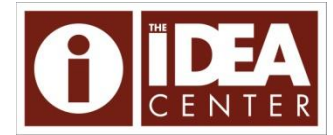


IDEA Online Tutorial & Help

Questions? Please contact us:
support@theideacenter.org
800-255-2757



Welcome to the tutorial for the IDEA Online Student Ratings of Instruction System. This online training course is self-paced, and it may be helpful to have the IDEA Online system open in a separate window as you go through this tutorial.

Please review each section to complete this training. You can select the topics at the bottom of the screen to navigate through the tutorial or to find the section that addresses your question.

Topic Index

[Login](#) [Creating a Survey Group](#) [Adding a Survey](#) [Adding Student Information](#) [Adding Additional Questions](#)
[Submitting Surveys for Processing](#) [Other Features](#) [Frequently Asked Questions](#)

Your Account & Login

Questions? Please contact us:
support@theideacenter.org
800-255-2757



Begin by going to www.theideaonline.org to access the IDEA Online website. The screen below will appear. Initially, you will need to contact The IDEA Center to set up an account. If you forget your password, contact the Center and we can reset it for you.

IDEA Online - Windows Internet Explorer

http://www.theideaonline.org/idea/cs/index.jsp

File Edit View Favorites Tools Help

IDEA ONLINE

Help

Welcome to IDEA Online. Please use the following form to log into the system.

Returning User

User Name:

Password:

New User

If you are a new user to the IDEA Online system, please click here to request an account.

Forgotten Password?

If you have an account on the system but can not remember your user name or password, please click here to request it.

Build Number: 2.0.8.0

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Your Account & Login (continued)

Questions? Please contact us:
support@theideacenter.org
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Click “My Account” to change or modify your personal account information.

You can also add other On Campus Coordinators (OCCs) and change your account information by clicking “Manage Users” and providing the required information.

The top screenshot shows the IDEA ONLINE interface. In the top right navigation bar, the "My Account" link is highlighted with a red box. In the main navigation bar, the "Manage Users" link is also highlighted with a red box. A red arrow points from the "Manage Users" link to the bottom screenshot.

The bottom screenshot shows the "Add User" form. The form contains the following fields and options:

- User Name:
- First Name:
- Last Name:
- Email:
- Phone:
- Role:
- Institutions:
- Password:
- Password (confirm):

A "Submit" button is located at the bottom right of the form.

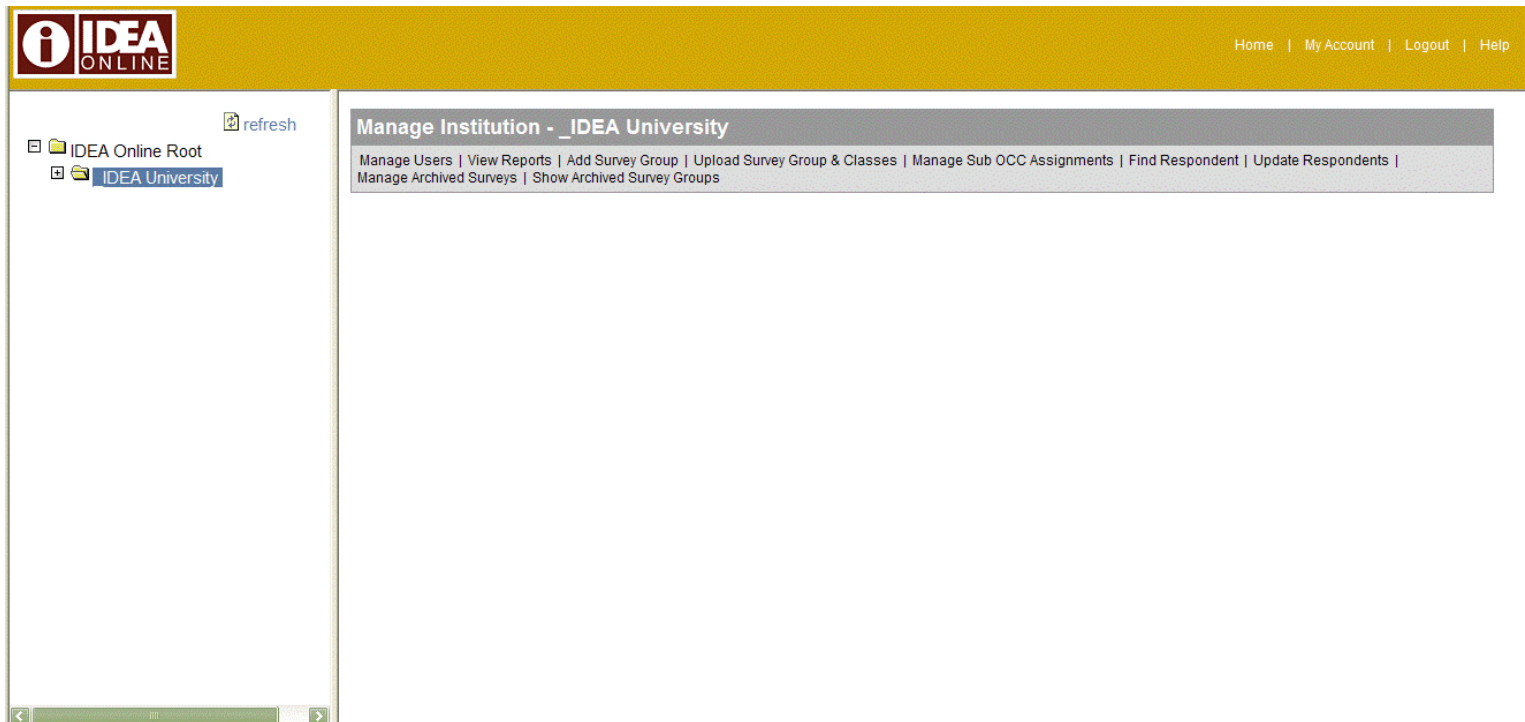
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Overview of Functions

Questions? Please contact us:
support@theideacenter.org
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The following are functions used to manually create survey groups, add course and student information, modify information, and a variety of other features.



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Creating a Survey Group

Questions? Please contact us:
support@theideacenter.org
800-255-2757



A survey group must be created before any class surveys can be added. Groups are used to identify a collection of class surveys (e.g., Spring 2010, Biology – Spring 10) and to set default values for those surveys.

Click “Add Survey Group” and complete the information requested. A list of definitions is provided in the next two slides.

The screenshot shows the IDEA ONLINE web interface. At the top, there is a navigation bar with the IDEA ONLINE logo and links for Home, My Account, Logout, and Help. Below this is a 'Manage Institution' menu for 'IDEA University' with options like 'Manage Users', 'View Reports', 'Add Survey Group', 'Upload Survey Group & Classes', 'Manage Sub OCC Assignments', 'Find Respondent', 'Update Respondents', 'Manage Archived Surveys', and 'Subgroups'. The 'Add Survey Group' link is highlighted with a red box. A red arrow points from this link to the 'Add Survey Group' form below.

Add Survey Group

To create a new survey group, please fill out and submit the following form. Items with a "*" are required.

Required Fields for Survey Group

* Group Name:

* Default Survey Type:

* Email From Address:

* Delivery Method: Email URL Both

* Respondent Identifier Label:

For URL delivery only. Enter the name of the unique identifier that students will be required to provide to access their survey: (Student ID, User ID, etc.)

Initial and reminder email for surveys in this group will be sent from the above address. Any replies or bounced messages will go to the above address. If you have multiple OCCs you can choose a specific OCC by name, or choose the Primary OCC. If you choose Primary OCC, the email address used will change whenever you reassign the Primary OCC role to another user.

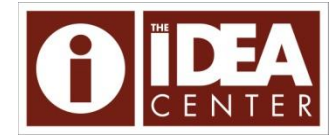
Protect this survey group from updating respondents from CMS

Default Values for Survey Group

| | |
|--|--|
| Information Form Administration Dates (faculty) | Response Form Administration Dates (students) |
| Start Date: <input type="text" value="04/15/2010"/> | Start Date: <input type="text" value="05/03/2010"/> |
| End Date: <input type="text" value="04/30/2010"/> | End Date: <input type="text" value="05/21/2010"/> |
| Reminder Email Days: <input type="text" value="3"/> | Reminder Email Days: <input type="text" value="3"/> |

Creating a Survey Group - Setting Group Defaults

Questions? Please contact us:
support@theideacenter.org
800-255-2757



Complete the information to set defaults for the survey group. A list of definitions is provided to help you complete the form.

Group Name – Survey groups help you organize your survey/class information and should be descriptive of the classes included, for example, Spring 08, Math-Spr 08, or Spring 08 – Short Form.

