

## **Options for Administering IDEA to Students**

IDEA is now delivered to students electronically through a URL address that they can access from a system generated email, from the Institutional Assessment IDEA home page, or from other means of communication. The URL never changes (<https://tntech.campuslabs.com/courseeval/>) and is uniquely linked to the student's own courses through the single sign on feature using their TTU sign-in credentials.

Faculty have two options for ensuring that IDEA gets administered to students.

### Option 1: Schedule Time in Class

This is the preferred method of administration, which will likely result in the highest response rates. Decide on the administration date as early as possible and notify students so that they know not to complete the instrument on their own time. Even better, put the date as part of the course schedule in your syllabus. On the day of administration, talk to students about the process or discuss how faculty use the results to improve teaching. Personal stories about how their feedback is important will likely result in better participation. Direct students to the email they received or to the home page so that they can open the instrument and begin.

### Option 2: Let Students Complete the Instrument on Their Own Time

While this option may result in lower response rates, faculty can choose to remind students to complete the instrument and let the process play out. Students will get email reminders every few days until they complete the instrument or until the survey window closes.