

## Setting Up an Administration

Log on to <https://nova.campuslabs.com/ce/> using your NSU credentials and click on Administrations. You may need to copy and paste the link into a new browser window.

1. Select term for administration

2. Select "Create Administration"

Administrations for Term: Summer I 2016

2319 unevaluated courses

360 Faculty Remaining Without Learning Objective Selections.

Current

CAHSS UG Summer I 2016  
IDEA Diagnostic Feedback (2016)  
Responded: 12.9%  
Not Started: 87.1%  
Course Sections: 30  
Days Left: 12  
6/25/16 - 7/10/16

CAHSS UG Summer I 2nd A...  
IDEA Diagnostic Feedback (2016)  
Responded: 7.69%  
Not Started: 92.31%  
Course Sections: 7  
Days Left: 12  
6/25/16 - 7/10/16

2016 Summer Evaluations  
IDEA Diagnostic Feedback (2016)  
Responded: 20.57%  
Not Started: 79.43%  
Course Sections: 122  
Days Left: 5  
6/20/16 - 7/3/16

MHC and SC Regional/Main...  
IDEA Diagnostic Feedback (2016)  
Responded: 38.52%  
Not Started: 61.48%  
Course Sections: 39  
Days Left: 7  
6/25/16 - 6/29/16

School Psych Summer I 2016  
IDEA Diagnostic Feedback (2016)  
Responded: 19.24%  
Not Started: 80.76%  
Course Sections: 7  
Days Left: 7  
6/25/16 - 6/29/16

1. Select Course Sections

3. Select college or department from Institutional Unit

4. Select Part of term to further refine selection if needed (half-terms, etc.)

5. Leave all available checked for now

Select Institutional Unit

Institutional Unit Select Corresponding  
Call of Arts, Hum & Social Sci

Select Parts of Term (Optional)

Part of Term  
All Parts of Term

Filter Course Sections

All Available Courses  
Selects all courses in the selected term that have not been already added to another administration.

By Attribute  
Select courses with similar traits:  
course type

Individually  
Select courses by searching for them and adding them to the administration by the course sections identifier.

Course Section Identifier (one per line)

Schedule Notifications

Schedule Reports

For additional online help visit <http://courseevaluationssupport.campuslabs.com/hc/en-us>

6. Select what evaluation form and then name the administration (Please start the name with your college code) see examples of forms at <http://courseevaluationsupport.campuslabs.com/hc/en-us/articles/204024368-Types-of-IDEA-Forms-and-When-to-Use-Them>

7. Select dates for when the course evaluations will be available

8. Select dates for when faculty and administration reports are sent. Faculty reports should be set for after final grades are due. Administrative reports should be set at least 1 day before faculty reports

9. Once it is created you will see it under scheduled administrations. You will need to right click on the screen and click refresh to get rid of the hour glass if it does not disappear after a few minutes. Then click on the administration to set up mailings (faculty and student).

## Mailings - Student

**Administration Details**

Evaluation: IDEA Diagnostic Feedback (2016)  
Term: Summer I 2016  
Institutional Unit: Farquhar - Humanities  
Administration Dates: 6/25/2016 at 12:00 AM - 7/10/2016 at 11:59 PM

Faculty Reports: Not scheduled  
Administrator Reports: Not scheduled  
Faculty Questions: Not included

**Response Details**

13 Students Enrolled  
12 Days Left

1 Completed, 0 In Progress, 12 Not Started

**Associated Mailings**

Students Faculty

Schedule Student Mailing

Show 10 entries

| Mailing Name                | Status   |
|-----------------------------|----------|
| CAHSS UG Summer I 2nd Admin | Complete |

10. Choose which mailing you wish to set up. I chose Students for this example. Faculty mailings are related to notifications and completing the "Objectives Selection Form" and will be discussed later

