



# *IASystem™ 2.0 Faculty User Guide*

A Guide for Instructors Using the IASystem Faculty Portal

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**IASYSTEM FACULTY PORTAL OVERVIEW**

The purpose of the IASystem™ Faculty portal is to provide instructors with the ability to see the specifics of an evaluation, to preview an evaluation, and to view course evaluation reports once evaluations are closed and the report available date has been met.

**VIEW HOMEPAGE: MY COURSE EVALUATIONS**

The homepage displays a listing of an instructor’s course evaluation(s) in reverse chronological order. This list can also be sorted by term, course, or open/close date. Primary evaluation details and actions are listed in the **Main** tab and additional details are displayed in the **Other** tab.

**My Course Evaluations**

Below is a listing of all of your course evaluations. To view a course evaluation report, please note that the "View Report" link becomes available when both the evaluation close date and report available date have been met.

| EVALUATION DETAILS |              |         |            |            |                  |           |  |  |  |
|--------------------|--------------|---------|------------|------------|------------------|-----------|--|--|--|
| Main               |              |         |            |            |                  |           |  |  |  |
| Other              |              |         |            |            |                  |           |  |  |  |
| TERM               | COURSE       | STATUS  | OPEN       | CLOSE      | REPORT AVAILABLE | RESPONSES | ACTION   |  |  |
| Winter 2015        | T CSL 600 A  | Pending | 12/14/2015 | 12/24/2015 | 01/01/2016       | (0/2) 0%  | <a href="#">Preview</a><br><a href="#">Add Items</a><br><a href="#">View Report</a>    |  |  |
| Winter 2015        | T INFO 200 A | Pending | 09/02/2015 | 09/09/2015 | 09/14/2015       | (0/33) 0% | <a href="#">Preview</a><br><a href="#">Add Items</a><br><a href="#">View Report</a>    |  |  |
| Winter 2015        | T CSL 550 A  | Closed  | 06/01/2015 | 06/11/2015 | 06/12/2015       | (0/22) 0% | <a href="#">Preview</a><br><a href="#">Review Items</a><br><a href="#">View Report</a> |  |  |

*Note: If there have been no evaluations created for an instructor and they login to the Faculty Portal, the following message will be displayed: “You have no course evaluations to display.”*

MAIN TAB



INSTITUTION  
Demo University

LOGGED IN AS  
Deborah Smith ([logout](#))

[↑](#) MY ITEMS      [HELP](#)

### My Course Evaluations

Below is a listing of all of your course evaluations. To view a course evaluation report, please note that the "View Report" link becomes available when both the evaluation close date and report available date have been met.

| EVALUATION DETAILS |              |         |            |            |                  |           |                                     |  |
|--------------------|--------------|---------|------------|------------|------------------|-----------|-------------------------------------|--|
| TERM               | COURSE       | STATUS  | OPEN       | CLOSE      | REPORT AVAILABLE | RESPONSES | ACTION                              |  |
| Winter 2015        | T CSL 600 A  | Pending | 12/14/2015 | 12/24/2015 | 01/01/2016       | (0/2) 0%  | Preview<br>Add Items<br>View Report |  |
| Winter 2015        | T INFO 200 A | Pending | 09/02/2015 | 09/09/2015 | 09/14/2015       | (0/33) 0% | Preview<br>Add Items<br>View Report |  |

The **Main** tab displays the following evaluation details:


