Faculty Reports Training

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Session Overview

1. Reflective Practice
2. Major components
   1. Adjusted scores
   2. Converted averages
3. What genuine meaning can you get from IDEA feedback?
4. Importance of a “longitudinal view”
Reflective Practice

- Improve
- Collect Feedback
- Interpret Results
- Read & Learn
- Reflect & Discuss
- Try new ideas
- At home, in class, in lab
- Context, comparisons
- Resources keyed to reports
- Colleagues, IDEA community
Dear Faculty Member,

Please find attached your course evaluation results. You may also login using the link below to view your reports and response rate.

If you have any questions, please contact me at 555-555-5555 or example.campus.edu. If you experience any technical difficulty with the Campus Labs system, please contact Jessica Fronczak at 716.270.0000 or courseeval@campuslabs.com.

Sincerely,

Dr. Mary Provost
Example Institution

You may view your reports at the following URL:

https://institution.campuslabs.com/faculty/
Logging in

Log into your Course Evaluation site:
https://[your university].campuslabs.com/faculty

- Use your campus credentials to log in
- You will receive an email directing you to this site
What genuine meaning can you get from IDEA feedback?
Importance of a “longitudinal view”
Best Practices to Increase Response Rates

1. Create Value for Student Feedback
2. Devote time in class to complete surveys
3. System Monitoring and Communication
4. Frequency of Reminders and End Dates
5. Email/Login Accuracy
6. Integrate the Process into the Campus Culture
7. Other Forms of Communication with Students