Default Survey Type – Select “Diagnostic” or “Short” from the pull down menu.

Email From Address – This will be the person from whom the student survey and Faculty Information Form emails appear to be sent. The default is the Primary OCC, but can be replaced by another OCC by selecting it from the pull down menu. All bounced email addresses will come back to this address as well as any questions sent as a reply to the initial email message.

It may be beneficial to create a standard email account (i.e. idea@, student surveys@) to better manage bounces and replies.

(Continued on next slide)

The screenshot shows the 'Add Survey Group' form in the IDEA ONLINE system. The form is titled 'Add Survey Group' and includes a navigation menu on the left with 'IDEA ONLINE' and 'IDEA University' folders. The main form area contains the following fields and sections:

- Required Fields for Survey Group:**
 - * Group Name: Text input field with 'Sample' entered.
 - * Default Survey Type: Dropdown menu with 'Diagnostic' selected.
 - * Email From Address: Dropdown menu with 'Primary OCC (currently sgarvi)' selected.
 - * Delivery Method: Radio buttons for 'Email', 'URL', and 'Both' (selected).
 - * Respondent Identifier Label: Text input field with 'Student ID' entered.
- Additional Information:**

Initial and reminder email for surveys in this group will be sent from the above address. Any replies or bounced messages will go to the above address. If you have multiple OCCs you can choose a specific OCC by name, or choose the Primary OCC. If you choose Primary OCC, the email address used will change whenever you reassign the Primary OCC role to another user.

 Protect this survey group from updating respondents from CMS
- Default Values for Survey Group:**

| Information Form Administration Dates (faculty) | | Response Form Administration Dates (students) | |
|---|------------|---|------------|
| Start Date: | 04/15/2010 | Start Date: | 05/03/2010 |
| End Date: | 04/30/2010 | End Date: | 05/21/2010 |
| Reminder Email Days: | 3 | Reminder Email Days: | 3 |

A 'Submit' button is located at the bottom right of the form.

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Creating a Survey Group - Setting Group Defaults (continued)

Questions? Please contact us:
support@theideacenter.org
800-255-2757



Delivery Method – Student surveys are either emailed to the student to complete (allows for “reminder emails”), by clicking on a course level URL that can be embedded in a course website, or both.

Respondent Identifier Label – Used only with “URL” or “Both” delivery methods. When students click on the class URL, they are prompted to authenticate themselves. Provide the label of the identifier that will prompt students for their authentication (e.g., Student ID number, eID).

Information Form Administration Dates – Dates the Faculty Information Form will be available for instructors to complete.

Reminder Email Days – The frequency of email reminders. “3” will send reminders every 3 days.

Survey Form Administration Dates – Dates the student survey will be available for students to complete. (Note: Additional questions must be added before the start date of the student survey. Once the survey form has begun, the survey instrument cannot be modified.)

The screenshot shows the 'Add Survey Group' form in the IDEA ONLINE system. The form is titled 'Add Survey Group' and includes a navigation menu on the left with 'IDEA Online Root', 'IDEA University', 'subocc test group', 'Test', and 'Test2'. The main form area contains the following fields and options:

- Required Fields for Survey Group:**
 - * Group Name: Sample
 - * Default Survey Type: Diagnostic
 - * Email From Address: Primary OCC (currently sgarvi)
 - * Delivery Method: Radio buttons for Email, URL, and Both (Both is selected).
 - * Respondent Identifier Label: Student ID
- Default Values for Survey Group:**
 - Information Form Administration Dates (faculty):** Start Date: 04/15/2010, End Date: 04/30/2010, Reminder Email Days: 3.
 - Response Form Administration Dates (students):** Start Date: 05/03/2010, End Date: 05/21/2010, Reminder Email Days: 3.
- Submit Button:** A red box highlights the 'Submit' button, with a red arrow pointing to it from the text below.

Once information is entered click “Submit”

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Creating a Survey Group - Setting Group Defaults (continued)

Questions? Please contact us:
support@theideacenter.org
800-255-2757



Once submitted, a summary of the default values is provided. Modify defaults for the group by clicking the “Edit” button.

Note: This will change the defaults for all surveys in this group. You can modify an individual survey from the “Manage Survey” screen.

Manage Survey Group - Sample

[Add Class](#) | [Manage Additional Questions](#) | [Upload Classes](#) | [Import CMS Data](#) | [Unprotect](#) | [Manage Sub OCC Assignments](#) | [Email URLs](#) | [Email Status Reports](#) | [Delete this Survey Group](#)

Default Values

Edit

| | |
|---------------------------------------|-------------------------|
| Delivery Method: | Both |
| Respondent Identifier Label: | Student ID |
| Survey Type: | Diagnostic |
| Information Form Dates: | 04/15/2010 - 04/30/2010 |
| IF Email Reminders: | Yes - Every 3 Days |
| Response Form Dates: | 05/03/2010 - 05/21/2010 |
| RF Email Reminders: | Yes - Every 3 Days |
| Bb Respondents Last Updated/Verified: | N/A |
| Respondents protected | Yes |

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Adding a Survey (Course and Student Information)

Questions? Please contact us:
support@theideacenter.org
800-255-2757



There are three possible ways to add the course and student information:

- **Manual** – recommend reviewing to understand the data elements
- **XML Upload** – recommended if loading in more than 20 or 30 classes. Contact The IDEA Center for templates and access to the IDEA Online XML Creator.
- **Blackboard Building Block** – Contact The IDEA Center for assistance

To manually add course and student information, click the “Add Class” button.

Manage Survey Group - Sample

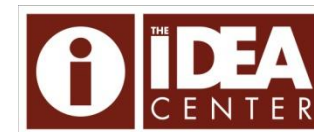
[Add Class](#) | [Manage Additional Questions](#) | [Upload Classes](#) | [Import CMS Data](#) | [Unprotect](#) | [Manage Sub OCC Assignments](#) | [Email URLs](#) | [Email Status Reports](#) | [Delete this Survey Group](#)

| Default Values | | Edit |
|---------------------------------------|-------------------------|------|
| Delivery Method: | Both | |
| Respondent Identifier Label: | Student ID | |
| Survey Type: | Diagnostic | |
| Information Form Dates: | 04/15/2010 - 04/30/2010 | |
| IF Email Reminders: | Yes - Every 3 Days | |
| Response Form Dates: | 05/03/2010 - 05/21/2010 | |
| RF Email Reminders: | Yes - Every 3 Days | |
| Bb Respondents Last Updated/Verified: | N/A | |
| Respondents protected | Yes | |

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Adding a Survey - Manual Method

Questions? Please contact us:
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800-255-2757



Complete the form to add a survey to the group. Default values from the group will appear, but these can be modified for an individual class. A list of definitions is given to help you complete the form.

First Column – Faculty Information Form

Survey Type – Defaults to survey type selected when the group was created.

Address Book – Defaults to “New Subject.” Once instructor information is added you will be able to use the pull down menu to select that instructor for future surveys.

First Name, Middle Initial, Last Name -

Last name of instructor is required. Information will be provided on survey.

Email Address – Required; email address for person intended to complete the Faculty Information Form. Usually this will be the instructor’s email address.

Information Form Administration Dates-

Defaults to the survey group dates. Can be modified for a single course. Once a single course is modified, changes to the default group values will no longer be applied to that course.

Reminder Frequency – Defaults to the frequency for the survey group. Can be modified for a single course. Once a single course is modified, changes to the default group values will no longer be applied to that course.

Add Class - Sample

To create a new survey, please fill out and submit the following form. Items with a "*" are required.

| | |
|--|---|
| <p>Survey Type: <input type="text" value="Diagnostic"/></p> <p>Instructor Identification</p> <p>Address Book: <input type="text" value="-- New Subject --"/></p> <p><input type="button" value="Edit"/> <input type="button" value="Delete"/></p> <p>To edit an existing subject, click the edit button.</p> <p>First Name: <input type="text" value="Instructor First Name"/></p> <p>Middle Initial: <input type="text"/></p> <p>* Last Name: <input type="text" value="Instructor Last Name"/></p> <p>* Email: <input type="text" value="Professor@ideau.edu"/></p> <p>Information Form Administration Dates (faculty)</p> <p>* Start Date: <input type="text" value="04/15/2010"/></p> <p>* End Date: <input type="text" value="04/30/2010"/></p> <p>Reminder Frequency: <input type="text" value="3"/></p> | <p>Course Identification</p> <p>* Course Number (e.g., Geog 100a): <input type="text"/></p> <p>* Course Title (e.g., World Regional Geography): <input type="text"/></p> <p>Time Class Begins: <input type="text"/></p> <p>Discipline Code: <input type="text" value="0000 None Selected"/></p> <p>Days Class Meets: <input type="text"/></p> <p>A B C D E F G H</p> <p>Local Code: <input type="text" value=""/><input type="text" value=""/><input type="text" value=""/><input type="text" value=""/><input type="text" value=""/><input type="text" value=""/><input type="text" value=""/><input type="text" value=""/></p> <p>Instruction Type: <input type="text" value="-- CHOOSE --"/></p> <p>Response Form Administration Dates (students)</p> <p>* Start Date: <input type="text" value="05/03/2010"/></p> <p>* End Date: <input type="text" value="05/21/2010"/></p> <p>Reminder Frequency: <input type="text" value="3"/></p> <p><input type="button" value="Cancel"/> <input type="button" value="Submit"/></p> |
|--|---|

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Adding a Survey - Manual Method (continued)

Questions? Please contact us:
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800-255-2757



Second Column – Course Information

Course Number & Course Title – Required; will be presented to students in mail invitation and appear in survey heading.

