TO: [All IASystem Coordinators per Campus]

SUBJECT: Spring 2020 Mid Quarter Course Feedback

Dear IASystem Coordinators,

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 instructors part-way through the quarter regarding their learning experience in the course, allowing their instructors 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, faculty may include their 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).

Your faculty are currently receiving a similar email to this one. In it, we tell them that it is critical that they work with their department’s IASystem coordinators to a) let you know that they would like to administer this specific form to their students, and b) specify the dates they would like to gather feedback from their students during the three-week period (typically a two to three-day window). In
order for reports to be made available to instructors immediately after their feedback window, it is crucial that you select the report available date for the day immediately after your faculty members’ selected closing dates.

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 faculty wish to utilize it.

As I mentioned above, administering the Spring 2020 Mid-Quarter Course Feedback form is optional; if your faculty use other methods for gathering mid-quarter feedback, feel free to encourage them to continue to use them. If they do not have a process in place and/or would like for someone else to manage this process for them, then working with you to coordinate the mid-quarter feedback is a perfect option. 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

**IMPORTANT:** Spring 2020 Mid Quarter Course Feedback is strictly OPTIONAL. Although we recommend faculty participate, it is not required. Please do not submit for a Mid Quarter Course Feedback without the faculty’s request. While your faculty received an email with instructions on how to work with you to utilize the mid-quarter feedback option this quarter, we recommend reaching out to your faculty to see if they would like to use this option in case they didn’t notice or read the entire email.

If faculty request to submit for the Spring 2020 Mid Quarter Course Feedback and have provided you with their open/close dates then you can follow the IASystem Coordinators: Order Online Evaluations Instructions below:

**IASystem Coordinators: Order Online Evaluations Instructions**

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

**Navigate to Create Online Evaluations**
1. Select “Evaluations” from Main Menu.
2. Select “Online Evaluations” from Drop-down.
3. From the Online Evaluations page, select 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.** Form cannot be customized. 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 individual instructor’s Close Date. Reports will populate immediately once their online course evaluation is closed. Faculty members requesting their own mid quarter feedback can select the day after their chosen Close Date to gain access to their reports immediately after it closes.

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.