

# Online Course Questionnaire

## Spring 2018

Week 5: All academic units confirm courses for evaluation for midterm evaluations and courses with week 7 and 8 week evaluations periods.	February 9, 2018
Week 6: 1 <sup>st</sup> 8 week 1 <sup>st</sup> 7 week, and midterm course faculty gain access to portal and receive instructions on how to customize questions.	February 12, 2018
OCQ announcement sent to students for seven week, eight week, and midterm evaluations (Pre-announcement)	February 15, 2018
<b>Faculty or department communication-</b> faculty and/or department inform students of importance of OCQ feedback	<b>February 19 – February 26</b>
<b>1<sup>st</sup> 8 and 1<sup>st</sup> 7 week course evaluation window opens (includes midterm evaluations)</b>	<b>February 19, 2018</b>
1 <sup>st</sup> 8 and 1 <sup>st</sup> 7 week and midterm evaluation invitation sent to students	February 19, 2018
1 <sup>st</sup> student reminder (sent from OCQ)	February 22, 2018
2 <sup>nd</sup> student reminder (sent from OCQ)	February 25, 2018
<b>1<sup>st</sup> 8 and 1<sup>st</sup> 7 week course evaluation window closes (includes midterm evaluations)</b>	<b>February 26, 2018</b>
Raw data available upon request/Reports Available for 1 <sup>st</sup> 7 and 1 <sup>st</sup> 8 week/midterms	March 9, 2018
Standard/2 <sup>nd</sup> 8 week course faculty gain access to portal and receive instructions on how to customize questions (question personalization.)	April 2, 2018
Standard/2 <sup>nd</sup> 8 week faculty sent question personalization reminder	April 9, 2018
OCQ reminder pre-announcement sent to students and faculty	April 13, 2018
Standard/2 <sup>nd</sup> 8 week faculty sent final question personalization reminder	April 15, 2018
<b>Faculty or department communication-</b> faculty and/or department inform students of importance of OCQ feedback	April 16 –April 30, 2018
<b>Standard/ 2<sup>nd</sup> 8 week course evaluation window opens</b>	<b>April 16, 2018</b>
Standard/ 2 <sup>nd</sup> 8 week evaluation invitation sent to students	April 16, 2018
1 <sup>st</sup> student reminder (sent from BEST)	April 20, 2018
2 <sup>nd</sup> student reminder (sent from OCQ)	April 23, 2018
3 <sup>rd</sup> student reminder (sent from BEST)	April 26, 2018
4 <sup>th</sup> and final reminder (sent from OCQ)	April 29, 2018
<b>Standard/ 2<sup>nd</sup> 8 week course evaluation window closes</b>	<b>April 30, 2018</b>
Raw Data Available Upon Request	<b>May 11, 2018</b>
<b>Reports Available</b>	<b>May 18, 2018</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 **7:30am to 7:30am Monday to Monday**.

**NEW!** Now departments can see their response rates in real-time on the OCQ portal! Look for on the upper right side of your portal screen once OCQs open.



[View Response Rate Monitor](#)