**Schedule Mailing**

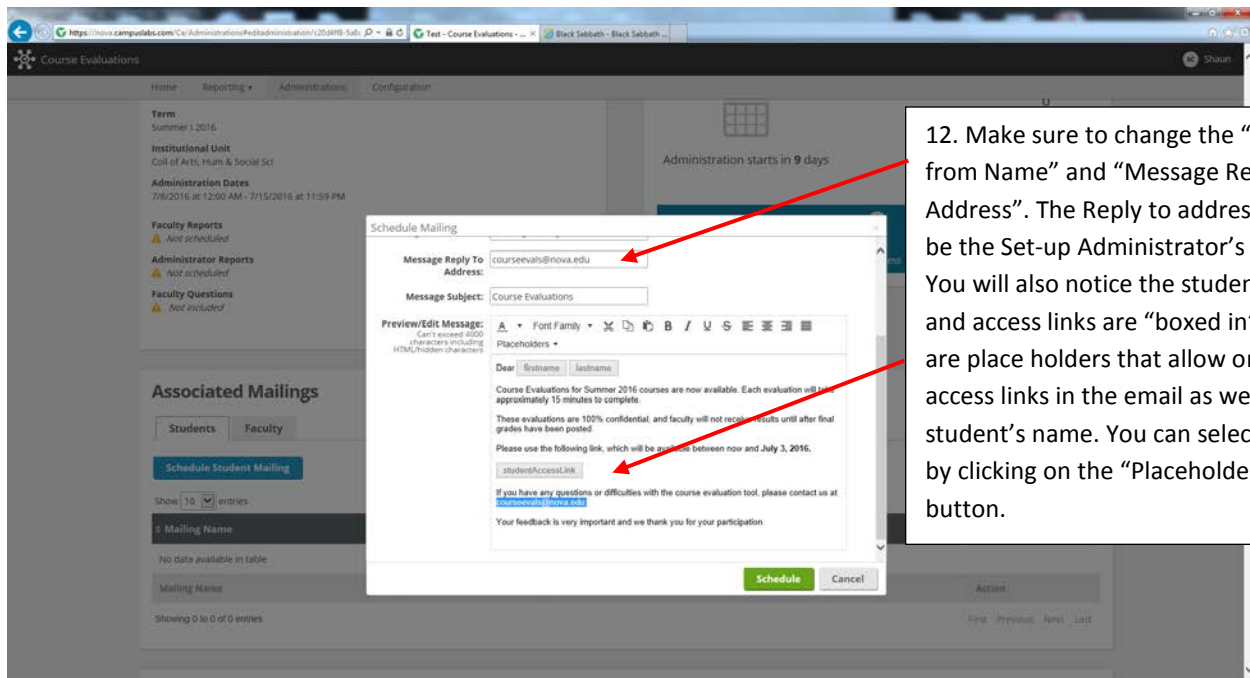
Mailing Name:

Send Mailing At:

