greatly affect the speed and accuracy of processing. Therefore, great care should be used when preparing the forms for shipment. This guide is meant to reduce costs and handling time. If extra handling is required, we cannot guarantee a 10-day turnaround and an additional fee may be assessed.*

### Completing the Processing Checklist

The [Processing Checklist](#) is a step-by-step online checklist that provides essential information to accurately and efficiently process the class ratings.

1. Review the checklist and make certain it has been filled out completely, including the following:
  - Correct “ship to” and “invoice to” address
  - Term/Year Administered
  - Approximate number of classes and surveys
2. Once the online checklist is submitted, you will receive an email confirmation with a PDF of the checklist as well as any other submitted documents (GSR Order Form, etc.) These should be printed off and included in the shipment. It is also suggested that a copy be retained for your records.

### Organizing the Forms for Shipping

The following tips will reduce unnecessary delays in processing and will allow the reports to be returned in a timely manner:

- Remove the forms from envelopes or any other packing used to distribute or collect the forms on your campus.
- **Remove all rubber bands, paper clips, and post-it notes** used to separate individual classes.
- Use a No. 2 pencil to transfer responses from any photocopied forms or forms filled out in ink to original, blank forms. The scanner cannot read photocopies of any forms—originals must be used.
- Remove any separations between classes, unless requesting Group Summary Reports by manual groupings.
- Make certain the forms are organized so that one *Faculty Information Form* is at the front of the forms for the class and all the surveys are right side up and facing forward. The top, right corner has been cut which will help identify any extra papers or those forms not organized correctly.
- If Group Summary Reports are requested and manual groupings are used, the materials must be grouped and labeled in a manner in which IDEA can easily identify how the institution would like the Group Summary Reports to be generated. Clearly identify the group name (e.g. Department of History) on the divider that precedes the first class in each group.

### Packing Materials

Packages sent to IDEA should include the following:

- [Processing Checklist](#)
- Group Summary Report Order Form (if applicable)
- Completed Forms

The following suggestions will help to ensure that these materials stay organized and safe while being shipped:

#### 1. Shipping forms in boxes

- Fill the spaces between stacks with appropriate stuffing (wadded paper, cardboard pieces, and other large stuffing pieces) to prevent forms from mixing between stacks. **Do not use shredded paper, styrofoam peanuts, or any other stuffing** that may break into small pieces and damage the scanners.
- If the stacks of forms are uneven, place stuffing on top of the smaller stack until a height is achieved that is level with the taller stack.
- Place cardstock or chipboard across the top of each stack. If multiple sheets of cardstock are used, taping them together will help keep them in place. This will prevent the forms from being cut when the box is opened.
- If there is a sizable gap between the level of forms and the top of the box, the box should be cut down to a size that best fits the forms or use enough stuffing to create a tight fit within the box.
- Tightly seal the box using a durable tape.

#### 2. Shipping forms in envelopes or padded envelopes

- Combine all classes into one stack.
- To prevent movement and disorganization of the forms while in transit, place cardboard or heavy cardstock at the top and bottom of the stack of forms and bind the entire stack using rubber bands.
- Seal the envelope securely, using tape if necessary.

Please ship the forms to:

**The IDEA Center**  
**301 South Fourth Street, Ste. 200**  
**Manhattan, KS 66502**

### Packing and Shipping Video

For additional information and training, please view the Guide to Shipping video at [www.IDEAedu.org/Shipping](http://www.IDEAedu.org/Shipping).

### Questions

If there are questions concerning the shipping of the IDEA Student Ratings of Instruction forms, please feel free to contact the Processing Department at IDEA.

**Phone:** 800.255.2757

**Email:** [info@IDEAedu.org](mailto:info@IDEAedu.org)