| CATEGORY                      | DESCRIPTION  |
|-------------------------------|--|
| <b>Term</b>                   | The term in which the course was offered.  |
| <b>Course</b>                 | The course abbreviation, number and section.   |
| <b>Evaluation Type</b>        | The format of the evaluation (a blue computer screen denotes an online evaluation and a piece of paper with pencil denotes a paper evaluation).  |
| <b>Status</b>                 | <p>For <u>online evaluations</u> the status types are:</p> <ul style="list-style-type: none"> <li>• <i>Pending</i> (evaluation created, but not yet open)</li> <li>• <i>Open</i> (evaluation in progress)</li> <li>• <i>Closed</i> (evaluation has been completed)</li> </ul> <p>For <u>paper evaluations</u> the status types are:</p> <ul style="list-style-type: none"> <li>• <i>Pending</i> (evaluation requested, but not yet processed)</li> <li>• <i>Confirmed</i> (evaluation processed and ready to be administered)</li> <li>• <i>Closed</i> (evaluation completed and results data uploaded to system)</li> </ul> |
| <b>Open &amp; Close Dates</b> | The range of dates each online is available to be accessed by students.  |
| <b>Reports Available</b>      | The date an instructor is able to access evaluation results. This date usually corresponds to grade submission due date.   |
| <b>Responses</b>              | The number of completed evaluations tracked in real time.  |
| <b>Action</b>                 | <p><b>Preview:</b> this links to a preview version of the specific online evaluation. The URL for the preview is for viewing purposes only and is different than the URL for the student evaluation.</p> <p><b>Add Items:</b> this link opens a new page that allows instructors to add custom questions to their course evaluations.</p> <p><b>View Report:</b> this link becomes live when the evaluation has closed and it is past the Report Available date. The View Report link opens a summary of responses from each course evaluation.</p>  |

OTHER TAB

↑ MY ITEMS HELP

### My Course Evaluations

Below is a listing of all of your course evaluations. To view a course evaluation report, please note that the "View Report" link becomes available when both the evaluation close date and report available date have been met.



| EVALUATION DETAILS |  |         |           |                               |      |   |              | Main | Other |
|--------------------|--|---------|-----------|-------------------------------|------|---|--------------|------|-------|
| TERM               | COURSE   | STATUS  | SURVEY ID | SET UP BY                     | FORM | URL   | NOTIFICATION |      |       |
| Winter 2016        | BIOL 700 A  | Pending | 137140    | <a href="#">Deborah Smith</a> | A    | <a href="https://uw.iasysdev.org:3002/survey/137140">https://uw.iasysdev.org:3002/survey/137140</a> |              |      |       |

The **Other** tab displays the following evaluation details:

| CATEGORY            | DESCRIPTION  |
|---------------------|--|
| <b>Term</b>         | The term in which the course was offered.  |
| <b>Course</b>       | The course abbreviation, number and section.   |
| <b>Icon</b>         | A blue computer screen icon denotes an online evaluation and a yellow paper icon with pencil denotes a paper evaluation.   |
| <b>Status</b>       | <p>For <u>online evaluations</u> the status types are:</p> <ul style="list-style-type: none"> <li>• <i>Pending</i> (evaluation created, but not yet open)</li> <li>• <i>Open</i> (evaluation in progress)</li> <li>• <i>Closed</i> (evaluation has been completed)</li> </ul> <p>For <u>paper evaluations</u> the status types are:</p> <ul style="list-style-type: none"> <li>• <i>Pending</i> (evaluation requested, but not yet processed)</li> <li>• <i>Confirmed</i> (evaluation processed and ready to be administered)</li> <li>• <i>Closed</i> (evaluation completed and results data uploaded to system)</li> </ul> |
| <b>Survey ID</b>    | The unique ID number assigned by IASystem™ to each course evaluation survey.   |
| <b>Set Up By</b>    | The coordinator who created the evaluation. The "set up by" name is hyperlinked and can be clicked on to email the evaluation coordinator.   |
| <b>Form</b>         | The letter which corresponds with IASystem™ evaluation form selected.<br><i>For example: A-Small Lecture, B-Large Lecture, C-Seminar, etc.</i>   |
| <b>URL</b>          | The URL is the web link for a specific online course evaluation. Students will receive emails containing this URL when the evaluation opens. Each URL is unique to a specific course evaluation. You may publish or forward this URL if desired. The URL is controlled by the class list so only enrolled students will be able to access the survey.<br><b>Note: <u>Anyone not in the class will get the message, "Sorry, this isn't your survey."</u></b>  |
| <b>Notification</b> | A date/time stamp of when each email notification was sent to students. The notification dates appear under this column on the day they are sent. For paper evaluations, a note states "None/Paper" instead.   |