Time Class Begins – Optional; can use either standard or military time.

Department Code – Optional; defaults to 0000 None Selected; choose appropriate IDEA Department Code from pull-down menu. Instructors can also select this when completing their Faculty Information Form. This field is used to generate disciplinary comparisons on the faculty report.

Days Class Meets – Optional; any text is acceptable.

Local Code – Optional; an 8 digit code can be added to help identify a course.

Instruction Type – Optional; choose from pull-down menu.

Survey Form Administration Dates – Defaults to the survey group dates. Can be modified for a single course. Once a single course is modified, changes to the default group values will no longer be applied to that course.

Reminder Frequency – Defaults to the frequency for the survey group. Can be modified for a single course. Once a single course is modified, changes to the default group values will no longer be applied to that course.

Add Class - Sample

To create a new survey, please fill out and submit the following form. Items with a "*" are required.

Survey Type: Diagnostic [v] [Cancel] [Submit]

Instructor Identification
Address Book: -- New Subject -- [v]
[Edit] [Delete]

To edit an existing subject, click the edit button.

First Name: Instructor First Name
Middle Initial: []
* Last Name: Instructor Last Name
* Email: Professor@ideau.edu

Course Identification
* Course Number (e.g., Geog 100a): Sample 1234
* Course Title (e.g., World Regional Geography): Sample Class 101
Time Class Begins: optional []
Discipline Code: 9900 Other (Only To Be Used When None Of The Above Codes Apply) [v]
Days Class Meets: optional []
A B C D E F G H
Local Code: 1 2 3 4 5 6 7 8
Instruction Type: --- CHOOSE --- [v]

Information Form Administration Dates (faculty)
* Start Date: 04/15/2010 []
* End Date: 04/30/2010 []
Reminder Frequency: 3 []

Response Form Administration Dates (students)
* Start Date: 05/03/2010 []
* End Date: 05/21/2010 []
Reminder Frequency: 3 []

[Cancel] [Submit]

Once the form is completed, click "Submit"

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Adding a Survey – Manual Method (continued)

Questions? Please contact us:
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800-255-2757



After adding a class, the screen below provides a list of courses belonging to the group.

Manage Survey Group - Sample

[Add Class](#) | [Manage Additional Questions](#) | [Upload Classes](#) | [Import CMS Data](#) | [Unprotect](#) | [Manage Sub OCC Assignments](#) | [Email URLs](#) | [Email Status Reports](#) | [Delete this Survey Group](#)

Default Values

[Edit](#)

Delivery Method: Both
Respondent Identifier Label: Student ID
Survey Type: Diagnostic
Information Form Dates: 04/15/2010 - 04/30/2010
IF Email Reminders: Yes - Every 3 Days
Response Form Dates: 05/03/2010 - 05/21/2010
RF Email Reminders: Yes - Every 3 Days
Bb Respondents Last Updated/Verified: N/A
Respondents protected: Yes

Classes (1)

Discipline:



[Hide Archived Surveys](#)

| Course Number | Last Name | First Name | IF Start Date | IF End Date | IF Status | RF Start Date | RF End Date | RF Status | Response Rate | Status |
|---------------|----------------------|-----------------------|---------------|-------------|-----------|---------------|-------------|------------------|---------------|---------|
| Sample 1234 | Instructor Last Name | Instructor First Name | 04/15/2010 | 04/30/2010 | Posted | 05/03/2010 | 05/21/2010 | Need_Respondents | 0% (0/0) | Pending |

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Adding Student Information to a Course

Questions? Please contact us:
support@theideacenter.org
800-255-2757



A summary of the course information will appear. The words “Need Respondents” appear in **red**, indicating that the student information needs to be added for the survey.

To add student information (e.g., email addresses or respondent identifiers), click the course number or first or last name of the course instructor to pull up the “Manage Class” screen for that course.

In the “Manage Class” screen, click “Manage Respondents.”

Manage Survey Group - Sample

Add Class | Manage Additional Questions | Upload Classes | Import CMS Data | Unprotect | Manage Sub OCC Assignments | Email URLs | Email Status Reports | Delete this Survey Group

Default Values Edit

Delivery Method: Both
Respondent Identifier Label: Student ID
Survey Type: Diagnostic
Information Form Dates: 04/15/2010 - 04/30/2010
IF Email Reminders: Yes - Every 3 Days
Response Form Dates: 05/03/2010 - 05/21/2010
RF Email Reminders: Yes - Every 3 Days
Bb Respondents Last Updated/Verified: N/A
Respondents protected: Yes

Classes (1) Discipline: Show All Go Hide Archived Surveys

| Course | Last Name | First Name | IF Start Date | IF End Date | IF Status | RF Start Date | RF End Date | RF Status | Response Rate | Status |
|-------------|----------------------|-----------------------|---------------|-------------|-----------|---------------|-------------|------------------|---------------|---------|
| Sample 1234 | Instructor Last Name | Instructor First Name | 04/15/2010 | 04/30/2010 | Posted | 05/03/2010 | 05/21/2010 | Need Respondents | 0% (0/0) | Pending |

Manage Class - Sample 1234

Manage Respondents | Complete Information Form | Manage Additional Questions | Preview Response Form | Delete this Survey | Send Email

Class Information Edit

Survey Type: Diagnostic
Survey Status: Pending
Schedule: optional optional
Survey Subject: Instructor Last Name, Instructor First Name
Course Number: Sample 1234
Course Title: Sample Class 101
Information Form Status: Posted
Information Form Dates: 04/15/2010 - 04/30/2010
IF Email Reminders: Yes - Every 3 Days
Response Form Status: Need Respondents
Response Form Dates: 05/03/2010 - 05/21/2010
RF Email Reminders: Yes - Every 3 Days
Response Form URL: https://theideaonline.org/idea/acs/survey?S=581913&/F/F/3577880268
Bb Respondents Last Updated/Verified: N/A

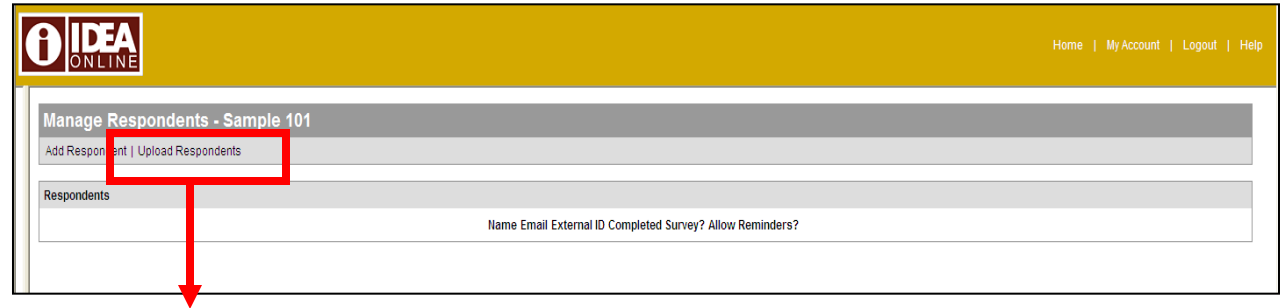
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Adding Student Information to a Course (continued)

Questions? Please contact us:
support@theideacenter.org
800-255-2757



From the “Manage Respondents” screen, click “Add Respondent” to add email addresses, and/or respondent identifiers one at a time. Click “Upload Respondents” to copy/paste a list of email addresses and/or respondent identifiers.



Your list will need to be in a comma separated format. Examples are provided in IDEA Online. Click the link for the sample file layouts.

Upload Respondents - Sample Class 101

To upload a list of respondents, copy and paste the contents of a respondents file into the text area below, then click submit.

