

## **FAQs for Faculty Participating in IDEA Online Surveying**

**Question 1:** Do I still need to complete a Faculty Information Form (FIF)?

Answer: Yes. Instructors will receive an email (with link) notifying them that their Objective Selection Forms (formerly FIF forms) are ready for completion. They will then login to the CampusLabs faculty experience homepage with their campus credentials and be taken to a page that lists each course they are teaching that term with a link to complete the Objective Selection Form (OSF). If your department has already set objectives (and not locked them), you will have the ability to increase an objective but not decrease.

**Question 2:** Can I add additional questions to the survey?

Answer: Yes. You can add up to 20 additional questions to the survey. At the faculty experience homepage, in the top navigation bar, click Course Evaluation Questions. If your department chair has enabled you to add additional questions to a course, you will see the "View/Edit Evaluation" option. If custom questions are not enabled, or if the survey has already opened, you will be able to view evaluation questions by clicking "View Evaluation." Additional Questions can only be added up until the time the survey opens.

**Question 3:** How will the students know that they should take the survey?

Answer: The instructor should tell the students that online surveying will be used. The students will receive email to their Benedictine email account (until they have completed the survey). Additionally, an instructor can post the student survey link on D2L and instruct the students to click on the link to complete the survey. Student link: <https://ben.campuslabs.com/courseeval>

**Question 4:** Can I give students extra credit for completing the IDEA survey?

Answer: Since you will not know which students have completed the online survey, there is no way to give extra credit to individual students. You can, however, give extra credit to the entire class if a certain overall response rate is reached. If you do this, the recommended threshold is an 85% response rate.

**Question 5:** How will I know what percentage of my class completed the online surveys:

Answer: At the faculty experience homepage, each of your actively surveyed courses will show the response rate.

**Question 6:** Is there anything I can do to increase the student response rate for my class?

Answer: Yes. The number one thing that instructors can do to increase the response rate is to communicate to their students that their input matters and urge them to do the survey.