

# Online Course Questionnaire

## Fall 2017

Early Fall: All academic units confirm courses for evaluation ending on or before <b>11/14/2017</b> .	August 7, 2017
Week 4: All academic units confirm courses for evaluation ending <i>after</i> 11/14/2017 and midterms.	September 15, 2017
Week 5: OCQ/Evaluation project goes live for midterm evaluations and courses with week 7 and week 8 evaluation periods.	September 22, 2017
1 <sup>st</sup> 8 week course faculty gain access to portal	September 22, 2017
1 <sup>st</sup> 8 week faculty sent access and instructions on how to customize questions	September 22, 2017
OCQ announcement sent to students for seven week, eight week, and midterm evaluations (Pre-announcement)	September 25, 2017
<b>NEW! Faculty or department communication-</b> faculty and/or department inform students of importance of OCQ feedback	October 2-6, 2017
<b>1<sup>st</sup> 8 week course evaluation window opens (includes midterm evaluations)</b>	<b>October 2, 2017</b>
1 <sup>st</sup> 8 week evaluation invitation sent to students	October 2, 2017
1 <sup>st</sup> student reminder (sent from CQ)	October 4, 2017
2 <sup>nd</sup> student reminder (sent from OCQ)	October 8, 2017
<b>1<sup>st</sup> 8 week course evaluation window closes (includes midterm evaluations)</b>	<b>October 9, 2017</b>
Raw data available upon request/Reports Available for 1 <sup>st</sup> 6 and 1 <sup>st</sup> 8 week	October 17,2017
Standard/ 2 <sup>nd</sup> 8 week course faculty gain access to portal	October 30 ,2017
Standard/2 <sup>nd</sup> 8 week faculty sent access and instructions on how to customize questions (question personalization)	October 30 ,2017
Standard/2 <sup>nd</sup> 8 week faculty sent question personalization reminder	November 17,2017
<b>OCQ reminder pre-announcement sent to students and faculty</b>	<b>November 17,2017</b>
<b>NEW! Faculty or department communication-</b> faculty and/or department inform students of importance of OCQ feedback	November 27 <sup>th</sup> - December 8 <sup>th</sup> , 2017
<b>Standard/ 2<sup>nd</sup> 8 week course evaluation window opens</b>	<b>November 27,2017</b>
Standard/ 2 <sup>nd</sup> 8 week evaluation invitation sent to students	November 27, 2017
1 <sup>st</sup> student reminder (sent from BEST)	November 30, 2017
2 <sup>nd</sup> student reminder (sent from OCQ)	December 4,2017
3 <sup>rd</sup> student reminder (sent from BEST)	December 7,2017
4 <sup>th</sup> and final reminder (sent from OCQ)	December 10,2017
<b>Standard/ 2<sup>nd</sup> 8 week course evaluation window closes</b>	<b>December 11,2017</b>
Raw Data Available Upon Request	<b>December 20, 2017</b>
<b>Reports Available</b>	<b>January 9, 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](#)