### ONLINE EVALUATION EMAIL NOTIFICATIONS

All online evaluations are equipped with email notifications. Emails will be sent under the following circumstances:

|  |  |
|--|--|
| <b>Online Evaluation Created &amp; Updated</b> | <ul style="list-style-type: none"> <li>At the time an evaluation is created, faculty receive an automated email with information about the evaluation setup details and link to the IASystem™ faculty portal.</li> <li>At the time an evaluation is updated, faculty receive an automated email with updated information about their course evaluation details.</li> </ul> |
| <b>Online Evaluation Opens</b>                 | <ul style="list-style-type: none"> <li>Faculty receive an automated email notifying them the course evaluation for their class is now open.</li> <li>Students receive automated email notifying them the course evaluation for their class is now open and asking them to complete the evaluation.</li> </ul>  |
| <b>Evaluations Close</b>                       | <ul style="list-style-type: none"> <li>Faculty receive an automated email when their Course Summary Reports are available. These emails are generated when the evaluation is closed and the Reports Available date has been met.</li> </ul>  |
| <b>Reminders &amp; Updates</b>                 | <ul style="list-style-type: none"> <li>Automated emails are sent to students who have not yet responded based on IASystem™ Email Reminder Schedule (below).</li> <li>Automated emails are sent to faculty with updated response rate information and evaluation details based on IASystem™ Email Reminder Schedule (below).</li> </ul>                                     |

#### IASYSTEM™ EMAIL REMINDER SCHEDULE

Email reminders are sent to students who have not completed the course evaluation. Email updates are sent to faculty with current response rate information. These notifications are based on length of survey:

| SURVEY LENGTH    | STUDENT REMINDER EMAIL (NON-RESPONDENTS ONLY)  | FACULTY UPDATE EMAIL   |
|------------------|--|--|
| <b>1-2 days</b>  | None   | None   |
| <b>3-4 days</b>  | 1 reminder, 1 day prior to close   | 1 update, 1 day prior to close   |
| <b>5-7 days</b>  | 1 reminder, 2 days prior to close  | 1 update, 2 days prior to close  |
| <b>8-12 days</b> | 1 <sup>st</sup> reminder, 4 days prior to close<br>2 <sup>nd</sup> reminder, 1 day prior to close  | 1 <sup>st</sup> update, 4 days prior to close<br>2 <sup>nd</sup> update, 1 day prior to close  |
| <b>13 + days</b> | 1 <sup>st</sup> reminder, 8 days prior to close<br>2 <sup>nd</sup> reminder, 4 days prior to close<br>3 <sup>rd</sup> reminder, 1 day prior to close | 1 <sup>st</sup> update, 8 days prior to close<br>2 <sup>nd</sup> update, 4 days prior to close<br>3 <sup>rd</sup> update, 1 day prior to close |

See [Appendix A](#) for examples of IASystem™ evaluation email notification content.

**VIEW COURSE SUMMARY REPORTS**

To generate a report for the course evaluations listed in the chosen term(s), click “View Report” on the far right of the column labeled “Action.” A new browser window/tab will open with your selected Course Summary Reports.

