


# Online Course Questionnaire

Fall 2018

Week 4: All academic units confirm courses for evaluation and midterms.	September 14, 2018
<b>Midterm /1<sup>st</sup> 7-Week/8-Week/ faculty sent access and instructions on how to customize questions.</b>	<b>September 17, 2018</b>
OCQ announcement sent to students for midterm, 1 <sup>st</sup> 7-Week, and 1 <sup>st</sup> 8-Week courses (Pre-announcement)	September 20, 2018
<b>NEW! Faculty or department communication</b> - Faculty and/or department inform students of importance of OCQ feedback	October 1 - 8, 2018
<b>Midterm/1<sup>st</sup> 7-Week/1<sup>st</sup> 8-Week course evaluation window opens</b>	<b>October 1, 2018</b>
Midterm/1 <sup>st</sup> 7-Week/1 <sup>st</sup> 8-Week evaluation invitation sent to students	October 1, 2018
1 <sup>st</sup> student reminder (sent from OCQ)	October 3, 2018
2 <sup>nd</sup> student reminder (sent from OCQ)	October 7, 2018
<b>Midterm/1<sup>st</sup> 7-Week/1<sup>st</sup> 8-Week course evaluation window closes (includes midterm evaluations)</b>	<b>October 8, 2018</b>
<b>Reporting Schedule:</b>	
Raw data available upon request/Reports available for midterm evaluations, 1 <sup>st</sup> 7-Week , 1 <sup>st</sup> 8-Week.	October 19, 2018
<b>Standard/2<sup>nd</sup> 7-Week/2<sup>nd</sup> 8-Week faculty sent access and instructions on how to customize questions (question personalization)</b>	<b>October 29, 2018</b>
Standard/2 <sup>nd</sup> 7-Week/2 <sup>nd</sup> 8-Week faculty sent question personalization reminder	November 12, 2018
OCQ reminder pre-announcement sent to students and faculty	November 25, 2018
<b>NEW! Faculty or department communication</b> - Faculty and/or department inform students of importance of OCQ feedback	November 26 - December 10, 2018
<b>Standard/ 2<sup>nd</sup> 7-Week /2<sup>nd</sup> 8-Week course evaluation window opens</b>	<b>November 26, 2018</b>
Standard/ 2 <sup>nd</sup> 7-Week/ 2 <sup>nd</sup> 8-Week evaluation invitation sent to students	November 26, 2018
1 <sup>st</sup> student reminder (sent from BEST)	November 29, 2018
2 <sup>nd</sup> student reminder (sent from OCQ)	December 2, 2018
3 <sup>rd</sup> student reminder (sent from BEST)	December 5, 2018
4 <sup>th</sup> and final reminder (sent from OCQ)	December 8, 2018
<b>Standard/2<sup>nd</sup> 7-Week/ 2<sup>nd</sup> 8-Week course evaluation window closes</b>	<b>December 10, 2018</b>
<b>Reporting Schedule:</b>	
Raw data available upon request/ Individual reports available	<b>December 21, 2018</b>
Supervisor/Custom reports available	<b>January 7, 2019</b>

- Indiana University Bloomington Evaluation Services & Testing (BEST) sends all faculty communication from the OCQ administration software or directly from [ocqbest@indiana.edu](mailto:ocqbest@indiana.edu). Student also receive communication from the OCQ administration software or directly from [iubocq@indiana.edu](mailto:iubocq@indiana.edu).
- Please be advised that this is not spam mail and can be added to your safe senders list.
- Faculty are responsible for checking their OCQ Portal to confirm and ensure that all courses needing evaluation are present. If there are any missing courses, faculty will need to follow up with the department OCQ liaison and/or department chair.
- You can access your portal at any time via the following URL: <https://coursequestionnaire.iu.edu/> Each academic unit/department decides what courses need evaluation. See your department chair for more information.
- The evaluation window is now **7:30 a.m. to 7:30 a.m. Monday to Monday**.

**NEW!** Now departments can see their response rates in real-time on the OCQ portal! Look for  [View Response Rate Monitor](#) on the upper right side of your portal screen once OCQs open.