

## Classroom Administration Procedures for Online IDEA

Instructors have the option of allotting class time for students to complete their IDEA evaluations on their portable or mobile devices. Should an instructor opt to do so, the following steps outline the procedures for administering in-class, online IDEA Student Ratings of Instruction

Step 1: The Instructor must leave the room during the administration. This is encouraged to arrange for a proxy to oversee the administration

Step 2 While all students receive an email with the link to their IDEA surveys and can access the survey directly from Blackboard, faculty are encouraged to provide the web URL that all students will use to access their course evaluations:  
<https://shsu.campuslabs.com/courseeval/>

Step 3 The person administering the class evaluation survey (NOT THE INSTRUCTOR) is encouraged to read the following instructions to the students. A statement prepared by the college may be used in addition to or in lieu of the following statement

“Your ratings will be most helpful to the instructor and to the institution if you answer thoughtfully and honestly. IDEA focuses on what the instructor was trying to teach and on what you learned. As such, an instructor is not expected to do well on every item. In recognition of this, items not related to this course are not counted in the final