Template: **Select a template**

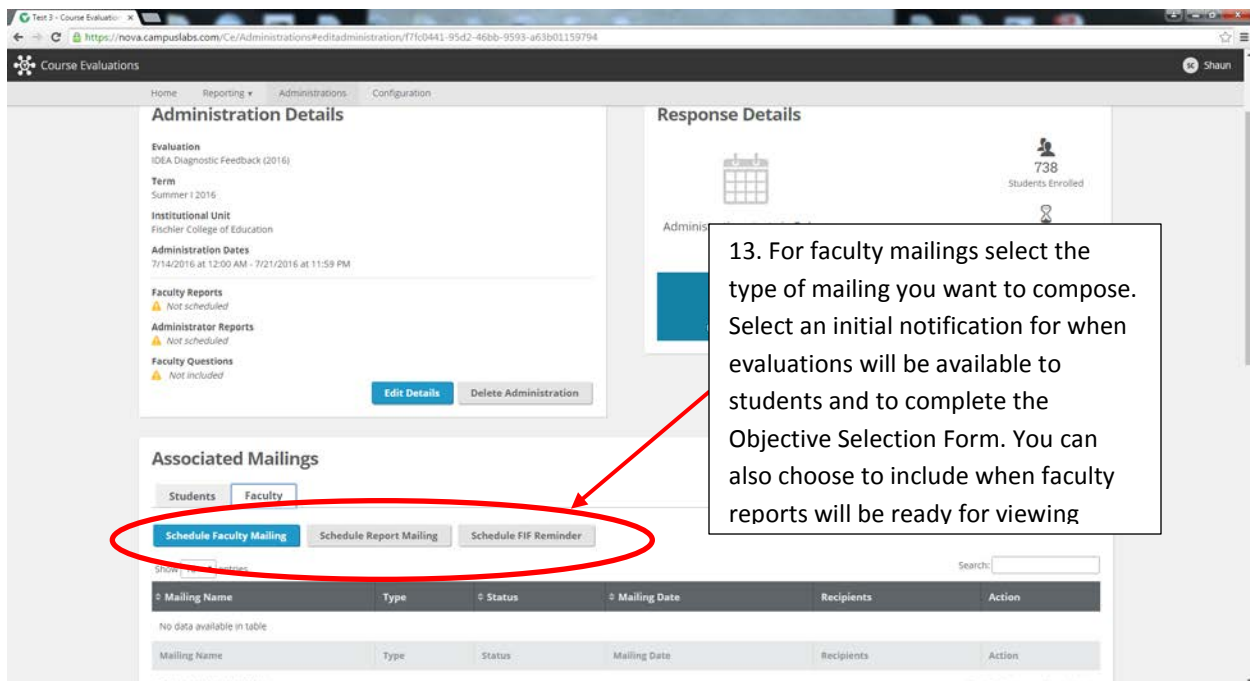
- Student Email Course Evaluations
- Faculty Email Course Evaluations
- REMINDER Students Course Evaluations
- Reminder with Instructions
- Course Evaluation Results
- HHP Student Course Evaluation Announcement
- Faculty Course Evaluation Availability Notice
- CEC (2) Student Course Evaluation Reminder
- CEC (3) Eval Closing Reminder to Students w Instructions
- CEC (4) Fac Course Eval Results Available
- HHP Student Course Evaluation Reminder
- HHP Instructor Announcement
- HHP Instructor Reports
- SLP Instructor Announcement
- SLP Instructor Reports
- SLP Student Course Evaluation Announcement
- SLP Student Course Evaluation Reminder
- CAHSS Student Course Evaluation Mailing

11. Next you can either modify a template for the type of mailing (course eval, reminder for course eval, etc.) or create a new one (additional screenshot document). Give the mailing a name and the dates you wish for it to be administered. **Make sure you select those templates related to the mailing you are setting up. Student mailings need to be setup under the student tab and faculty mailings need to be set up under the faculty tab.**



12. Make sure to change the “Message from Name” and “Message Reply to Address”. The Reply to address should be the Set-up Administrator’s email. You will also notice the student’s name and access links are “boxed in”. These are place holders that allow one to add access links in the email as well as the student’s name. You can select these by clicking on the “Placeholders” button.

## Mailings - Faculty



13. For faculty mailings select the type of mailing you want to compose. Select an initial notification for when evaluations will be available to students and to complete the Objective Selection Form. You can also choose to include when faculty reports will be ready for viewing

## Schedule Faculty Evaluation Availability and Objective Selection Form Reminder Mailing

**Schedule Mailing**

Mailing Name:

Send Mailing At:

Template: Faculty Email Course Evaluations

Message From Name: Office of Academic Affairs

Message Reply To Address: courseevals@nova.edu

Message Subject: Course Evaluations

Preview/Edit Message: Can't exceed 4000 characters including HTML/hidden characters

Dear [firstname] [lastname]

Course evaluations are now available for Winter 2016 courses via NSU's new Course Evaluation tool, IDEA. These evaluations will be open from April 11-18, and are completely confidential. Students can expect that the evaluations will take approximately 15 minutes to complete.