[To see a sample file, click here.](#)

Upload Respondents

```
sample1@myschool.edu, 12345, Sample Student1
sample2@myschool.edu, 23456, Sample Student2
sample3@myschool.edu, 34567, Sample Student3
sample4@myschool.edu, 45678, Sample Student4
```

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Adding Student Information to a Course (continued)

Questions? Please contact us:
support@theideacenter.org
800-255-2757



A list of respondents is then available. To modify individual email addresses or respondent identifiers (listed under “External ID”) or to disable individual email reminders click “Modify.”

Manage Respondents - Sample 101

Add Respondent | Upload Respondents

Respondents

| | Name | Email | External ID | Completed Survey? | Allow Reminders? | |
|----|-----------------|----------------------|-------------|-------------------|------------------|-----------------|
| 1. | Sample Student1 | sample1@myschool.edu | 12345 | no | yes | Modify Delete |
| 2. | Sample Student2 | sample2@myschool.edu | 23456 | no | yes | Modify Delete |
| 3. | Sample Student3 | sample3@myschool.edu | 34567 | no | yes | Modify Delete |
| 4. | Sample Student4 | sample4@myschool.edu | 45678 | no | yes | Modify Delete |

Modify Respondent - Sample 101

To modify a respondent, please fill out and submit the following form.

Add Respondent

Email:

Allow Email Reminders: Yes No

External ID:

Name:

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Adding Student Information to a Course (continued)

Questions? Please contact us:
support@theideacenter.org
800-255-2757



The “Manage Respondent” feature also allows you to see which students have responded. However, responses are anonymous as no identifying information is downloaded when the data are processed.

IDEA ONLINE Home | My

Manage Respondents - Sample 101

[Add Respondent](#) | [Upload Respondents](#)

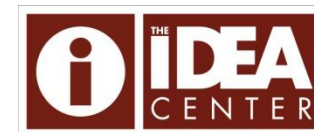
Respondents

| Name | Email | External ID | Completed Survey? | Allow Reminders? | |
|---------------------|----------------------|-------------|-------------------|------------------|--|
| 1. sample student 1 | sample1@myschool.edu | 12345 | no | yes | Send Email Modify Delete |
| 2. sample student 2 | sample2@myschool.edu | 23456 | no | yes | Send Email Modify Delete |
| 3. sample student 3 | sample3@myschool.edu | 34567 | no | yes | Send Email Modify Delete |
| 4. sample student 4 | sample4@myschool.edu | 45678 | no | yes | Send Email Modify Delete |

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Survey Status Messages

Questions? Please contact us:
support@theideacenter.org
800-255-2757



The following messages are provided to assist you in the management of IDEA Online.

| Course Number | Last Name | First Name | IF Start Date | IF End Date | IF Status | RF Start Date | RF End Date | RF Status | Response Rate | Status |
|---------------|----------------------|-----------------------|---------------|-------------|-----------|---------------|-------------|-----------|---------------|---------|
| Sample 1234 | Instructor Last Name | Instructor First Name | 04/15/2010 | 04/30/2010 | Posted | 05/03/2010 | 05/21/2010 | Ready | 0% (0/3) | Pending |

List of status messages for the Information Form (IF Status), the Response Form (RF Status) and the Survey Status:

IF Status (Information Form Status)

Ready – information loaded but the Information Form is not yet active

Posted – Information Form can be accessed and has not been submitted

Complete – Information Form has been submitted

Incomplete – Information Form has not been submitted and end date has passed
(the survey can still be processed but all objectives will default to “Important”)

RF Status (Response Form Status)

Need Respondents – no student information loaded into the survey
(also appears if only one student is in the survey)

Ready – information loaded into the system but survey not yet active

Posted – survey active and able to be accessed

Ended – survey end date has passed and survey can no longer be accessed

Incomplete – survey has ended but one or fewer responses were submitted

Survey Status

Pending – dates have not yet started

Active – survey is being administered

Ready to Process – survey has ended and is ready to process

Incomplete – survey has ended but one or fewer responses were submitted

Archived – courses having either been manually archived or archived after downloading for processing by The IDEA Center

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Adding Additional Questions

Questions? Please contact us:
support@theideacenter.org
800-255-2757



Up to 20 additional questions can be added. OCCs can add a common set of questions to a survey group that will appear in all courses loaded into that particular group. Instructors can add their own additional questions to a course when they receive their link to complete the Faculty Information Form, as long as the student survey hasn't started. Please note: only 20 **total** additional questions can be added (e.g., if an OCC adds 5 institutional questions, an instructor can add 15 questions).

1. Click on the survey group name to get to the “Manage Survey Group” screen
2. Click “Manage Additional Questions”

IDEA ONLINE

Home | My Account

refresh

- IDEA Online Root
 - IDEA University
 - subocc test group
 - Test
 - Test2
 - 1.** Sample
 - Sample 1234

2. Manage Additional Questions | Upload Classes | Import CMS Data | Unprotect | Manage Sub OCC Assignments | Email URLs | Email Status Reports | Survey Group

Default Values

| | |
|---------------------------------------|-------------------------|
| Delivery Method: | Both |
| Respondent Identifier Label: | Student ID |
| Survey Type: | Diagnostic |
| Information Form Dates: | 04/15/2010 - 04/30/2010 |
| IF Email Reminders: | Yes - Every 3 Days |
| Response Form Dates: | 05/03/2010 - 05/21/2010 |
| RF Email Reminders: | Yes - Every 3 Days |
| Bb Respondents Last Updated/Verified: | N/A |
| Respondents protected | Yes |

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Adding Additional Questions (continued)

Questions? Please contact us:
support@theideacenter.org
800-255-2757



3. Click “Add Question Group”

IDEA ONLINE Home | My Account | L

Manage Additional Questions

This page shows the question groups and questions associated with them that have been added for this survey group.
You may add up to 20 additional questions.

ADDITIONAL SURVEY GROUP QUESTIONS

| | | | |
|----|------------------------------------|---|----------------------|
| 3. | ADD QUESTION GROUP | ADD OPEN ENDED QUESTION | COPY |
|----|------------------------------------|---|----------------------|

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Adding Additional Questions (continued)

Questions? Please contact us:
support@theideacenter.org
800-255-2757



Provide a **title** for the question group (e.g., Institutional Questions), **instructions** (e.g., Use the following scale to respond to the next set of questions), and the **response options** (e.g., 1=Disagree, 2=Neutral, 3=Agree). The scale needs to have at least 2 response options and can have up to 5 response options.

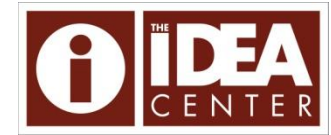
Click “Submit,” which will take you to the “Manage Additional Questions” screen.

| ID** | Key | Label: |
|------|-----|----------|
| 1 | 1 | Disagree |
| 2 | 2 | Neutral |
| 3 | 3 | Agree |
| 4 | | |
| 5 | | |

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Adding Additional Questions (continued)

Questions? Please contact us:
support@theideacenter.org
800-255-2757



You can now “Modify” your question group information, “Add Question,” or “Delete the Question Group” and start over.

To enter the text of your questions, click “Add Question.”

IDEA ONLINE Home | My Account | Logout | Help

Manage Additional Questions

This page shows the question groups and questions associated with them that have been added for this survey group.

You may add up to 20 additional questions.

ADDITIONAL SURVEY GROUP QUESTIONS

ADD QUESTION GROUP | ADD OPEN ENDED QUESTION | COPY QUESTIONS

MODIFY | ADD QUESTION | DELETE QUESTION GROUP

Institutional Questions

Use the following scale to respond to the next set of questions.

1 = Disagree
2 = Neutral
3 = Agree

This question group has no questions.

ADD QUESTION GROUP | ADD OPEN ENDED QUESTION | COPY QUESTIONS

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Adding Additional Questions (continued)

Questions? Please contact us:
support@theideacenter.org
800-255-2757



Add the text of your question and click “Submit.” Continue until all your questions have been added.

Once you click “Submit,” your changes will be saved.

IDEA ONLINE Home

Add Question

New Question

Enter your question text:

Submit

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Adding Additional Questions (continued)

Questions? Please contact us:
support@theideacenter.org
800-255-2757



Once you've finished with the question group, you can add new question groups either before (see A below) or after (see B below) the existing group, depending on how you want them to appear in the survey. The item numbers will adjust accordingly. You can also add open ended questions before or after your question group.

IDEA ONLINE Home | My Account | Logout | Help

Manage Additional Questions

This page shows the question groups and questions associated with them that have been added for this survey group.

You may add up to 18 additional questions.

ADDITIONAL SURVEY GROUP QUESTIONS

A. ADD QUESTION GROUP | ADD OPEN ENDED QUESTION | COPY QUESTIONS

Institutional Questions MODIFY | ADD QUESTION | DELETE QUESTION GROUP

Use the following scale to respond to the next set of questions.

