Dear UW Instructors,

The move to remote learning for the spring 2020 academic quarter poses many unique challenges for the UW community, the foremost arguably being adapting most courses from face-to-face to a remote learning environment. The Office of Educational Assessment (OEA) recognizes the need now, more than ever, to ensure that instructors have the ability to gather feedback about their students’ learning experience during the quarter, not just at its conclusion. For that reason, OEA has developed an opportunity for spring 2020 instructors to solicit feedback from students using an optional Spring 2020 Mid-Quarter Course Feedback form.

The Spring 2020 Mid-Quarter Course Feedback form was designed through a collaboration between OEA research scientists and UW faculty senate leadership. Its purpose is to allow students to formally engage with you part-way through the quarter regarding their learning experience in the course, allowing you to make changes or adjustments to improve student learning in the current remote learning environment. The following scaled items and open-ended prompts are formative in their orientation, mutually informative, and intended to provide you with actionable insights.

Scaled items [(5) Excellent (4) Very Good (3) Good (2) Fair (1) Poor (0) Very Poor]
1. My ability to engage with course concepts is:
2. My ability to keep up with course requirements and assignments is:
3. My instructor’s communication regarding course requirements and assignment is:
4. My instructor’s responsiveness to student questions and concerns is:

Open-ended prompts
5. What is helping your learning in this course?
6. What is hindering your learning in this course?
7. What can your instructor do to improve your learning in this course?

Student information
8. From where are you engaging with this course this quarter? [Choosing from a list of locations/time zones]

In addition to these default items, you may include your own additional questions. The Spring 2020 Mid-Quarter Course Feedback form will be available online through OEA’s Instructional Assessment System (IASystem) at the beginning of week 3 (April 13) through the end of week 5 of the quarter (May 1).

It is critical that you work with your department’s IASystem coordinators to a) let them know that you would like to administer this specific form to your students, and b) specify the dates you would like to gather feedback from your students during the three-week period (typically a two to three-day window). We are communicating with IASystem coordinators to ensure reports from the Spring 2020 Mid-Quarter
Course Feedback Form will be available to you the day after your feedback administration closes. Instructions for identifying your IASystem coordinator can be found below in our Instructions for Requesting Spring 2020 Mid-Quarter Course Feedback in IASystem.

After May 1, IASystem will close the mid-quarter collection period and open the regular end-of-quarter evaluation process. OEA research scientists and UW faculty senate leadership are collaborating on a unique default form for adoption/adaptation for the spring 2020 end-of-quarter evaluation cycle should you wish to utilize it.

As I mentioned above, administering the Spring 2020 Mid-Quarter Course Feedback form is optional; if you use other methods for gathering mid-quarter feedback, feel free to continue to use them. If you do not have a process in place or you would like for someone else to manage this process for you, please reach out to your department’s IASystem coordinators to arrange to use OEA’s form and process. I wish you all the best for a successful quarter, and I hope this resource provides added support for you to have one.

All the best,
Sean Gehrke
Director of OEA

Instructions for Requesting Spring 2020 Mid-Quarter Course Feedback through IASystem

We highly recommend faculty work with their IASystem coordinators to request the Spring 2020 Mid-Quarter Course Feedback Form. The use of this form is optional, and we are instructing IASystem coordinators to not submit requests unless they are contacted by their faculty saying they want to participate. Therefore, faculty that continue to have their department submit on their behalf and wish to participate in the Spring 2020 Mid Quarter Course Feedback must follow up with their IASystem Coordinator to submit your request. If you do not know who that is you can follow the Who’s My IASystem Coordinator steps to identify them or contact us at iasu@uw.edu

Faculty who submit their own course evaluations through the IASystem Faculty Portal may follow the Faculty: Order Online Evaluation Instructions below and submit for their own Spring 2020 Mid Quarter Course Feedback.

Who’s My IASystem Coordinator:

Login to IASystem Faculty Portal:
- UWB: https://uwb.iasystem.org/faculty
- UWS: https://uw.iasystem.org/faculty
- UWT: https://uwt.iasystem.org/faculty

Navigate to View My Coordinators:
1. Select “Help” from Main Menu.
2. Select “View My Coordinators” from Drop-down.
3. On the My Coordinators page is a Coordinator column, far right, Click on the Coordinator’s name to email them your request. Be sure to include your desired open/close date in your request.

**Faculty: Order Online Evaluations Instructions**

Login to IASystem Faculty Portal:
- UWB: [https://uwb.iasystem.org/faculty](https://uwb.iasystem.org/faculty)
- UWS: [https://uw.iasystem.org/faculty](https://uw.iasystem.org/faculty)
- UWT: [https://uwt.iasystem.org/faculty](https://uwt.iasystem.org/faculty)

Navigate to Order Online Evaluations
1. Select “Evaluations” from Main Menu.
2. Select “Order Online Evaluations” from Drop-down.
3. From the Online Evaluations page, click the blue “Create Evaluations” tab (default).
4. Select Term: Spring Mid Quarter 2020
5. Click “Continue.”

Select Courses

Define Evaluation Parameters
You are now on the Define Evaluations page.

1. **Select the Evaluation Form:** Form Z - Spring 2020 Mid Quarter Course Feedback ONLY. Standard IASystem™ forms will be displayed first in the drop-down, followed by available Custom Forms. Scroll all the way to the bottom of the list until you see Form Z – Spring 2020 Mid Quarter Course Feedback. Any other form chosen will not be appropriate for formative feedback in the middle of the quarter.

2. **Select Open Dates:** As early as Monday, April 13th
   Note: (must be at least one day later than current date). Online Evaluations cannot open the same day they are created; the earliest they can open is 12am the following day.

3. **Select Close Dates:** As late as Friday, May 1st
   Note: (must be at least one day later than the open date and cannot be later than the term end date).

4. **Reports Available Date:** Set for the day after each Close Date. Reports will populate immediately once your online course evaluation is closed.

5. **Course Type:** Online

6. Click the blue “Submit” button on the bottom right to create evaluation(s). You are now on the Online View Evaluations page. To add additional items follow these instructions: [http://iasystem.org/help-main/faculty-user-guide/add-questions-to-an-evaluation/](http://iasystem.org/help-main/faculty-user-guide/add-questions-to-an-evaluation/)