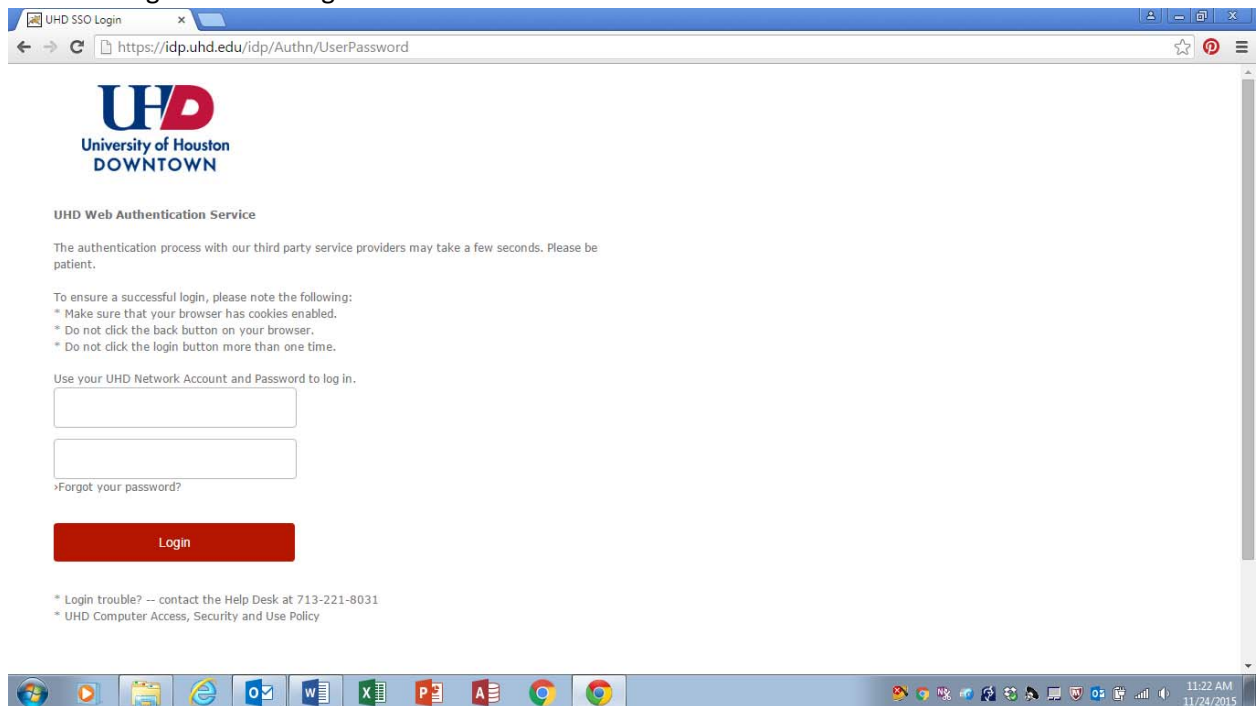


## University of Houston Downtown Administering IDEA via “Class Capture” – a Roadmap

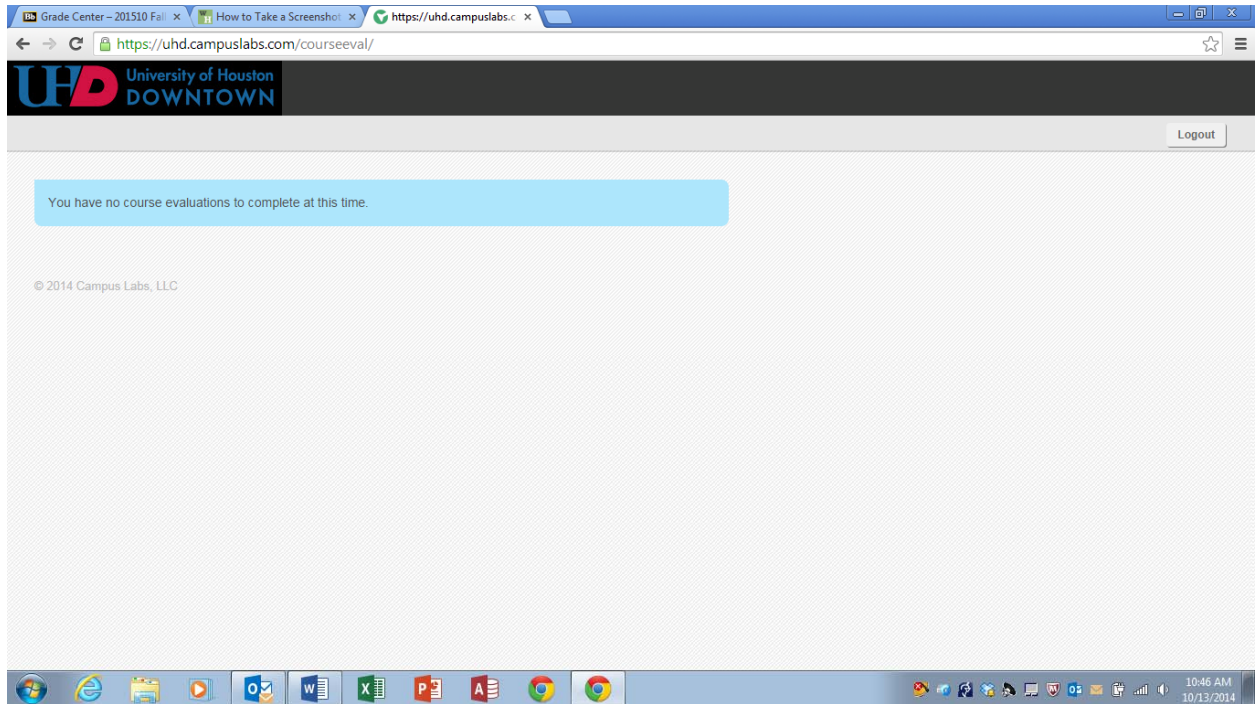
1. Send students an Announcement via Blackboard to be sure to bring smart phones, tablets, computers to class this week as plan to take 10 minutes to complete the course evaluation. This program works really well on mobile devices.
2. When you get to class – bring up the computer/projector in the classroom.
3. Ask class to take out devices.
4. Caution them that they need to have “pop-ups” enabled, and if security setting blocks “redirects” the log-in may not function. Encourage them to use a browser other than IE as that seems to be the one with the most problems.
5. Write on the board this address: <https://uhd.campuslabs.com/courseeval> This is the address that students use to access the survey. Note that the spelling of courseeval has the double “e”
6. Open the browser on your class computer – use Firefox or Chrome preferably (you may have to look at program list at Start button to find links). Type the web address into the computer.
7. You should get the UHD log-in screen:



This is the same one you get when you go to your Faculty web address. Note that this screen is part of the “famous” Shibboleth authentication program – the good part is that it allows us to use our UHD username and password. The bad part is that it requires that pop-ups be enabled in browser, and that if security settings are too high so don’t allow “redirects”, you will get an error message.

8. After you type in username/password either click the “Log-in” button. DO NOT HIT the “Enter” key on computer as that seems to trigger a log-in failure. Only click the “Log-in” button once and then wait patiently.

9. Now, if all works well you will get the following screen that says you have “no courses”. The students will get a screen that lists all the courses they are registered for the current term.



10. At this point, tell them they can complete the questionnaire – remind them that it is an individual response, no talking among themselves. The focus is on the “course experience” – that is what we as faculty need to know so that we can get their perspectives on how what we are doing is working. With that way we can make changes to improve the course. At this point, it is also OK to point out changes you have made from previous terms based on input from the students in these evaluations. Also, tell them you will give them 10 minutes, but not to worry if they don’t finish as they can log back-in at any time up until the deadline for the survey to close to complete the evaluation. The evaluation autosaves each response entered so if they stop at any point when they log back in they will be able to pick up where they left off. Then you step outside the room for 10 minutes.