URI Course Evaluation Checklist for Instructors

**Preparation for all courses**
- Login to Campus Labs.
- Check your courses for the current term.
- Rate importance of learning objectives. (See reverse for Objectives Selection Form.)
- Decide whether to add your own questions.

Campus Labs > [Adding Custom Questions](#)

**Key Resources -**
- Campus Labs > Guide to Platform
  - [Instructor Dashboard](#)
  - [Objective Selection Form Completion](#)
- IDEA Resources > The Instrument
  - [Notes on Learning (Objectives)](#)

**For Face-to-Face Courses**

**Preparation**
- Select a date and time to administer.
- Announce date and need for device with internet access.
- Determine need for extra wifi-capable devices for students without available device.

**On the day of course evaluations**
- Set aside 15 minutes.
- Explain the value of student feedback.
- Connect course learning outcomes with relevant IDEA learning objectives.
- Encourage students to fill in comment field.
- Send students to [https://web.uri.edu/idea](https://web.uri.edu/idea)
- Leave room while students complete.
- Thank students for providing feedback.

**For Online Courses**

**Preparation**
- Choose a deadline for completion
- Consider creating an Assignment called Course Evaluation. In the assignment, you can:
  - Select a due date that students will see in the calendar.
  - Select “No Grade” for Grade Scale option.

In the assignment description:
- Explain the value of student feedback.
- Connect course learning outcomes with relevant IDEA learning objectives.
- Encourage students to fill in comment field
- Send students to [https://web.uri.edu/idea](https://web.uri.edu/idea)
- Announce due date a week ahead.
- Remind students of importance before due.
- Thank students for providing feedback.

**Final Steps**
- After 24 hours, check course response rate. (The goal is 65% or greater. See the reverse side for how to check response rates.)
- Message students to reiterate importance and request their help.
- Give students a 24hr or 48hr deadline to complete.
- Repeat if needed.
- Review student feedback (Available 3 days after grades are due).
As a general rule, prioritize what you want students to learn by selecting no more than 3-5 objectives as “Important” or “Essential”. When calculating Progress on Relevant Objectives, IDEA weighs Minor/Not Relevant “0”, Important objectives “1”, Essential objectives “2”.

Response rates update every 30 minutes.

Students and instructors start here: [https://web.uri.edu/idea](https://web.uri.edu/idea)