

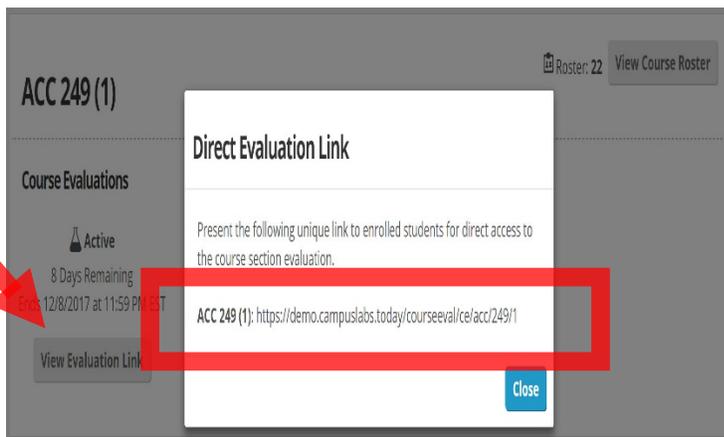
# IDEA Campus Labs

## *Directions for Administering to Students*

### **How should I administer evaluations to the students in my classes?**

**Face to Face Classes:** To promote meaningful response rates and administer the evaluation in a controlled environment, Messiah faculty who teach face to face courses should allot class time for students to complete the IDEA evaluation by following the steps below. Students can complete the evaluation from both standard and mobile platforms (i.e. a laptop, smartphone, or tablet).

1. Let students know the date on which IDEA evaluations will be administered in advance and remind them to bring a device (standard or mobile) to class with which to complete the evaluation.
2. Retrieve and post the direct link for the evaluation for your course:
  - a. Log in to [Campus Labs](https://messiah.campuslabs.com/faculty/) (<https://messiah.campuslabs.com/faculty/>) using your Messiah credentials.
  - b. Find the course you would like students to evaluate and click on the button that says, “View Evaluation Link.” A window with a direct link to the course evaluation will appear. [See screenshot below.]
  - c. Copy the link and paste it onto a page in Canvas that students in the class can access.
3. Instruct students to click on the link. They will be prompted to log in to Campus Labs and should use their Messiah credentials to do so.
4. Select a responsible to student to read the instructions form ([found here](#)) to the class and ask her/him to read it once you have left the classroom. The instructor should not be present while the evaluations are being completed.



**For Online Classes** (and Face-to-Face courses where an in-class evaluation is not feasible): For prompting students to complete the evaluation remotely, follow the steps below to provide the link to students. Students can complete the evaluation from both standard and mobile platforms (i.e. a laptop, smartphone, or tablet).

1. Retrieve and post the direct link for the evaluation for your course:

- a. Log in to [Campus Labs](https://messiah.campuslabs.com/faculty/) (https://messiah.campuslabs.com/faculty/) using your Messiah credentials.
  - b. Find the course you would like students to evaluate and click on the button that says, “View Evaluation Link.” A window with a direct link to the course evaluation will appear. [See screenshot above.]
  - c. Copy the link and paste it onto a page in Canvas that students in the class can access.
2. Let students know that the IDEA evaluation link is live and can be completed using either a standard or mobile device.
  3. Instruct students on where to access the link. They will be prompted to log in to Campus Labs and should use their Messiah credentials to do so.
  4. Provide context and instructions for filling out the IDEA evaluation.
  5. As the term winds down, attend to the response rate numbers (visible for each course on your Campus Labs home page). Typically, faculty for online classes will need to send one or two reminders to students to complete the IDEA evaluation in order to increase response rates. For courses in SGS, reminders will also be sent automatically by the IDEA system.

**Additional Information:**

- The direct access link will be available to instructors only once the IDEA evaluation window has opened.
- Only students enrolled in the course section will have the authentication credentials needed to access the evaluation using the link.
- If students log in to Campus Labs directly <https://messiah.campuslabs.com/courseeval>, they will be able to view *all* the courses for which they need to complete an evaluation. While students may use this route to navigate to a course evaluation, it is recommended that instructors provide the direct link, giving further assurance that students will access the correct evaluation for the course.