1 = Disagree
2 = Neutral
3 = Agree

1 2 3

1. This is the text for my first question. MODIFY | DELETE

2. This is the text for my second question. MODIFY | DELETE

B. ADD QUESTION GROUP | ADD OPEN ENDED QUESTION | COPY QUESTIONS


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Copying Question Groups

Questions? Please contact us:
support@theideacenter.org
800-255-2757



You can also copy questions from other survey groups.

Home | My Account | Logout | Help

Manage Additional Questions

This page shows the question groups and questions associated with them that have been added for this survey group.

You may add up to 18 additional questions.

ADDITIONAL SURVEY GROUP QUESTIONS

[ADD QUESTION GROUP](#) | [ADD OPEN ENDED QUESTION](#) | [COPY QUESTIONS](#)

[MODIFY](#) | [ADD QUESTION](#) | [DELETE QUESTION GROUP](#)

Institutional Questions

Use the following scale to respond to the next set of questions.

| |
|--------------|
| 1 = Disagree |
| 2 = Neutral |
| 3 = Agree |

1 2 3

| | | | | | |
|----|-----------------------|-----------------------|-----------------------|--|---|
| 1. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | This is the text for my first question. | MODIFY DELETE |
| 2. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | This is the text for my second question. | MODIFY DELETE |

[ADD QUESTION GROUP](#) | [ADD OPEN ENDED QUESTION](#) | [COPY QUESTIONS](#)

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Copying Question Groups (continued)

Questions? Please contact us:
support@theideacenter.org
800-255-2757



Copy open-ended questions or question groups by selecting them from the pull-down menu.

IDEA ONLINE Home | My

Copy Questions

Select a question or question group from any survey group within the institution to copy into the current survey group. You are limited to choosing a question group with 18 or fewer questions.

English - Spring 2008 -- How did the facilities contribute/detract from your learning experience? (Open-ended question)

English - Spring 2008 -- How did the facilities contribute/detract from your learning experience? (Open-ended question)

Psychology - Spring 2008 -- This is the text for my first open-ended question (Open-ended question)

sample -- Institutional Questions (2)

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Adding Additional Questions (continued)

Questions? Please contact us:
support@theideacenter.org
800-255-2757



Review how your questions will appear by clicking on a course in the survey group and selecting “Preview Response Form.”

| Manage Class - Sample 1234 | |
|---|---|
| Manage Respondents Complete Information Form Manage Additional Questions Preview Response Form Delete this Survey Send Email | |
| Class Information | |
| Survey Type | Diagnostic |
| Survey Status | Pending |
| Schedule: | optional optional |
| Survey Subject | Instructor Last Name, Instructor First Name |
| Course Number: | Sample 1234 |
| Course Title: | Sample Class 101 |
| Information Form Status: | Posted |
| Information Form Dates: | 04/15/2010 - 04/30/2010 |
| IF Email Reminders: | Yes - Every 3 Days |
| Response Form Status: | Need_Respondents |
| Response Form Dates: | 05/03/2010 - 05/21/2010 |
| RF Email Reminders: | Yes - Every 3 Days |
| Response Form URL: | https://theideaonline.org/idea/cs/survey?S=581913/X/F/F/3577880268 |
| Bb Respondents Last Updated/Verified: | N/A |


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Adding Additional Questions (continued)

Questions? Please contact us:
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800-255-2757



Once you click “Preview Response Form,” the Student Response Form for that course will appear in another window. By scrolling to the bottom, you can view the additional questions added. Remember, only 20 total additional questions can be added (e.g., if an OCC adds 5 institutional questions, an instructor can add an additional 15 questions).



Course Number: **Sample 101** Course Title: **Sample Class 101**
Instructor: **Instructor Last Name, Instructor First Name**
Schedule: **optional optional**

1 2 3 4 5

43. As a rule, I put forth more effort than other students on academic work.

44. The instructor used a variety of methods -not only tests- to evaluate student progress on course objectives.

45. The instructor expected students to take their share of responsibility for learning.

46. The instructor had high achievement standards in this class.

47. The instructor used educational technology (e.g., Internet, e-mail, computer exercises, multi-media presentations, etc.) to promote learning.

Institutional Questions

Use the following scales to respond to the next set of questions

1 = Disagree
2 = Neutral
3 = Agree

1 2 3

48. This is the text for my first question.

49. This is the text for my second question.

50. Comments: Use the space provided in the text area below for your comments.


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Submitting Online Surveys for Processing

Questions? Please contact us:
support@theideacenter.org
800-255-2757



VERY IMPORTANT: *Once surveys have ended and have the status “Ready to Process” you MUST notify The IDEA Center that they are ready to be processed by sending in a Processing Checklist (below).* A \$10 batch charge is applied for a group of classes submitted at one time. The Processing Checklist can be downloaded at <http://www.theideacenter.org/ProcessingChecklist> and faxed to 785-320-2424 or emailed as an attachment to support@theideacenter.org.

| | |
|---|--|
| <p>The IDEA Center 211 South Seth Child Road Manhattan, KS 66502-3089 800-255-2757 or 785-320-2400 Fax: 785-320-2424 (Federal Identification No. 48-1242031)</p> |  <p>E-mail: info@theideacenter.org Web: www.theideacenter.org</p> |
| IDEA Student Ratings of Instruction Processing Checklist | |
| <small>Please complete this form and either email or fax when your processing is shipped and/or online surveys are “Ready to Process.” Include a hard copy with paper shipment. This form is available as a fillable PDF at www.theideacenter.org/ProcessingChecklist.</small> | |
| Number of packages being sent: _____ Carrier: _____ Date: _____ | |
| SHIP TO (No P.O. Boxes please): | INVOICE TO (if different): <input type="checkbox"/> USPS or via <input type="checkbox"/> Email |
| Name <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. _____ | Name _____ |
| Title/Dept. _____ | Title/Dept. _____ |
| Institution _____ | Address _____ |
| Address _____ | City/State/Zip _____ |
| City/State/Zip _____ | Tel. No. _____ |
| Tel. No. _____ | Email _____ |
| E-mail _____ | |
| IDEA PAPER FORM PROCESSING** | IDEA ONLINE PROCESSING** Please include a list of online folders to be downloaded** |
| Term/Year Administered: (Please complete a separate Processing Checklist for each term.) | LAST END DATE OF CLASSES TO BE PROCESSED** _____ |
| Term: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Other _____ | Term/Year Administered: (Please complete a separate Processing Checklist for each term.) |
| Year: <input type="checkbox"/> 2010 <input type="checkbox"/> 2011 <input type="checkbox"/> 2012 <input type="checkbox"/> Other: _____ | Term: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Other _____ |
| IDEA Diagnostic Form (burgundy) Approximate Number of Classes: _____ | Year: <input type="checkbox"/> 2010 <input type="checkbox"/> 2011 <input type="checkbox"/> 2012 <input type="checkbox"/> Other: _____ |
| IDEA Short Form (red) Approximate Number of Classes: _____ | IDEA Diagnostic Form Approximate Number of Classes: _____ |
| | IDEA Short Form Approximate Number of Classes: _____ |
| ADDITIONAL SERVICES (Additional charge applies) Please check requested services: | |
| IDEA Group Summary Reports <input type="checkbox"/> Institutional Summary (all classes processed at this time) <input type="checkbox"/> Other (department, college, etc.) Please attach IDEA Group Summary Report Order Form www.theideacenter.org/ISSROrderForm | IDEA Data Files <input type="checkbox"/> IDEA Aggregate Data File (Excel Spreadsheet) <input type="checkbox"/> IDEA Raw Data File (ASCII text format) |
| OTHER INSTRUCTIONS (Special handling, additional IDEA Online instructions, etc.) | |
| <small>**If paper forms are the only processing, the 10-day turnaround period begins when paper forms are received. If online processing is included, the 10-day turnaround begins either when 1) the Processing Checklist is received, 2) the day after the Last End Date indicated above, or 3) when the paper forms are received (whichever is later).</small> | |

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Other Features – Completing the FIF

Questions? Please contact us:
Sarah@theideacenter.org
800-255-2757



The OCC has the ability to complete the Faculty Information Form for the instructor if necessary.

From the “Manage Survey Group” screen, select the course.

