


Online Course Questionnaire

Spring 2017

Week 4: All academic units confirm courses for evaluation for midterm evaluations (courses with week 6 and week 7 evaluations periods)	February 1, 2017
Week 4: All academic units confirm courses for evaluation (All courses to be evaluated Spring 2017 following the midterm evaluation period)	February 3, 2017
Week 5: OCQ/Evaluation project goes live for midterm evaluations (courses with week 6 and week 7 evaluation periods)	February 6, 2017
1 st 6 and 8 week course faculty gain access to portal	February 6, 2017
1 st 6-8 week faculty sent access and instructions on how to customize questions	February 6, 2017
OCQ announcement sent to students in six week and midterm evaluations (Pre-announcement)	February 8, 2017
1st 6 week course evaluation window opens	February 13, 2017
1 st 6 week evaluation invitation sent to students	February 13, 2017
1 st student reminder (sent from OCQ)	February 16, 2017
2 nd student reminder (sent from OCQ)	February 18, 2017
1st 6 week course evaluation window closes	February 20, 2017
1st 8 week course evaluation window opens (includes midterm evaluations)	February 20, 2017
1 st 8 week evaluation invitation sent to students	February 20, 2017
1 st student reminder (sent from CQ)	February 23, 2017
2 nd student reminder (sent from OCQ)	February 25, 2017
1st 8 week course evaluation window closes (includes midterm evaluations)	February 27, 2017
NEW! Raw data available upon request/Reports Available for 1 st 6 and 1 st 8 week	March 7, 2017
Standard/ 2 nd 8 week course faculty gain access to portal	March 17, 2017
Standard/2 nd 8 week faculty sent access and instructions on how to customize questions (question personalization)	March 17, 2017
Standard/2 nd 8 week faculty sent question personalization reminder	March 31, 2017
OCQ reminder pre-announcement sent to students and faculty	April 3, 2017
Standard/ 2nd 8 week course evaluation window opens	April 17, 2017
Standard/ 2 nd 8 week evaluation invitation sent to students	April 17, 2017
1 st student reminder (sent from BEST)	April 20, 2017
2 nd student reminder (sent from OCQ)	April 23, 2017
3 rd student reminder (sent from BEST)	April 26, 2017
4 th and final reminder (sent from OCQ)	April 30, 2017
Standard/ 2nd 8 week course evaluation window closes	May 1, 2017
Raw Data Available Upon Request	May 8, 2017
Reports Available	May 17, 2017
<ul style="list-style-type: none"> Indiana University Bloomington Evaluation Services & Testing (BEST) sends all faculty communication from the OCQ administration software or directly from ocqbest@indiana.edu. Student also receive communication from the OCQ administration software or directly from 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. 	
<p>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.</p>	