DATE: May 4, 2020

TO: [All Instructors per Campus]

SUBJECT: Spring 2020 End-of-Quarter Course Evaluations

Dear Instructors,

We in OEA are dedicated to providing the best support for you in informing and improving your instruction based on student feedback. This is especially true during these challenging times. When I wrote you earlier this quarter, I described a new process for this quarter that allowed you to gather mid-quarter feedback from your students through IASystem. I hope you gained valuable insights through that process if you utilized it.

As I mentioned in that initial email, OEA research scientists and UW faculty senate leadership have been collaborating on a unique form for the spring 2020 end-of-quarter evaluation that would provide specific feedback for you related to your remote teaching this quarter. This new form is now available for you or your IASystem coordinator to request.

We developed Form Y - Spring 2020 Remote Course Evaluation by adapting some items from our Form I – Distance Learning Evaluation and developing several new items that speak directly to the current context of UW’s move to remote learning for Spring 2020. Specifically, we added some new formative items and a specific comment to provide you feedback for improving your courses should you need to teach remotely in the future. Additionally, we added two new engagement items, asking students to self-evaluate/report on their participation and success in the course relative to other face-to-face college courses they have taken. The brand new items on new Form Y are:

Scaled items [(5) Excellent (4) Very Good (3) Good (2) Fair (1) Poor (0) Very Poor]
- Effectiveness of this remote course in facilitating your learning was:
- Organization of materials online was:

Scaled items [(7) Much higher (6) (5) (4) Average (3) (2) (1) Much lower]
- Relative to other in-person college courses you have taken, your participation in this remote course was:
- Relative to other in-person college courses you have taken, your success in this remote course was:

New open-ended prompt
- If this course were offered remotely again, what suggestions do you have to improve the student experience?

These new items accompany some items taken from Form I – Distance Learning; IASystem’s standard summative global items; Challenge Engagement Index (CEI) items; and items related to students’ expected grades, amount of effort, and reason for engaging in the class. In addition to these default
items, you may include your own additional questions. You can preview this form in IASystem to see the entire list of items. We think this new form adds important nuance for you to better understand your students’ experience with your course this quarter.

While I encourage you to use this form, I want you to know that all of IASystem’s standard system forms are available to utilize this quarter. You are welcome to use similar forms to what you have used in the past for your courses. You are also welcome to use any of the new items I listed above and add them to one of our existing forms. With Form Y - Spring 2020 Remote Course Evaluation, we simply wanted to offer an alternative for you to best address the current situation in which we find ourselves.

Again, I wish you all the best for the rest of the quarter. Please don’t hesitate to reach out if you have any questions or concerns.

Sincerely,

Sean Gehrke
Director of OEA

Instructions for Requesting Spring 2020 Remote Course Evaluation through IASystem

**IMPORTANT:** Although we recommend faculty participate in using the Spring 2020 Remote Course Evaluation form, it is not required. Faculty can continue to select from any IASystem standard system forms or departmental customized form.

Faculty may request their own online course evaluation, if permitted by your department, or continue to work with their IASystem coordinators to request the Spring 2020 Remote Course Evaluation. 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 Remote Course Evaluation 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 iasuw@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 Remote Course Evaluation.

**Who’s My IASystem Coordinator:**

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 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
- UWS: https://uw.iasystem.org/faculty
- UWT: 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 2020
5. Click “Continue.”

Select Courses

Define Evaluation Parameters
You are now on the Define Evaluations page.
1. Select the Evaluation Form: Form Y - Spring 2020 Remote Course Evaluation or any Form type desired. 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 Y - Spring 2020 Remote Course Evaluation.

Survey Length: Suggested dates below reflect a 3-day survey length as recommended
2. Select Open Dates: Last week of instruction or finals week (Suggested — Wednesday, June 3rd)
   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: Last week of instruction or finals week (Suggested — Friday, June 5th)
   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: Monday, June 22nd (locked)
5. Course Type: Online
6. Budget Number: Select an appropriate budget number provided by your administrator or IASystem Coordinator.
7. 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/