Manage Survey Group - Sample

[Add Class](#) | [Manage Additional Questions](#) | [Upload Classes](#) | [Import CMS Data](#) | [Unprotect](#) | [Manage Sub OCC Assignments](#) | [Email URLs](#) | [Email Status Reports](#) | [Delete this Survey Group](#)

Default Values Edit

Delivery Method: Both

Respondent Identifier Label: Student ID

Survey Type: Diagnostic

Information Form Dates: 04/15/2010 - 04/30/2010

IF Email Reminders: Yes - Every 3 Days

Response Form Dates: 05/03/2010 - 05/21/2010

RF Email Reminders: Yes - Every 3 Days

Bb Respondents Last Updated/Verified: N/A

Respondents protected: Yes

Classes (1) Discipline: Go Hide Archived Surveys

| Course Number | Last Name | First Name | IF Start Date | IF End Date | IF Status | RF Start Date | RF End Date | RF Status | Response Rate | Status |
|---------------|----------------------|-----------------------|---------------|-------------|-----------|---------------|-------------|------------------|---------------|---------|
| Sample 1234 | Instructor Last Name | Instructor First Name | 04/15/2010 | 04/30/2010 | Posted | 05/03/2010 | 05/21/2010 | Need_Respondents | 0% (0/0) | Pending |

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Other Features – Completing the FIF

Questions? Please contact us:
Sarah@theideacenter.org
800-255-2757



Select “Complete Information Form.”

Manage Class - Sample 1234

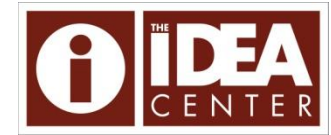
Manage Respondents | **Complete Information Form** | Manage Additional Questions | Preview Response Form | Delete this Survey | Send Email

| Class Information | | Edit |
|--------------------------|---|------|
| Survey Type | Diagnostic | |
| Survey Status | Pending | |
| Schedule: | optional optional | |
| Survey Subject | Instructor Last Name, Instructor First Name | |
| Course Number: | Sample 1234 | |
| Course Title: | Sample Class 101 | |
| Information Form Status: | Posted | |
| Information Form Dates: | 02/17/2011 - 02/19/2011 | |
| IF Email Reminders: | No | |
| Response Form Status: | Need_Respondents | |
| Response Form Dates: | 02/19/2011 - 02/22/2011 | |
| RF Email Reminders: | No | |

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Other Features – Completing the FIF

Questions? Please contact us:
Sarah@theideacenter.org
800-255-2757



Complete the form and click “Submit.”

 Course Number: **Sample 1234** Course Title: Sample Class 101
Instructor: **Instructor Last Name, Instructor First Name** Faculty Information Form
Schedule: optional optional

Faculty Information Form (FIF)

Copy Previously Selected Course Objectives

You can copy the previously selected objectives from the following Faculty Information Forms. Select a FIF from the drop-down list, click the "Copy Objectives" button, complete the contextual question at the end of the survey, and submit the form.

(Group | Course Number | Course Title | Instructor)

Select a survey ...

Verify or Select Discipline Code

This code is used to provide the disciplinary comparisons in the course report.

Please confirm or select the Discipline Code for this course.

9900 Other (Only To Be Used When None Of The Above Codes Apply)

[Browse the full catalog of discipline codes.](#)

OBJECTIVES

Using the scale provided, identify the relevance of each of the twelve objectives to this course. Your weighting of the objectives is very important because it describes the uniqueness of your course by defining its purposes and what students are supposed to learn. As a general rule, we recommend that you select no more than 3-5 objectives either as "Essential" or "Important," prioritizing what you want students to learn. The weighting system used to generate summary results in the IDEA report weighs Essential objectives "2," Important objectives "1," and Minor objectives "0."

M = Minor or No Importance
I = Important
E = Essential

| | M | I | E | |
|----|-----------------------|-----------------------|-----------------------|---|
| 1. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Gaining factual knowledge (terminology, classifications, methods, trends) |
| 2. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Learning fundamental principles, generalizations, or theories |
| 3. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Learning to <i>apply</i> course material (to improve thinking, problem solving, and decisions) |
| 4. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course |
| 5. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Acquiring skills in working with others as a member of a team |

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Other Features – Copying Objectives

Questions? Please contact us:
Sarah@theideacenter.org
800-255-2757



Once a Faculty Information Form has been completed, by the instructor or OCC, the objectives for that course can be copied to another FIF by selecting “Copy Objectives.”

Note: Faculty will only see a course list for their own previously completed FIFs. As an OCC, you will see all courses within your institution.

IDEA ONLINE Course Number: **Sample 1234** Course Title: **Sample Class 101** Faculty Information Form

Instructor: **Instructor Last Name, Instructor First Name**
Schedule: optional optional

Faculty Information Form (FIF)

Copy Previously Selected Course Objectives

You can copy the previously selected objectives from the following Faculty Information Forms. Select a FIF from the drop-down list, click the "Copy Objectives" button, complete the contextual question at the end of the survey, and submit the form.
(Group | Course Number | Course Title | Instructor)

Select a survey ... **Copy Objectives**

Select a survey ...

Test Extra Question Group | sfd | sfd | Doe, John

Verify or Select Discipline Code

This code is used to provide the disciplinary comparisons in the course report.
Please confirm or select the Discipline Code for this course.

9900 Other (Only To Be Used When None Of The Above Codes Apply)

[Browse the full catalog of discipline codes.](#)

OBJECTIVES

Using the scale provided, identify the relevance of each of the twelve objectives to this course. Your weighting of the objectives is very important because it describes the uniqueness of your course by defining its purposes and what students are supposed to learn. As a general rule, we recommend that you select no more than 3-5 objectives either as "Essential" or "Important," prioritizing what you want students to learn. The weighting system used to generate summary results in the IDEA report weighs Essential objectives "2," Important objectives "1," and Minor objectives "0."

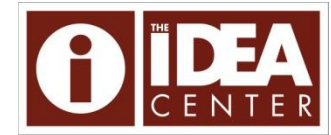
M = Minor or No Importance
I = Important
E = Essential

| | M | I | E | |
|----|-----------------------|-----------------------|-----------------------|---|
| 1. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Gaining factual knowledge (terminology, classifications, methods, trends) |
| 2. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Learning fundamental principles, generalizations, or theories |
| 3. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Learning to <i>apply</i> course material (to improve thinking, problem solving, and decisions) |
| 4. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course |
| 5. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Acquiring skills in working with others as a member of a team |

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Other Features – Viewing Reports

Questions? Please contact us:
support@theideacenter.org
800-255-2757



There are two reports an OCC can view from the “Manage Institution” screen. A **Status Report** will show the status of all surveys for an institution. A **Comment Report** will show student comments for a particular course and will only be available to view after the survey end date has passed.

To access the reports go to the “Manage Institution” screen and click “View Reports,” then click the report you wish to access. The report will appear in a new window.

The screenshot displays the IDEA ONLINE interface. At the top left is the IDEA ONLINE logo. In the top right corner, there are links for Home, My Account, Logout, and Help. The main content area is titled "Manage Institution - _IDEA University". Below this title is a navigation menu with the following items: Manage Users, View Reports, Add Survey Group, Upload Survey Group & Classes, Manage Sub OCC Assignments, Find Respondent, Update Respondents, Manage Archived Surveys, and Show Archived Survey Groups. A red box highlights the "View Reports" link in this menu, and a red arrow points from it to the "View Reports" screen shown below. The "View Reports" screen has a navigation menu on the left with the following items: IDEA Online Root, IDEA Univ, English - Spring 2008, Psychology - Spring 2008, Sample, and sample. A red box highlights the "View Status Report" and "View Comment Reports" links in the main content area of the "View Reports" screen.

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Other Features – Sending Individual Status Reports

Questions? Please contact us:
support@theideacenter.org
800-255-2757



An OCC can send individual Status Reports to instructors to notify them of the current response rates for their surveys.

1. Select the survey group from the left frame, then click “Email Status Reports.”
2. Select which instructors you want to receive reports and click “Submit” to email the individual reports to the appropriate instructors. Clicking the box next to “Course Number” will select every instructor.

The screenshot shows the 'Manage Survey Group - Sample' interface. The 'Email Status Reports' button is highlighted with a red box and labeled '1.'. Below it, the 'Send Status Email - Sample' table is shown, with the 'Course Number' checkbox highlighted by a red box and labeled '2.'. The table contains the following data:

| Surveys | Last Name | First Name | IF Start Date | IF End Date | IF Status | RF Start Date | RF End Date | RF Status | Response Rate | Survey Status |
|--|----------------------|-----------------------|---------------|-------------|-----------|---------------|-------------|------------------|---------------|---------------|
| <input type="checkbox"/> Course Number | | | | | | | | | | |
| <input type="checkbox"/> 123 Test | Test | | 04/15/2010 | 04/30/2010 | Posted | 05/03/2010 | 05/21/2010 | Need_Respondents | 0% (0/0) | Pending |
| <input type="checkbox"/> 543 Testing | Testing | Testing | 04/15/2010 | 04/30/2010 | Posted | 05/03/2010 | 05/21/2010 | Need_Respondents | 0% (0/0) | Pending |
| <input type="checkbox"/> Sample 1234 | Instructor Last Name | Instructor First Name | 04/15/2010 | 04/30/2010 | Posted | 05/03/2010 | 05/21/2010 | Ready | 0% (0/3) | Pending |

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Other Features – Adding Users (OCCs and Sub OCCs)

Questions? Please contact us:
support@theideacenter.org
800-255-2757



In order to maintain confidentiality and process integrity, it is important that only select individuals on a campus have access to IDEA Online. At their discretion, current OCCs can add other users to be either **OCCs** (who have complete access) or **Sub OCCs** (who only have access to assigned groups).