**My Course Evaluations**

Below is a listing of all of your course evaluations. To view a course evaluation report, please note that the “View Report” link becomes available when both the evaluation close date and report available date have been met.

| EVALUATION DETAILS |             | Main    |            | Other      |                  |             |                                     |  |
|--------------------|-------------|---------|------------|------------|------------------|-------------|-------------------------------------|--|
| TERM               | COURSE      | STATUS  | OPEN       | CLOSE      | REPORT AVAILABLE | RESPONSES   | ACTION                              |  |
| Winter 2015        | T CSL 600 A | Pending | 03/20/2016 | 03/25/2016 | 03/31/2016       | (0/2) 0%    | Preview<br>Add Items<br>View Report |  |
| Autumn 2014        | TCSS 343 B  | Closed  | 11/28/2014 | 12/07/2014 | 12/22/2014       | (19/30) 63% | Preview<br>View Report              |  |

**REPORT VIEW & PRINTING**

On the top left of the page there is a widget labeled “Numeric Results and Comments” which is the default view for reports. You can toggle this widget and select from three views:

- Numeric Results and Comments
- Only Numeric Results
- Only Comments (online evaluations)

Select the print button in the upper right corner of the page to generate a PDF version of your report which you can then print and/or save.

The screenshot shows the 'Numeric Results and Comments' view selected in a sidebar. The main report area displays 'COURSE SUMMARY REPORT' for 'Design And Analysis Of Algorithms' in Autumn 2014. It includes details like 'Instructor Evaluated: Deborah Smith-Professor' and 'Responses: 19/30 (63%)'. A 'Print Report' button is visible in the top right corner. A red arrow points to the 'Print Report' button, and another red arrow points to the 'Numeric Results and Comments' option in the sidebar.

APPENDIX A: IASYSTEM™ EVALUATION EMAIL NOTIFICATION CONTENT

**COURSE EVALUATION CREATION EMAIL FOR FACULTY**

*The following is an example of the automated email sent to an instructor when a coordinator creates an evaluation for their course.*

From: [Coordinator Name] via IASystem Notification <no-reply@iasystem.org>  
To: [FirstName, LastName]  
Subject: An evaluation has been set up for your course

Your course evaluation coordinator, {Coordinator Name}, has set up an online evaluation for the following course(s):

{abbrev} {number} {section } - {Course\_Name}  
{abbrev} {number} {section } - {Course\_Name}

To manage this course evaluation, access your faculty portal at {client faculty portal URL}. Here, you can preview an evaluation, track response rates once the evaluation is open, and view/print course reports once the evaluation has closed and the reports available date has been met.

This evaluation was created with the following details:

Instructor(s) being evaluated: {FirstName, LastName}, {FirstName, LastName}  
Evaluation Form Type: {abbrev – form name}  
Evaluation URL: {evaluation URL}

The evaluation opens {mm,dd,yyyy} at 12:00am and closes on {mm,dd,yyyy} at 11:59pm. Students will receive an email notification on the open date that includes the course evaluation details and URL.

Faculty reports available date: {mm,dd,yyyy}

**{if "Add Items" is on:** Also, along with the standard evaluation form questions, instructors may create and add their own questions before the evaluation open date is reached. Instructor-specific questions may be added via the faculty portal, {client faculty portal URL}, by selecting "Add Items." **{if multiple instructors:** Since this evaluation is for more than one instructor, you may want to coordinate with your co-instructors before adding additional questions to the evaluation.}

If you have any questions or need any changes to this evaluation, please contact {Coordinator Name} at {coord\_email}.

Thank you.



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## COURSE EVALUATION MODIFICATION EMAIL FOR FACULTY

*The following is an example of the automated email sent to an instructor when a coordinator has modified an evaluation for their course.*

From: [Coordinator Name] via IASystem Notification <no-reply@iasystem.org>  
To: [FirstName, LastName]  
Subject:Your course evaluation has been modified

Your course evaluation coordinator, {Coordinator Name}, has modified the online evaluation for the following course(s):

{abbrev} {number} {section } - {Course\_Name}  
{abbrev} {number} {section } - {Course\_Name}

This evaluation was edited with the following details:

Instructor(s) being evaluated: {FirstName, LastName}, {FirstName, LastName}

Evaluation Form Type: {abbrev – form name}

Evaluation URL: {evaluation URL}

The evaluation opens {mm,dd,yyyy} at 12:00am and closes on {mm,dd,yyyy} at 11:59pm. Students will receive an email notification on the open date that includes the course evaluation details and URL.

