# DIRECTIONS TO FACULTY

**IDEA Student Ratings of Instruction** 

The Faculty Information Form describes your course and provides critical information needed to generate your report. Faculty Information Forms (FIF) are typically available for completion for a duration of 2 weeks. FIF emails are sent out **6 weeks prior to the end of the semester**, and reminder emails may be sent at the discretion of Texas Wesleyan until the form has been completed.

#### **Completing Your Faculty Information Form (FIF)**

Faculty who are teaching courses *selected* to be evaluated will receive the following email from <u>TWU Survey</u> for each course that is being evaluated. **Course selection is determined by the Dean.** 

	TWU Survey <ideasurvey@txwes.edu> IDEA Student Ratings FIF for Test 4</ideasurvey@txwes.edu>
o 📕 Amber E C	oronado
Professor Co	oronado,
Please click Ratings of In ENG-1301-(	on the URL below to complete the Faculty Information Form (FIF) for an IDEA Student instruction survey that is being conducted in your Texas Wesleyan University's Test 4 04 course.
In order for	the survey to be processed, you must complete the FIF by $10/31/2017$ .
After you ha confirmation experience a <u>ideasurvey(</u>	ave completed the FIF and clicked the "Submit" button you will receive a "Thank You" in screen. If you do not receive this confirmation your FIF was not saved. If you any technical difficulties please contact your IDEA Online On-Campus Coordinator at <u>@txwes.edu</u> .
Thank you f	for your time and thoughtful responses.
https://theid	eaonline.org/cs/survey?S=3055052/28195016/F/F/2702601084
If your syste location fiel	em is unable to link to the website, please copy the underlined text and paste it into the d of your web browser.

Faculty should complete the following steps for all selected courses and associated FIF emails.

Additional resources can be found at: <u>http://www.ideaedu.org/Resources-Events/For-Current-Clients/Legacy-Paper-Platform#74129-faculty-resources-onlinepaper</u>

A how to video can be watch at:

http://www.ideaedu.org/Resources-Events/Support-For-Current-Clients/Completing-the-Faculty-Information-Form-Videos

#### 1. Click the blue link in the email

This will open a separate window and take you to the FIF for the specific course.



#### 2. Click on "Complete Faculty Information Form (FIF)

For instructions on managing additional questions, click here.

Be sure to verify the information for the course you are surveying.

Welcome to IDEA Online's Faculty Information Form (FIF). Please take a moment to complete the FIF for the following course at Texas Wesleyan University: Course Number: Test 4 Course Number: Test 4 Course Number: Test 4 Course Number: Test 4 Course Time: (not provided) You may add questions to the student response forms for this class by clicking the Manage Additional Questions link below. You may also review additional questions added by the on-campus coordinator by clicking on the link. Once the student surveys begin, you will no longer be able to add questions. The FIF will be available to complete until 10/31/2017. After you have completed the FIF and clicked the "Submit" button you will receive a "Thank You" confirmation screen If you do not receive this confirmation your FIF was not saved. If needed, you may visit the FIF multiple times. Manage Additional Questions Copyright © 2004, IDEA Education	1DEA	Course Number: Test 4 C Instructor: Coronado, Amber Schedule:	Course Title: ENG-1301-04	Faculty Information Form
Please take a moment to complete the FIF for the following course at Texas Wesleyan University: Course Number: Test 4 Course Name: ENG-1301-04 Course Days: (not provided) You may add questions to the student response forms for this class by clicking the Manage Additional Questions link below. You may also review additional questions added by the on-campus coordinator by clicking on the link. Once the student surveys begin, you will no longer be able to add questions. The FIF will be available to complete until 10/31/2017. After you have completed the FIF and clicked the "Submit" button you will receive a "Thank You" confirmation screen If you do not receive this confirmation your FIF was not saved. If needed, you may visit the FIF multiple times. Manage Additional Question: Copyright © 2004, IDEA Education	Welcome to IDEA Online's	Faculty Information Form (FIF).		
Course Number: Test 4 Course Name: ENG-1301-04 Course Days: (not provided) Course Time: (not provided) You may add questions to the student response forms for this class by clicking the Manage Additional Questions link below. You may also review additional questions added by the on-campus coordinator by clicking on the link. Once the student surveys begin, you will no longer be able to add questions. The FIF will be available to complete until 10/31/2017. After you have completed the FIF and clicked the "Submit" button you will receive a "Thank You" confirmation screen If you do not receive this confirmation your FIF was not saved. If needed, you may visit the FIF multiple times. Manage Additional Questions. Copyright © 2004, IDEA Education	Please take a moment to	omplete the FIF for the following course at	at Texas Wesleyan University:	
You may add questions to the student response forms for this class by clicking the Manage Additional Questions link below. You may also review additional questions added by the on-campus coordinator by clicking on the link. Once the student surveys begin, you will no longer be able to add questions. The FIF will be available to complete until 10/31/2017. After you have completed the FIF and clicked the "Submit" button you will receive a "Thank You" confirmation screen If you do not receive this confirmation your FIF was not saved. If needed, you may visit the FIF multiple times. Manage Additional Questions: Complete Faculty Information Form (FIF) Copyright © 2004, IDEA Education	Course Number: T Course Name: EN Course Days: (not Course Time: (not	st 4 i-1301-04 provided) provided)		
The FIF will be available to complete until 10/31/2017. After you have completed the FIF and clicked the "Submit" button you will receive a "Thank You" confirmation screen If you do not receive this confirmation your FIF was not saved. If needed, you may visit the FIF multiple times. Manage Additional Questions Complete Faculty Information Form (FIF) Copyright © 2004, IDEA Education	You may add questions to added by the on-campus	he student response forms for this class to pordinator by clicking on the link. Once the	by clicking the Manage Additional Questions link bel ne student surveys begin, you will no longer be a	low. You may also review additional questions ble to add questions.
Manage Additional Questions Complete Faculty Information Form (FIF)	The FIF will be available t If you do not receive this o	complete until 10/31/2017. After you have onfirmation your FIF was not saved. If nee	e completed the FIF and clicked the "Submit" button eded, you may visit the FIF multiple times.	you will receive a "Thank You" confirmation screen.
Copyright ⊕ 2004, IDEA Education	Manage Additional Questi	nst Complete Faculty Information Form (F	(FIF)	
Copyright © 2004, IDEA Education				
	Copyright © 2004, IDEA Educa	on		

