IDEA Faculty Set Up

This guide provides steps for faculty to access IDEA, select course objectives, and send their course evaluation link to students. Faculty will be notified via email by their department Chair or Director of timeline to complete their Objective Selection Form (OSFs) and when to send links to students to complete the student rating of instruction (SRI).

Step 1: Log into https://illinoisstate.campuslabs.com/faculty/#/

Step 2: Click on **OSF Manager** in the grey bar at the top of the page.

Step 3: Click on the semester session. Each course to be evaluated should be listed. If you see missing or additional courses listed, please contact your department chair or school director.

Step 4: For each course, indicate if the objectives listed (#1-13) are Minor (M), Important (I), or Essential (E). Selections will automatically be saved. It is best practice to only select 3-5 objectives as "essential or important" and the remaining objectives as "minor" for each course.

Step 5: IDEA creates a unique link that can be shared with students enrolled in your course. Please check with your department chair or school director for the recommended date to share this link with your students. To encourage high response rates best practices are to:
- set aside time in your face-to-face courses to allow students to complete the SRI.
- create an email or announcement telling the students what IDEA is and why we collect that data.
- choose a class period where you expect high attendance.
- share the details of the IDEA link (including the unique code that grants access).
- leave during the administration of IDEA; students are meant to complete it out of your presence.
- for online courses, share the link and unique code with students via Canvas.

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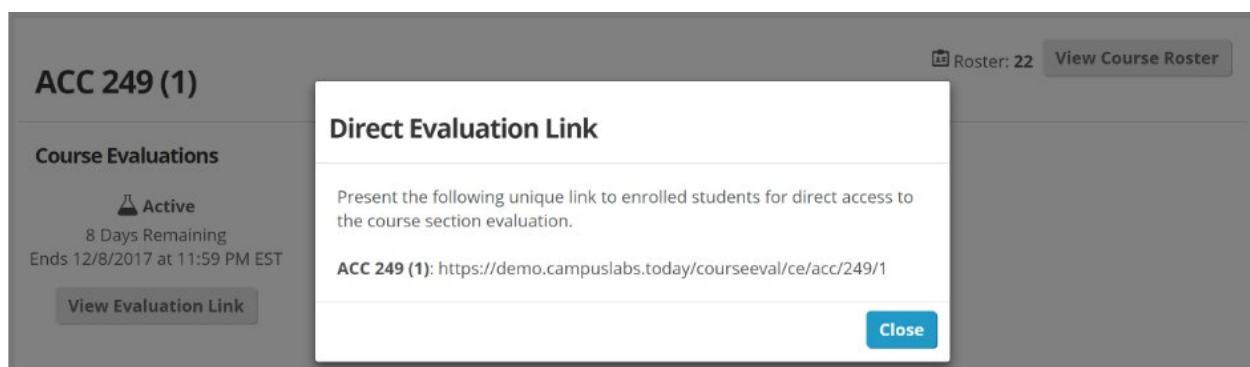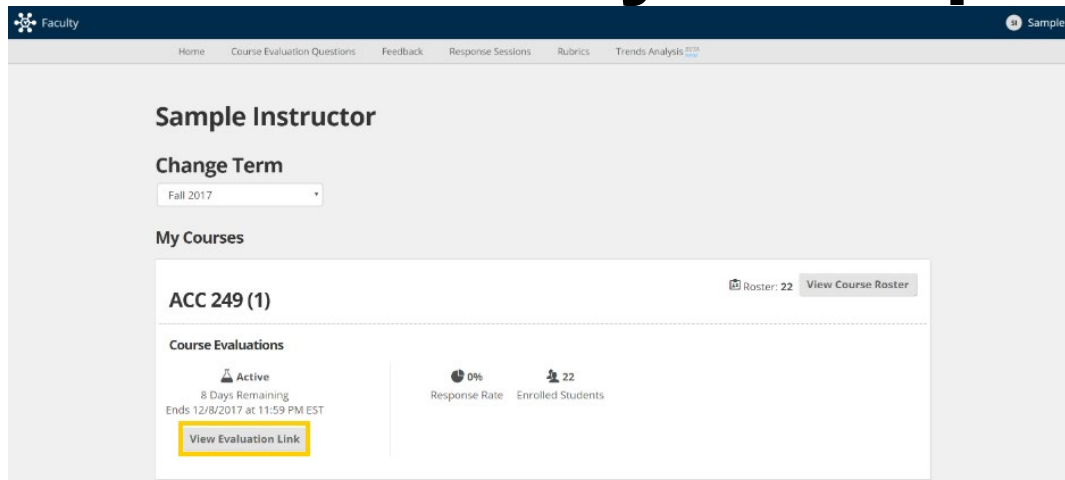
Step 6: After grades are submitted, faculty will be able to access student ratings of instruction reports for each course, by selecting View Results, after logging in.
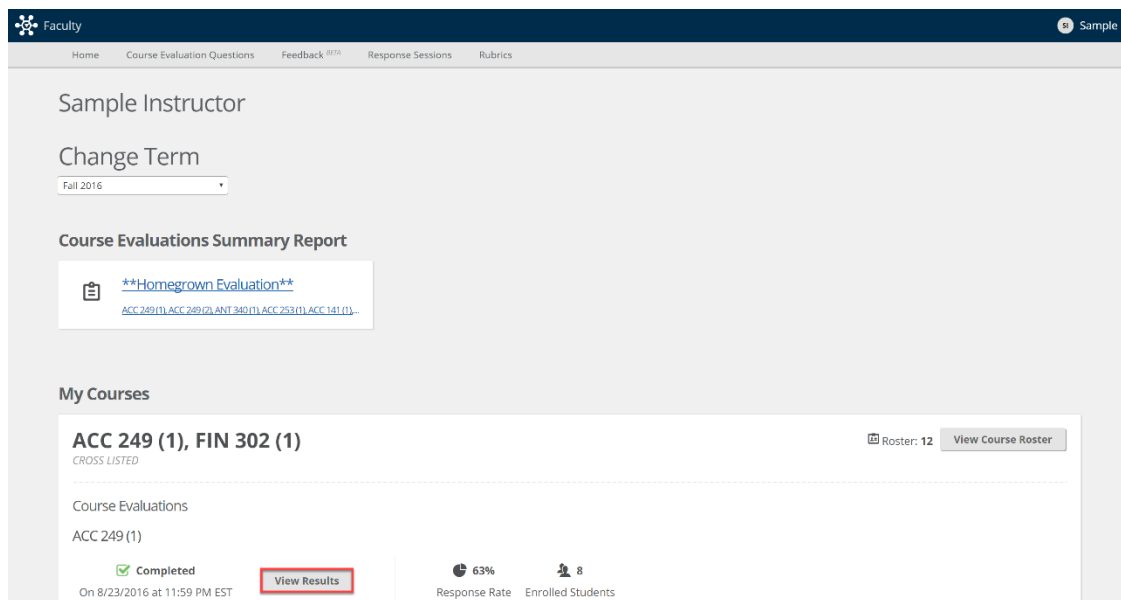
Step 7: If you run into any issues, please open a ticket by sending an email to cast-ithelp@ilstu.edu. For the IDEA Library for faculty, click here.