Faculty reports available date: {mm,dd,yyyy}

To manage this course evaluation, access your faculty portal at {client faculty portal URL}. Here, you can preview an evaluation, track response rates once the evaluation is open, and view/print course reports once the evaluation has closed and the reports available date has been met.

**{if "Add Items" is on}** Also, along with the standard evaluation form questions, instructors may create and add their own questions before the evaluation open date is reached. Instructor-specific questions may be added via the faculty portal, {client faculty portal URL}, by selecting "Add Items." **{if multiple instructors}** Since this evaluation is for more than one instructor, you may want to coordinate with your co-instructors before adding additional questions to the evaluation.}

If you have any questions or need any changes to this evaluation, please contact {Coordinator Name} at {coord\_email}.

Thank you.

**ONLINE COURSE EVALUATION OPEN ANNOUNCEMENT FOR FACULTY**

*The following is an example of the automated email sent to an instructor on the day the survey opens.*

From: [Coordinator Name] via IASystem Notification <no-reply@iasystem.org>  
To: [FirstName, LastName]  
Subject:Your course evaluation is now open

Dear Professor {Last\_Name},

Your students have been notified that course evaluations are now open for the following course(s):

{abbrev} {number} {section } {Course\_Name}

{abbrev} {number} {section } {Course\_Name}

{survey URL}

(This evaluation link is only for the course(s) listed above. It can only be accessed by students enrolled in the course(s).)

Students will have until {End\_Date} at 11:59pm to complete the evaluation.

You may view the details and progress of your evaluation(s), including response rates, by accessing the IASystem faculty portal located at {client faculty portal URL}.

A high response rate is very important for meaningful results. We will send reminder emails to non-responders during the evaluation period. In addition, studies show that instructor involvement can increase response rates as much as 15-20%. To encourage students to participate, you can copy and paste the evaluation link provided above into an email or on your course website.

Please contact {Coordinator Name} at {coord\_email} if you have questions about this course evaluation.

Thank you.

## **FACULTY UPDATE EMAIL**

*The following is an example of the automated email updates sent to an instructor at the same time students are sent reminder emails.*

From: [Coordinator Name] via IASystem Notification <no-reply@iasystem.org>  
To: [FirstName, LastName]  
Subject:Your course evaluation response rate

Dear Professor {Last\_Name},

Course evaluations will be closing soon. Here is the information for your current course evaluation:

The evaluation closes on {End\_Date} at 11:59pm. The current response rate is: {Percent} ({Number}).

{abbrev} {number} {section} {Course\_Name}

{survey URL}

(This student survey link is only for the course(s) listed above. It can only be accessed by students enrolled in the course(s).)

You may view the details and progress of your evaluation(s) by accessing the IASystem faculty portal located at {client faculty portal URL}.

To encourage students to participate, you can copy and paste the evaluation link provided above into an email or on your course website.

Please contact {Coordinator Name} at {coord\_email} if you have questions about this course evaluation.

Thank you.

---

## **FACULTY REPORTS AVAILABLE NOTIFICATION EMAIL**

*The following is an example of the automated email sent to instructors when their evaluations are closed and reports available date has been met.*

From: [Contact Organization] via IASystem Notification <no-reply@iasystem.org>  
To: [FirstName, LastName]  
Subject:Your course evaluation report is available

Dear Professor {Last\_Name},

Your course evaluation has been completed and the report for the following course is now available:

{abbrev} {number} {section} {Course\_Name}

The report can be viewed and downloaded from the IASystem faculty portal located at {client faculty portal URL}.

Thank you.

## INITIAL STUDENT EMAIL ANNOUNCEMENT

*The following is an example of the automated email sent to a student on the day the survey opens.*

From: [Contact Organization] via IASystem Notification <no-reply@iasystem.org>  
To: [FirstName, LastName]  
Subject1: [InstrLastName], [InstrLastName] - [Abbrev] [Number] [Section] Evaluation

Dear [Student Name],

The course evaluation for [course title] is now open and will close on [end date] at 11:59pm. This evaluation is for instructor(s):

[InstrFirstName] [InstrLastName]

[InstrFirstName] [InstrLastName]

### **[Survey URL]**

(If you can't click on this link, please copy it and paste it into your browser.)

