



Guide to Administering the Paper Version of *IDEA Student Ratings of Instruction*

The following suggestions are made to help you and your faculty use the *IDEA Student Ratings of Instruction* system effectively.

The *IDEA Student Ratings of Instruction* system uses the following materials: *Faculty Information Forms* (orange), and *Student Reactions to Instruction and Courses* forms. There are two different types of *Student Reactions* forms: the *Diagnostic Form* (burgundy), and the *Short Form* (red). 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.

Ordering Materials

The following materials are required in order to use the system:

- *Faculty Information Form (FIF)*. A *Faculty Information Form* must be completed for each class that is rated. If your institution were rating 100 classes in a term, then 100 *FIF*'s should be ordered.
- *Student Reactions to Instruction and Courses*. One *Student Reactions* form, either the *Diagnostic Form* or *Short Form*, is needed for each student enrolled in the class to be rated. If the class to be rated has 25 students, then 25 *Student Reactions* forms should be ordered. An entire class must be rated using the same form type, either diagnostic or short.
- *Directions to Faculty*. This set of instructions provides essential information to the faculty member for proper completion of the *FIF* and effective use of the instrument. The [Directions to Faculty](http://www.theideacenter.org/Directions) document is available at www.theideacenter.org/Directions. It can be copied and sent to each faculty member. This document should be retained for future reference.

Orders can be placed [online](#).

Survey Administration

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

- *Faculty Information Form*
 1. Provide instructors with one *Faculty Information Form* for each class being rated.
 2. Materials should be distributed early enough for the instructor to select the course objectives before the students complete the *Student Reactions Forms*.
 3. Be certain that the faculty have a copy of the [Directions to Faculty](http://www.theideacenter.org/Directions) document so they can complete the *Faculty Information Form* appropriately.
 4. For a more thorough discussion of selecting objectives, you may direct instructors to the [Directions To Faculty](http://www.theideacenter.org/DirectionsToFaculty) document, [Some Thoughts on Selecting IDEA Objectives](http://www.theideacenter.org/SomeThoughtsOnSelectingIDEAObjectives) at www.theideacenter.org/SelectingObjectives, and to [Completing to Faculty Information Form](http://www.theideacenter.org/CompletingtoFacultyInformationForm) video found at www.theideacenter.org/FIFVideo.

Student Reactions to Instruction and Courses Form

1. The evaluations should be administered near the end of the course (about the second to the last week) so that 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, before the final exam, or on the day of the exam.
2. It is strongly recommended that someone other than the instructor administer the *Student Reactions to Instruction and Courses* forms. In any case, the INSTRUCTOR MUST LEAVE THE ROOM while the students are completing the forms.
3. Provide each student in the class being rated with one *Student Reactions* Form. Also, you may want to have No. 2 pencils available.
4. Provide the students with the instructor name, course number, and time/days class meets.

- Collection

It is recommended that collection be done in one of the following ways: 1) establish a central collection point, where the *Faculty Information Forms* and response forms can be returned and collated OR 2) the instructor may direct a student to place the completed *Faculty Information Form* with the completed responses, and then have that student return the materials to the central collection point.

NOTE: Additional instructions on survey administration can be found in the [Directions to Faculty](#) document.

Questions

If you have any questions concerning the administration or interpretation of the IDEA system, please feel free to contact the Center. Our toll free number is 800-255-2757.