To add users, select “Manage Users” from the main “Manage Institution” screen. Complete the requested information, assign the appropriate role (OCC or sub-OCC), and submit.

The screenshot shows the IDEA Online interface. At the top left is the IDEA ONLINE logo. At the top right are links for Home, My Account, Logout, and Help. On the left side, there is a navigation tree with 'IDEA Online Root' and 'IDEA University'. The main content area is titled 'Manage Institution - _IDEA University'. Below the title, there is a menu with several options: 'Manage Users' (highlighted with a red box), 'View Reports', 'Add Survey Group', 'Upload Survey Group & Classes', 'Manage Sub OCC Assignments', 'Find Respondent', 'Update Respondents', 'Manage Archived Surveys', and 'Show Archived Survey Groups'. A 'refresh' button is visible above the navigation tree.

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Other Features – Adding Users (OCCs and Sub OCCs) (continued)

Questions? Please contact us:
support@theideacenter.org
800-255-2757



To assign Sub OCCs to specific Survey Groups, click “Manage Sub OCC Assignments.” Under each group, select the Sub-OCC that should have restricted access to that group(s). Sub OCCs can also be assigned from the “Manage Survey Group” page.

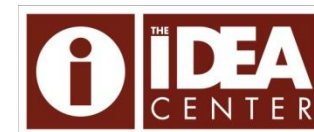
Note: Survey Groups must be added before the Sub OCC can be assigned.

The screenshot displays the IDEA ONLINE interface for managing institution settings. The top navigation bar includes the IDEA ONLINE logo and links for Home, My Account, Logout, and Help. The main navigation menu for 'Manage Institution - _IDEA University' lists several options, with 'Manage Sub OCC Assignments' highlighted by a red box. A red arrow points from this box to the main content area. The main content area shows a list of survey groups and their associated OCCs. The 'English - Spring 2008' group has 'english occ' selected with a checked checkbox. The 'Psychology - Spring 2008' group has 'OCC psychology' selected with a checked checkbox. The 'Sample' group has 'english occ' selected with a checked checkbox. The 'sample' group has 'english occ' and 'OCC psychology' selected with checked checkboxes. A 'Submit' button is visible at the bottom of the main content area.

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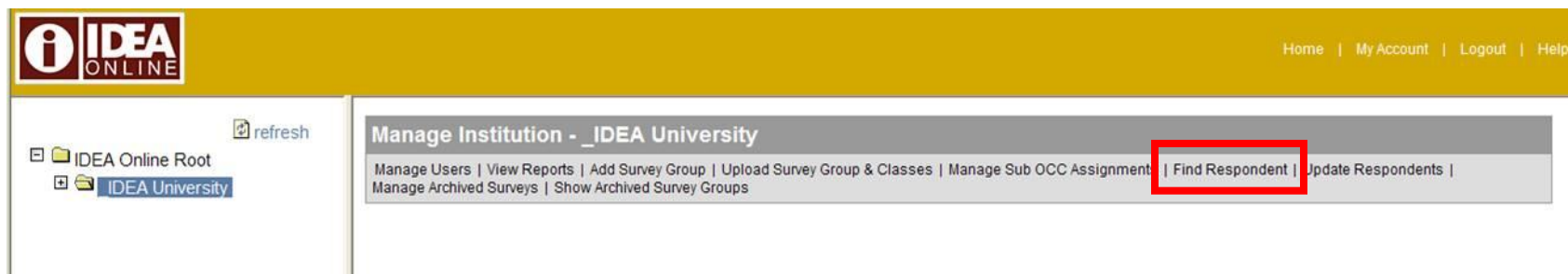
Other Features – Finding a Respondent

Questions? Please contact us:
 support@theideacenter.org
 800-255-2757



To assist you in locating bounced emails or to address student/faculty questions, you can use the “Find Respondent” function to quickly identify the course(s).

From the “Manage Institution” screen, click “Find Respondent.”



Enter either an email address or a respondent ID and “Submit.” A list of courses in which that respondent is included will be provided.

Respondent Surveys

Surveys with a respondent matching email address sarah@theideacenter.org

| Course Number | Last Name | First Name | IF Start Date | IF End Date | IF Status | RF Start Date | RF End Date | RF Status | Survey Status |
|--------------------------------|-----------|------------|---------------|-------------|------------|---------------|-------------|------------------|------------------|
| English Comp 101 | Campbell | Sarah | 10/12/2009 | 10/17/2009 | Complete | 11/17/2009 | 12/04/2009 | Need_Respondents | Incomplete |
| 235 English Comp | Kelley | Grace | 10/12/2009 | 04/08/2010 | Complete | 11/17/2009 | 01/13/2010 | Need_Respondents | Incomplete |
| 101 Demo Course | Kelley | Grace | 10/12/2009 | 04/07/2010 | Complete | 11/17/2009 | 01/13/2010 | Need_Respondents | Incomplete |
| KSUF82831 | Wildcat | Willie | 10/04/2009 | 10/27/2009 | Complete | 09/24/2009 | 10/15/2009 | Incomplete | Incomplete |
| ACCT230103 | Smith | Suzy | 10/04/2009 | 10/16/2009 | Complete | 10/16/2009 | 10/19/2009 | Ended | Ready to Process |
| ACCT230104 | Lentz | Jen | 09/07/2009 | 09/25/2009 | Complete | 10/16/2009 | 10/19/2009 | Ended | Ready to Process |
| 123 | Wildcat | Willie | 03/22/2010 | 03/24/2010 | Incomplete | 10/01/2007 | 03/26/2010 | Incomplete | Incomplete |
| 101 Demo Course | Kelley | Grace | 04/07/2010 | 04/19/2010 | Incomplete | 04/07/2010 | 10/18/2010 | Ended | Ready to Process |
| test1234 | Hamilton | | 04/07/2010 | 10/20/2010 | Complete | 04/11/2010 | 04/14/2010 | Need_Respondents | Incomplete |
| Test ABCD | Hamilton | | 04/07/2010 | 10/20/2010 | Complete | 04/11/2010 | 04/14/2010 | Need_Respondents | Incomplete |
| 101 Test | Hamilton | | 03/15/2011 | 03/17/2011 | Complete | 04/11/2010 | 04/14/2010 | Need_Respondents | Incomplete |
| EDUENGL201 English Composition | Hamilton | S | 03/01/2010 | 06/01/2010 | Incomplete | 04/02/2010 | 05/17/2010 | Need_Respondents | Incomplete |
| Teesting Copying Questions | Hamilton | | 04/07/2010 | 06/01/2010 | Complete | 04/30/2010 | 05/27/2010 | Need_Respondents | Incomplete |
| 1234 | Hamilton | | 04/07/2010 | 04/16/2010 | Incomplete | 04/30/2010 | 06/24/2010 | Incomplete | Incomplete |
| 7735 T-set | Hamilton | | 10/25/2010 | 10/27/2010 | Incomplete | 10/25/2010 | 10/27/2010 | Need_Respondents | Incomplete |
| N/A | Hamilton | | 04/26/2010 | 04/27/2010 | Incomplete | 04/26/2010 | 04/27/2010 | Incomplete | Incomplete |
| 1234 Test | Hamilton | S | 10/25/2010 | 10/27/2010 | Incomplete | 10/25/2010 | 10/27/2010 | Need_Respondents | Incomplete |
| 9879 Test | Hamilton | S | 10/25/2010 | 10/27/2010 | Incomplete | 10/25/2010 | 10/27/2010 | Need_Respondents | Incomplete |
| 1234A | Hamilton | | 05/11/2010 | 05/14/2010 | Incomplete | 05/11/2010 | 02/28/2011 | Need_Respondents | Incomplete |

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Other Features – Receiving a List of Course URLs

Questions? Please contact us:
support@theideacenter.org
800-255-2757



From the “Manage Survey Group” screen, click “Email URLs.” The list of **course URLs** will be emailed to the Primary OCC for your institution, who can then forward the URLs as needed for posting in course web sites.

