



# Online Course Questionnaire

## Summer 2016 OCQ Schedule

All academic units confirm courses for evaluation	<b>May 9, 2016</b>
OCQ/Evaluation project goes live (for all summer courses)	May 26, 2016
Faculty gain access to portal (all summer courses)	May 26, 2016
Faculty sent access and instructions on how to customize questions (all participating units)	May 26, 2016
Summer 1 <sup>st</sup> 4-week course evaluation window opens	May 29, 2016
Summer 1 <sup>st</sup> 4-week evaluation invitation sent to students	May 29, 2016
1 <sup>st</sup> student reminder (sent from OCQ)	May 31, 2016
2 <sup>nd</sup> Student reminder (sent from OCQ)	June 2, 2016
Summer 1 <sup>st</sup> 4-week course evaluation window closes	June 3, 2016
Summer 1 <sup>st</sup> 6-week course evaluation window opens	June 9, 2016
Summer 1 <sup>st</sup> 6-week evaluation invitation sent to students	June 9, 2016
1 <sup>st</sup> student reminder (sent from OCQ)	June 13, 2016
2 <sup>nd</sup> student reminder (sent from OCQ)	June 16, 2016
Summer 1 <sup>st</sup> 6-week course evaluation window closes	June 17, 2016
Summer 1 <sup>st</sup> 8-week course evaluation window opens	June 21, 2016
Summer 1 <sup>st</sup> 8 week evaluation sent to students	June 21, 2016
1 <sup>st</sup> student reminder (sent from OCQ)	June 26, 2016
2 <sup>nd</sup> student reminder (sent from OCQ)	June 30, 2016
Summer 1 <sup>st</sup> 8-week course evaluation window closes	July 1, 2016
Summer 2 <sup>nd</sup> 4-week course evaluation window opens	June 26, 2016
Summer 2 <sup>nd</sup> 4-week evaluation sent to students	June 26, 2016
1 <sup>st</sup> student reminder (sent from OCQ)	June 28, 2016
2 <sup>nd</sup> student reminder (sent from OCQ)	June 30, 2016
Summer 2 <sup>nd</sup> 4-week course evaluation window closes	July 1, 2016
Summer 12-week course evaluation window opens	July 15, 2016
Summer 12-week evaluation sent to students	July 15, 2016
1 <sup>st</sup> student reminder (sent from OCQ)	July 20, 2016
2 <sup>nd</sup> student reminder (sent from OCQ)	July 24, 2016
3 <sup>rd</sup> student reminder (sent from OCQ)	July 28, 2016
Summer 12-week course evaluation window closes	July 29, 2016
Summer 2 <sup>nd</sup> 8-week course evaluation window opens	July 19, 2016
Summer 2 <sup>nd</sup> 8-week evaluation sent to students	July 19, 2016
1 <sup>st</sup> student reminder (sent from OCQ)	July 25, 2016
2 <sup>nd</sup> student reminder (sent from OCQ)	July 28, 2016
Summer 2 <sup>nd</sup> 8-week course evaluation window closes	July 29, 2016
Summer 2 <sup>nd</sup> 6-week course evaluation window opens	July 21, 2016
Summer 2 <sup>nd</sup> 6-week evaluation sent to students	July 21, 2016
1 <sup>st</sup> student reminder (sent from OCQ)	July 24, 2016
2 <sup>nd</sup> student reminder (sent from OCQ)	July 28, 2016
Summer 2 <sup>nd</sup> 6-week course evaluation window closes	July 29, 2016

Summer 3 <sup>rd</sup> 4-week course evaluation window opens	July 24, 2016
Summer 3 <sup>rd</sup> 4-week evaluation sent to students	July 24, 2016
1 <sup>st</sup> student reminder (sent from OCQ)	July 26, 2016
2 <sup>nd</sup> student reminder (sent from OCQ)	July 28, 2016
Summer 3 <sup>rd</sup> 4-week course evaluation window closes	July 29, 2016
<ul style="list-style-type: none"> <li>• Indiana University Bloomington Evaluation Services &amp; Testing (BEST) sends all faculty and student communication from the OCQ administration software or directly using the e-mail address <a href="mailto:OCQBEST@indiana.edu">OCQBEST@indiana.edu</a></li> <li>• Please be advised that this is <b>not spam mail</b> and can be added to your safe senders list.</li> <li>• Faculty are 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.</li> <li>• You can access your portal at any time via <a href="https://ocqbest.indiana.edu">https://ocqbest.indiana.edu</a></li> <li>• Each academic unit/department decides what courses need evaluation. See your department chair for more information.</li> </ul>	