

Online Course Questionnaire

Spring 2016

Week 4: All academic units confirm courses for evaluation for midterm evaluations (courses with week 6 and week 7 evaluations periods)	February 3, 2016
Week 4: All academic units confirm courses for evaluation (All courses to be evaluated Fall 2015 following the midterm evaluation period)	February 5, 2016
Week 5: OCQ/Evaluation project goes live for midterm evaluations (courses with week 6 and week 7 evaluation periods)	February 10, 2016
1 st 6 and 8 week course faculty gain access to portal	February 10, 2016
1 st 6-8 week faculty sent access and instructions on how to customize questions	February 10, 2016
OCQ announcement sent to students in six week and midterm evaluations (Pre-announcement)	February 10, 2016
1st 6 week course evaluation window opens	February 15, 2016
1 st 6 week evaluation invitation sent to students	February 15, 2016
1 st student reminder (sent from OCQ)	February 18, 2016
2 nd student reminder (sent from OCQ)	February 20, 2016
1st 6 week course evaluation window closes	February 21, 2016
1st 8 week course evaluation window opens (includes midterm evaluations)	February 22, 2016
1 st 8 week evaluation invitation sent to students	February 22, 2016
1 st student reminder (sent from CQ)	February 25, 2016
2 nd student reminder (sent from OCQ)	February 27, 2016
1st 8 week course evaluation window closes (includes midterm evaluations)	February 28, 2016
Standard/2 nd 8 week faculty sent access and instructions on how to customize questions (question personalization)	March 28, 2016
Standard/ 2 nd 8 week course faculty gain access to portal	March 28, 2016
Standard/2 nd 8 week faculty sent question personalization reminder	March 28, 2016
OCQ announcement sent to students and faculty	March 28, 2016
Standard/ 2nd 8 week course evaluation window opens	April 18, 2016
Standard/ 2 nd 8 week evaluation invitation sent to students	April 18, 2016

1 st student reminder (sent from BEST)	April 21, 2016
2 nd student reminder (sent from OCQ)	April 24, 2016
3 rd student reminder (sent from BEST)	April 27, 2016
4 th and final reminder (sent from OCQ)	April 30, 2016
Standard/ 2nd 8 week course evaluation window closes	May 1, 2016
<p>Indiana University Bloomington Evaluation Services & Testing (BEST) sends all faculty and student communication from the OCQ administration software or directly using the email address OCQBEST@indiana.edu .</p> <p>Please be advised that this is not spam mail and can be added to your safe senders list.</p>	<p>You can access your portal at any time via URL below: https://ocqbest.indiana.edu</p> <p>Faculty is responsible for checking their OCQ Portal to confirm and insure 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.</p>
<p>Each academic unit/department decides what courses need evaluation. See your department chair for more information.</p>	