Manage Survey Group - Sample

Add Class | Manage Additional Questions | Upload Classes | Import CMS Data | Unprotect | Manage Sub OCC Assignments | **Email URLs** | Email Status Reports | Delete this Survey Group

| Default Values | | Edit |
|---------------------------------------|-------------------------|------|
| Delivery Method: | Both | |
| Respondent Identifier Label: | Student ID | |
| Survey Type: | Diagnostic | |
| Information Form Dates: | 04/15/2010 - 04/30/2010 | |
| IF Email Reminders: | Yes - Every 3 Days | |
| Response Form Dates: | 05/03/2010 - 05/21/2010 | |
| RF Email Reminders: | Yes - Every 3 Days | |
| Bb Respondents Last Updated/Verified: | N/A | |
| Respondents protected | Yes | |

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Other Features – Modifying Student Information and Disabling Reminders

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Invalid email addresses will bounce back to the OCC assigned to the specific survey group. To modify email addresses or identifiers, select the specific survey and click “Manage Respondents.”

| Manage Class - Sample 1234 | |
|--|---|
| Manage Respondents | Complete Information Form Manage Additional Questions Preview Response Form Delete this Survey Send Email |
| Class Information Edit | |
| Survey Type | Diagnostic |
| Survey Status | Pending |
| Schedule: | optional optional |
| Survey Subject | Instructor Last Name, Instructor First Name |
| Course Number: | Sample 1234 |
| Course Title: | Sample Class 101 |
| Information Form Status: | Posted |
| Information Form Dates: | 04/15/2010 - 04/30/2010 |
| IF Email Reminders: | Yes - Every 3 Days |
| Response Form Status: | Need_Respondents |
| Response Form Dates: | 05/03/2010 - 05/21/2010 |
| RF Email Reminders: | Yes - Every 3 Days |
| Response Form URL: | https://theideaonline.org/idea/cs/survey?S=581913/X/F/F/3577880268 |
| Bb Respondents Last Updated/Verified: | N/A |

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Other Features – Modifying Student Information and Disabling Reminders (continued)

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Locate the email address or identifier you want to change and click “modify.”

IDEA ONLINE

Home

Manage Respondents - Sample 101

[Add Respondent](#) | [Upload Respondents](#)

Respondents

| | Name | Email | External ID | Completed Survey? | Allow Reminders? | |
|----|-----------------|----------------------|-------------|-------------------|------------------|---|
| 1. | Sample Student1 | sample1@myschool.edu | 12345 | no | yes | Modify Delete |
| 2. | Sample Student2 | sample2@myschool.edu | 23456 | no | yes | Modify Delete |
| 3. | Sample Student3 | sample3@myschool.edu | 34567 | no | yes | Modify Delete |
| 4. | Sample Student4 | sample4@myschool.edu | 45678 | no | yes | Modify Delete |

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Other Features – Modifying Student Information and Disabling Reminders (continued)

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Correct the email address or identifier in the space provided and/or click “No” to disable the email reminders and click “Submit” to save your changes.

IDEA ONLINE Home

Modify Respondent - Sample

To modify a respondent, please fill out and submit the following form.

Add Respondent

Email:

Allow Email Reminders: Yes No

External ID:

Name:

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Other Features – Modifying Student Information and Disabling Reminders (continued)

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Click “Send Email” next to the corrected email address to immediately send a survey notification.

The screenshot shows the IDEA ONLINE interface. At the top left is the IDEA ONLINE logo. The main heading is 'Manage Respondents - Test'. Below this are links for 'Add Respondent' and 'Upload Respondents'. A table titled 'Respondents' contains the following data:

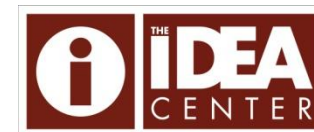
| | Name | Email | External ID | Completed Survey? | Allow Reminders? | |
|----|----------------|------------------------|-------------|-------------------|------------------|--|
| 1. | Herb Williams | hwilliams@myschool.edu | hwilliams | no | yes | Send Email Modify Delete |
| 2. | Joe Smith | jsmith@myschool.edu | jsmith | no | yes | Send Email Modify Delete |
| 3. | Rachelle Jones | rjones@myschool.edu | rjones | no | yes | Send Email Modify Delete |

In the first row, the 'Send Email' link is highlighted with a red box.

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Other Features – Sending Emails

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The emails containing links for the student surveys and Faculty Information Forms are automatically sent in an “email batch” beginning on the designated start date. The next batch of emails will be sent based on the frequency set for the email reminders.

To manually send immediate emails, select the course. From the “Manage Class” screen, click “Send Email.”

| Manage Class - Sample 1234 | |
|---|---|
| Manage Respondents Complete Information Form Manage Additional Questions Preview Response Form Delete this Survey Send Email | |
| Class Information Edit | |
| Survey Type | Diagnostic |
| Survey Status | Pending |
| Schedule: | optional optional |
| Survey Subject | Instructor Last Name, Instructor First Name |
| Course Number: | Sample 1234 |
| Course Title: | Sample Class 101 |
| Information Form Status: | Posted |
| Information Form Dates: | 04/15/2010 - 04/30/2010 |
| IF Email Reminders: | Yes - Every 3 Days |
| Response Form Status: | Need_Respondents |
| Response Form Dates: | 05/03/2010 - 05/21/2010 |
| RF Email Reminders: | Yes - Every 3 Days |
| Response Form URL: | https://theideaonline.org/idea/cs/survey?S=581913/IF/3577880268 |
| Bb Respondents Last Updated/Verified: | N/A |

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Other Features – Sending Emails (continued)

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Click the desired boxes to send an email to the course instructor (see A below) or students (see B below) and hit submit.

Note: if a survey has been submitted, the checkbox will not appear.

IDEA ONLINE

Send Emails - Test

Survey Subject

Email

test@theideau.edu no

Respondents

Email

1. hwilliams@myschool.edu

2. jsmith@myschool.edu

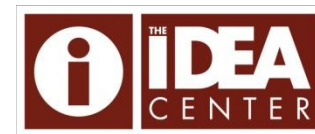
3. rjones@myschool.edu

Submit

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Frequently Asked Questions

Questions? Please contact us:
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800-255-2757



How can I view a Faculty Information Form if an instructor hasn't completed it and the end date has passed?

Select the course. From the “Manage Survey” screen, click the “Edit” button to modify the end date for the Information Form. You can then access the FIF by clicking “Complete Information Form.” You can also send the email notification to the instructor by selecting “Send Emails.”

I have a class with only one student. Why does it still say “Need Respondents” even though I've added the student information to this class?

A course must have at least two students to generate a report. Also, at least two students will need to submit their surveys in order for a report to be run when it's time for the course to be processed.

I have a student who doesn't want to receive any more email reminders. How do I disable the reminders for this student?

Select the course and click “Manage Respondents” from the “Manage Survey” screen. Find the desired student email and click “Modify.” Click “no” under the column “Allow Email Reminders.”

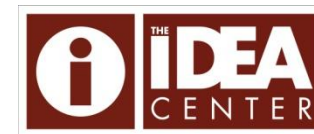
A student submitted a survey but thought they completed it for a different instructor. What do I do?

You can delete the student and the submitted responses and then add the student again to the course. From the “Manage Survey” screen, select “Manage Respondents.” Click the “Delete” button to the right of the appropriate email address or identifier. Then, click “Add Respondent” to add the email address and/or identifier back into the survey.

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Frequently Asked Questions (continued)

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How do I modify the start and/or end dates of all the surveys in a group or change the frequency of the email reminders?

Select the group you wish to modify. From the “Manage Survey Group” screen click the “Edit” button on the right of the screen. You can now edit all the defaults for this group (which will affect all the surveys in this group). Be aware – if you’ve manually modified an individual course, that survey’s dates will not change when you change the defaults for the group. You must modify the dates for that survey individually from its own “Manage Survey” screen.

I’ve set the default dates for my survey group but there’s an instructor who wants different dates to run his/her survey.

You can change individual survey dates by modifying the default dates either when the survey is initially set up, or after it’s been loaded into the system. Be aware that if the defaults are changed for the survey group, the dates of the individual survey modified previously won’t change with the defaults.

I have a student/instructor who deleted his/her email. How can I send them another?

Select the survey containing the student or instructor you wish to email. From the “Manage Survey” screen, click “Send Email” and select the desired email address(es). Click “Submit” to manually resend the survey(s).

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Assistance

Questions? Please contact us:
support@theideacenter.org
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If you have questions about IDEA Online not explained in this tutorial, or if you are having trouble accessing IDEA Online contact:

**Angela Simons, Program Administrator for Communication and Training or
Sally Garvin, Senior Program Administrator
The IDEA Center
800-255-2757**

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