

Online Course Questionnaire

Fall 2016	
Week 4: All academic units confirm courses for evaluation for midterm evaluations (courses with week 6 and week 7 evaluations periods)	September 12, 2016
Week 4: All academic units confirm courses for evaluation (all courses to be evaluated Fall 2016 following the midterm evaluation period)	September 12, 2016
Week 5: OCQ/Evaluation project goes live for midterm evaluations (courses with week 6 and week 7 evaluation periods)	September 19, 2016
1 st 7 and 8-week course faculty gain access to portal	September 19, 2016
1 st 7-8-week faculty sent access and instructions on how to customize questions	September 19, 2016
OCQ announcement sent to students in seven-week and midterm evaluations (pre-announcement)	September 21, 2016
1st 7-week course evaluation window opens	September 26, 2016, 7:30 am
1 st 7-week evaluation invitation sent to students	September 26, 2016
1 st student reminder (sent from OCQ)	September 30, 2016
2 nd student reminder (sent from OCQ)	October 02, 2016
1st 7-week course evaluation window closes	October 03, 2016, 7:29 am
1st 8-week course evaluation window opens (includes midterm evaluations)	October 3, 2016, 7:30 am
1 st 8-week evaluation invitation sent to students	October 3, 2016
1 st student reminder (sent from OCQ)	October 7, 2016
2 nd student reminder (sent from OCQ)	October 9, 2016
1st 8-week course evaluation window closes (includes midterm evaluations)	October 10, 2016, 7:29 am
Standard/2 nd 8-week faculty sent announcement about upcoming OCQ tasks	October 31, 2016
Standard/2 nd 8-week faculty sent access and instructions on how to customize questions	October 31, 2016
Standard/ 2 nd 8-week course faculty gain access to portal	October 31, 2016
Standard/2 nd 8-week faculty sent access and instructions on how to customize questions	November 14, 2016
OCQ reminder pre-announcement sent to students and faculty	November 14, 2016
Standard/ 2nd 8-week course evaluation window opens	November 28, 2016, 7:30 am
Standard/ 2 nd 8-week evaluation invitation sent to students	November 28, 2016
1 st student reminder (sent from BEST)	December 2, 2016
2 nd student reminder (sent from OCQ)	December 5, 2016
3 rd student reminder (sent from BEST)	December 8, 2016
4 th and final reminder (sent from OCQ)	December 11, 2016
Standard/ 2nd 8-week course evaluation window closes	December 12, 2016, 7:29 am
<ul style="list-style-type: none"> • Indiana University Bloomington Evaluation Services & Testing (BEST) sends all faculty and student communication from the OCQ administration software or directly using the e-mail address ocqbest@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://ocqbest.indiana.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 7:29am Monday to Monday. 	