



STEP 1: LOG INTO THE FACULTY PORTAL

- ✓ <https://illinoisstate.campuslabs.com/faculty/>

STEP 2: COMPLETE THE OBJECTIVE SELECTION FORM (OSF)

- ✓ *Must be completed for every course, every semester by Oct 1 for Fall and March 1 for Spring.*
- ✓ Select 3-5 objectives as essential or important. Designate the rest as minor.

STEP 3: CREATE EMAIL WITH LINK

- ✓ Ask students to bring a smart phone, tablet, or laptop on planned day.

STEP 4: ADMINISTER IDEA IN CLASS ON PLANNED DAY

- ✓ Do not give IDEA on a low attendance day.
- ✓ Once in class, explain the importance of IDEA and read the recommended statement.
- ✓ Send the email with the course-specific link.
- ✓ Step out of the room.

STEP 5: ACCESS SURVEY DATA

- ✓ Data reports are available after grades are released to students.
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