If you have previously taught the same course, you may choose to copy the objectives you previously selected in past terms. This will copy all of the objectives previously selected and transfer them to the current course and you should proceed to step 5.

If this is your first time teaching and surveying the course, or if you would like to manually select the objectives, continue to step 3.

Schedule:	
Faculty Information Form (FIF)	
Copy Previously Selected Course Objectives	
You can copy the previously selected objectives from the following Faculty Informa "Copy Objectives" button, complete the contextual question at the end of the surv (Group   Course Number   Course Title   instructor)	ation Forms. Select a FIF from the drop-down list, click the rey, and submit the form.
Select a survey	Copy Objectives

3. Verify the prefilled discipline code is correct. If the discipline code box is blank or incorrect, click the drill down arrow and select a discipline code.

Discipline codes are prefilled based upon the course offering.

For more information on discipline codes, click here.

Course Number: Test 4 Course Title: ENG-1301-04 Instructor: Coronado, Amber Schedule:	
aculty Information Form (FIF)	
Copy Previously Selected Course Objectives	
here are currently no Faculty Information Form responses to copy.	
Verify or Select Discipline Code	
This code is used to provide the disciplinary comparisons in the course report.	
Acase common select the Discipline Gode for this course.	
Browse the full catalog of discipline codes.	

## 4. Select your objectives.

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Mark each objective as:
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M = "Minor or No Importance"; I = "Important"; or E = "Essential"

For more information on selecting your objectives, <u>click here</u>.

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OBJ	ECTIVE	s		
Using very learn prior Esse	g the so importa . As a g itizing v ntial ob	ale pro ant bec jeneral what y jective	ovide cause I rule, ou wa es "2,"	d, identify the relevance of each of the twelve objectives to this course. Your weighting of the objectives is it describes the uniqueness of your course by defining its purposes and what students are supposed to we recommend that you select no more than 3-5 objectives either as "Essential" or "Important," nt students to learn. The weighting system used to generate summary results in the IDEA report weighs 'Important objectives "1," and Minor objectives "0."
				<ul> <li>M = Minor or No Importance</li> <li>I = Important</li> <li>E = Essential</li> </ul>
	Μ	Ι	E	
1.	0	0	0	Gaining factual knowledge (terminology, classifications, methods, trends)
2.	0	0	0	Learning fundamental principles, generalizations, or theories
3.	0	0	0	Learning to apply course material (to improve thinking, problem solving, and decisions)
4.	0	0	0	Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course
5.	0	0	0	Acquiring skills in working with others as a member of a team
	$\bigcirc$	0	0	Developing creative capacities (writing, inventing, designing, performing in art, music, drama, etc.)
6.		$\sim$	0	Gaining a broader understanding and appreciation of intellectual/cultural activity (music, science, literature, etc)
6. 7.	0	$\circ$		
6. 7. 8.	0	0	0	Developing skill in expressing oneself orally or in writing
6. 7. 8. 9.	0	0	0	Developing skill in expressing oneself orally or in writing Learning how to find and use resources for answering questions or solving problems
6. 7. 8. 9. 10.	0 0 0	00000	0	Developing skill in expressing oneself orally or in writing Learning how to find and use resources for answering questions or solving problems Developing a clearer understanding of, and commitment to, personal values
6. 7. 8. 9. 10. 11.	0 0 0 0	00000	000000000000000000000000000000000000000	Developing skill in expressing oneself orally or in writing Learning how to find and use resources for answering questions or solving problems Developing a clearer understanding of, and commitment to, personal values Learning to analyze and critically evaluate ideas, arguments, and points of view