To sign into the IDEA system, use your NSU log-in information at the following link

**Schedule** **Cancel**

## Objective Selection Form Example

Objective Selection Form is a form that faculty complete stating how important listed objectives are to his/her class. Although Setup Administrators or Deans may select specific objectives, faculty can choose to increase the importance of the objectives.

**IDEA Learning Objectives Selection Form**  
Sample Faculty Form

**Edit Learning Objectives**

Using the scale provided, identify the relevance of each of the thirteen objectives to this course. As a general rule, prioritize what you want students to learn by selecting approximately 3 to 5 objectives as either Important or Essential. The weighting system used to generate the IDEA report weighs Minor (M) objectives "0," Important (I) objectives "1," and Essential (E) objectives "2."

**Learning Objectives:**

|   | M                     | I                     | E                     |
|---|-----------------------|-----------------------|-----------------------|
| Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories)                | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Developing knowledge and understanding of diverse perspectives, global awareness, or other cultures                                   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Learning to <i>apply</i> course material (to improve thinking, problem solving, and decisions)  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

For additional online help visit <http://courseevaluationsupport.campuslabs.com/hc/en-us>

## Schedule Faculty Report Mailing

Template: HHP Instructor Reports

Message From Name: Danielle Sattelberger

Message Reply To Address: courseevals@nova.edu

Message Subject: Course Evaluation Results Now Avail

Preview/Edit Message: Can't exceed 4000 characters including HTML/hidden characters

Dear  .

Course Evaluations results are now available for your review via the Campus Labs/IDEA website. To access your evaluations, please visit the link below.

Please note that the system does not allow review of information where fewer than 3 students/100% response rate for courses with less than 3 students completed the evaluation. This is an intentional restriction to maintain confidentiality of student reports.

If you have questions about this process, including ways you may increase the numbers of students participating, please contact your college's Set Up Administrator.

Schedule Cancel

## Adding or Removing individual course sections for an administration

Course Evaluations

Home Reporting Administrations Configuration

Schedule Faculty Mailing Schedule Report Mailing Schedule FIF Reminder

Show 10 entries

| Mailing Name                | Type | Status | Mailing Date | Recipients | Action |
|-----------------------------|------|--------|--------------|------------|--------|
| No data available in table. |      |        |              |            |        |
| Mailing Name                | Type | Status | Mailing Date | Recipients | Action |

Showing 0 of 0 entries

Course Sections

Org Units and Attributes were updated on: 7/7/2016 10:09:20 AM

+ Add No Warnings

Show 10 entries

| Subject | Catalog | Section | Identifier                 | End Date            | Enrollment | Faculty | Response Rate | Actions   |
|---------|---------|---------|----------------------------|---------------------|------------|---------|---------------|---|
| EDUB    | 0799    | BS1     | 201650_edub-0799-bs1_50228 | 07/28/2016 11:59 PM | 3          | 1       |               | <a href="#">Details</a>   <a href="#">Preview</a> |
| SCI     | 0733    | OL1     | 201650_sci-0733-ol1_53906  | 07/28/2016 11:59 PM | 1          | 1       |               | <a href="#">Details</a>   <a href="#">Preview</a> |
| EM      | 0730    | OL1     | 201650_em-0730-ol1_53784   | 07/28/2016 11:59 PM | 1          | 1       |               | <a href="#">Details</a>   <a href="#">Preview</a> |
| EDUB    | 0731    | BS1     | 201650_edub-0731-bs1_50221 | 07/28/2016 11:59 PM | 1          | 1       |               | <a href="#">Details</a>   <a href="#">Preview</a> |
| EDUB    | 0729    | BS1     | 201650_edub-0729-bs1_50227 | 07/28/2016 11:59 AM | 4          | 1       |               | <a href="#">Details</a>   <a href="#">Preview</a> |

For additional online help visit <http://courseevaluationsupport.campuslabs.com/hc/en-us>