

## Instructions for Classroom Administration of the IDEA System

The following steps outline the procedures for administering the IDEA system. The DIAGNOSTIC FORM is the burgundy form with 47 items and the SHORT FORM is the red form with 18 items.

The evaluations should be administered near the end of the course 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. 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.

**Step 1:** Complete a Faculty Information Form for each class being evaluated.

**Step 2:** Distribute the student forms (and the comment sheets or sheets with additional questions, if any). Remind the students to use a No. 2 Pencil. The survey administrator might consider having some extra No. 2 pencils available. Surveys completed in ink cannot be processed.

**Step 3:** Provide the students with the following general course information: (1) Institution; (2) Instructor; (3) Course number; (4) Time and days class meets. Direct the students to complete these sections on the front of their survey form.

**Step 4:** The following instructions to the students should be read aloud:

*Your ratings will be most helpful to the instructor and to the institution if you answer thoughtfully and honestly. Students sometimes wonder, "If the course was well taught and I learned a lot, should I rate every item high?" The answer is "No." 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 evaluation.*

Note: If the data will be used for **personnel decisions**, the following instructions to the students should be read aloud:

*As student raters, you should also know that the results of your ratings for this class will be included as part of the information used to make decisions about promotion/tenure/salary increases for this instructor. Fairness to both the individual and the institution require accurate and honest answers.*

**Step 5:** To insure objectivity and uniformity, after the instructions have been given, it is strongly recommended that the instructor leave the room while the students complete the student response forms. Have either a member of the class, a teaching assistant, or a colleague take responsibility for returning the materials to the designated office as soon as the students finish.

### Questions

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