### 5. Answer the Contextual Questions (Research Purposes):

Questions 13-35 are contextual questions that the IDEA Center uses for research purposes in order to improve the interpretation of student ratings. These questions will not affect your score but **must be completed to submit your FIF.** 

	Course Number: Test 4 Course Title: ENG-1301-04 Instructor: Coronado, Amber Schedule:						
The IDEA Center will conduct research on these optional questions in order to improve the interpretation of student ratings.   3.   Which of the following represents the <u>atimacy</u> approach to this course?   9.<	Contextual Questions (Research Purposes):						
13. Which of the following represents the <u>primary</u> approach to this course? <ul> <li>Lecture</li> <li>Discussion/reclation</li> <li>Similar</li> <li>Simil</li></ul>	The IDEA Center will conduct research on these optional questions in order to improve the interpretation of student ratings.						
	13. Which of the following represents the <u>primary</u> approach to this course?						
If multiple approaches are used, which one represents the secondary approach?            Lecture         Discussion/recitation         Seminar         Skillactivity         Listoratory         Studia         Multi-Media         Studia         Multi-Media         Other          Describe this course in terms of its requirements with respect to the features listed below. Use the following code to make your response: <ul> <li>N S M</li> <li>Some required</li> <li>S computer applications</li> <li>S computer applications</li> <li>Oral communication</li> <li>Oral coral communication</li> <li>Oral communication</li></ul>	Lecture     Discussion/recitation     Seminar     Skill/activity     Laboratory     Field Experience     Studio     Multi-Media						
14. If multiple approaches are used, which one represents the secondary approach?            Lecture         Seminar         Se	O Other						
N       S       M         15.       O       O       Writing         16.       O       O       Oral communication         16.       O       O       Oral communication         17.       O       O       Computer applications         18.       O       O       Group work         19.       O       O       Group work         19.       O       O       Critical thinking         20.       O       O       Creative/artistic/design endeavor         21.       O       O       Reading         23.       O       O       Memorization	Seminar Skill/activity Laboratory Field Experience Studio Multi-Media Practicum/clinic Other  Describe this course in terms of its requirements with respect to the features listed below. Use the following code to make your esponses: N = None (or little) required S = Some required M = Much perviced M = Much perviced						
13.       O       O       Virialing         16.       O       O ral communication         17.       O       O       Computer applications         18.       O       O       Group work         19.       O       O       Mathematical/quantitative work         20.       O       Critical thinking         21.       O       O       Creative/artistic/design endeavor         22.       O       O       Reading         23.       O       O       Memorization	N S M						
17.       O       O       Computer applications         18.       O       O       Group work         19.       O       O       Mathematical/quantitative work         20.       O       O       Critical thinking         21.       O       O       Creative/artistic/design endeavor         22.       O       O       Reading         23.       O       O       Memorization	19. 0 0 Winding 16. 0 0 Oral communication	_					
18.       O       Group work         19.       O       Mathematical/quantitative work         20.       O       Critical thinking         21.       O       O       Creative/artistic/design endeavor         22.       O       O       Reading         23.       O       O       Memorization							
19.       O       O       Mathematical/quantitative work         20.       O       O       Critical thinking         21.       O       O       Creative/artistic/design endeavor         22.       O       O       Reading         23.       O       O       Memorization		_					
20.       O       O       Critical thinking         21.       O       O       Creative/artistic/design endeavor         22.       O       O       Reading         23.       O       O       Memorization	19. O O Mathematical/quantitative work						
21.       O       O       Creative/artistic/design endeavor         22.       O       O       Reading         23.       O       O       Memorization		_					
22. O O Reading 23. O O Memorization	21. O O Crestive/artistic/design endeavor						
23. O O Memorization	22. O O Reading						
	23. O O Memorization						
		_					

6. When you are done answering all questions, click on the "Submit" button to save your entries.

4.	Is this class team taught?	
	O Yes	
_	® No	
5.	Is this class taught through distance learning?	
	Over	
	⊙ res ⊙ No	
	Submit	
yrig	ht © 2004, IDEA Education	

7. Once submitted, you should receive a confirmation page.

Course Number Instructor: Schedule:	Test 4 Course Title: ENG-1301-04 Coronado, Amber
Receipt	
Thank you! Your input has been pr Please close your browser.	ocessed.