This evaluation will take approximately 5-10 minutes to complete. Even though you will log-in to the survey with your school username and password, please be assured your responses are confidential.

Your ratings are very important. Course evaluation ratings are used by faculty to improve instruction and used by administrators to inform programmatic decision making and decisions around faculty promotion and tenure.

Thank you for your participation in the [course title] course evaluation.

Sincerely,

[Signature]

---

## 1<sup>ST</sup> STUDENT REMINDER EMAIL (NON-RESPONDENTS ONLY)

*The following is an example of the automated email initial reminder sent to a student who has not yet completed the course evaluation.*

From: [Contact Organization] via IASystem Notification <no-reply@iasystem.org>  
To: [FirstName, LastName]  
Subject2: [InstrLastName], [InstrLastName] - [Abbrev] [Number] [Section] – Eval Reminder

Dear [Student Name],

You have not yet completed your evaluation of [course title] for instructor(s):

[InstrFirstName] [InstrLastName]

[InstrFirstName] [InstrLastName]

If you previously began the survey but have not yet completed it, simply click on the link below and begin where you left off. The link will remain active until [end date] at 11:59pm.

### **[Survey URL]**

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(If you can't click on this link, please copy it and paste it into your browser.)

This evaluation will take approximately 5-10 minutes to complete. Even though you will log-in to the survey with your school username and password, please be assured your responses are confidential.

Your ratings are very important. Course evaluation ratings are used by faculty to improve instruction and used by administrators to inform programmatic decision making and decisions around faculty promotion and tenure.

Thank you for your participation in the [course title] course evaluation.

Sincerely,

[Signature]

---

### 2<sup>ND</sup> & 3<sup>RD</sup> STUDENT REMINDER EMAIL (NON-RESPONDENTS ONLY)

*The following is an example of the automated email follow-up reminder sent to a student who has not yet completed the course evaluation.*

From: [Contact Organization] via IASystem Notification <no-reply@iasystem.org>  
To: [FirstName, LastName]  
Subject2: [InstrLastName], [InstrLastName] - [Abbrev] [Number] [Section] – Eval Closing Soon

Dear [Student Name],

On [end date] at 11:59pm the evaluation for [course title] will close. Please take this opportunity to complete this evaluation for instructor(s):

[InstrFirstName] [InstrLastName]  
[InstrFirstName] [InstrLastName]

If you previously began the survey but have not yet completed it, simply click on the link below and begin where you left off.

#### **[Survey URL]**

(If you can't click on this link, please copy it and paste it into your browser.)

This evaluation will take approximately 5-10 minutes to complete. Even though you will log-in to the survey with your school username and password, please be assured your responses are confidential.

Your ratings are very important. Course evaluation ratings are used by faculty to improve instruction and used by administrators to inform programmatic decision making and decisions around faculty promotion and tenure.

Thank you for your participation in the [course title] course evaluation.

Sincerely,

[Signature]

**STUDENT CONFIRMATION EMAIL (RESPONDENTS ONLY)**

*The following is an example of the automated email sent to a student upon submission of a course evaluation. **This email notification is optional and will only be sent if an institution has elected to include confirmation emails.***

From: [Contact Organization] via IASystem Notification <no-reply@iasystem.org>  
To: [FirstName, LastName]  
Subject: Evaluation Completed - [InstrLastName], [InstrLastName] - [Abbrev] [Number] [Section]

Dear [Student Name],

Thank you for completing the [course title] course evaluation for instructor(s) [InstrFirstName] [InstrLastName].

Your feedback is very important and we appreciate your participation in the course evaluation process.

Sincerely,

[Signature]