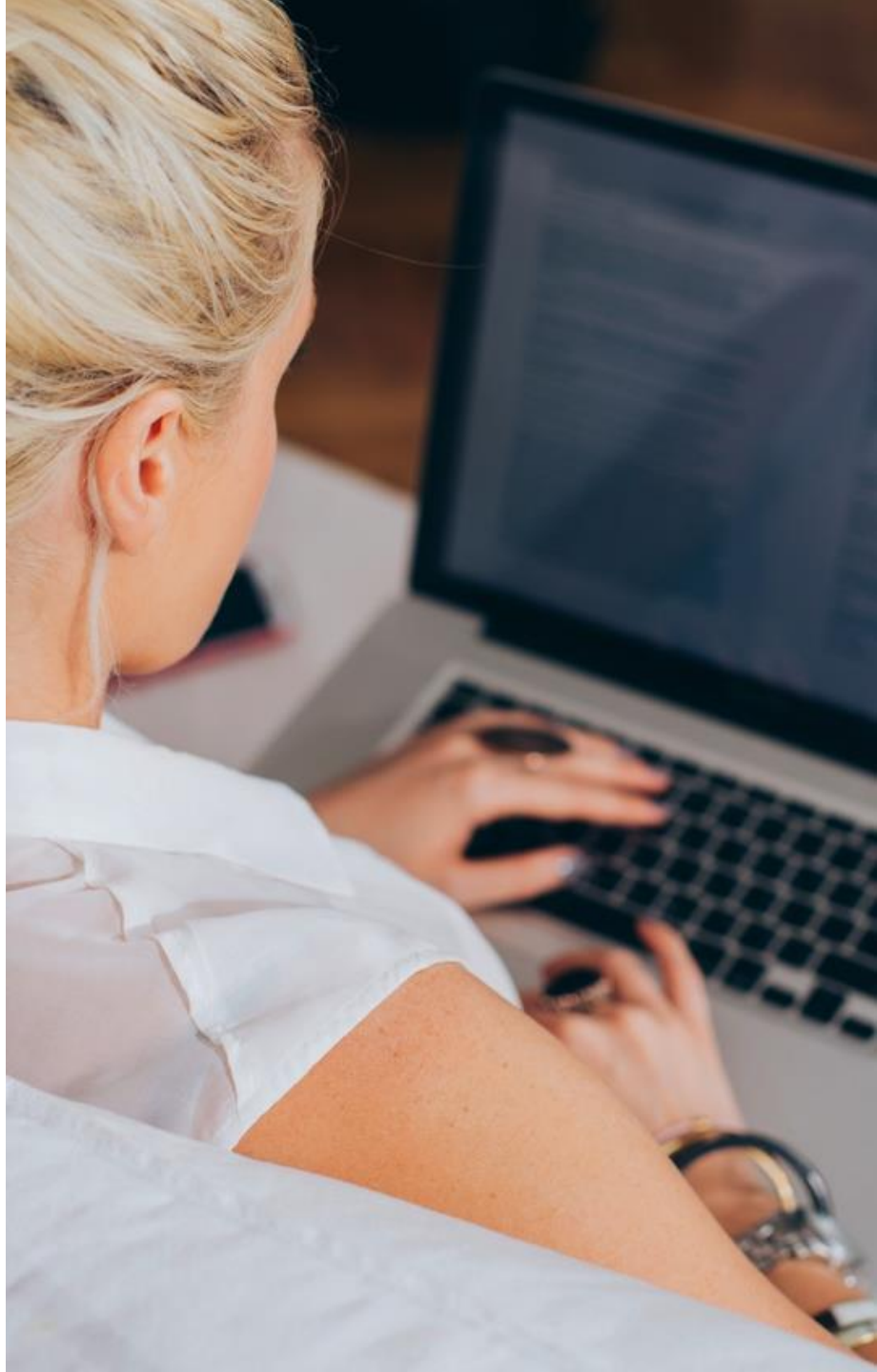
Creating a Successful Administration
campuslabs
Data Driven Innovation

## As a result of attending this webinar, participants will be able to:

**Explain** the importance of the start and end date for the administration as well as report release dates

**Differentiate** between the different student and instructor mailings, identify the appropriate mailing to use in a situation, and the importance of using placeholder links

**Understand** how to create administration groups to meet campus needs



# Laying the Groundwork for Success

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# Establish Goals

- What are your goals for response rates?
- Are you collecting certain data for specific reports on campus?
  - Utilizing attributes to inform decisions or provide insight regarding online delivery mode
- What are your intentions?
  - Have the end in mind

# Establish Timelines

- Evaluation launch date
- Communication plan
- Faculty and Administrator reports
- *If using IDEA, include adequate time for OSFs to be completed

# Import Data

- Identify the Data Manager on campus
  - Data Manager is responsible for populating the system with course section and enrollment data
- Notify Data Manager of timeline

# Data Review

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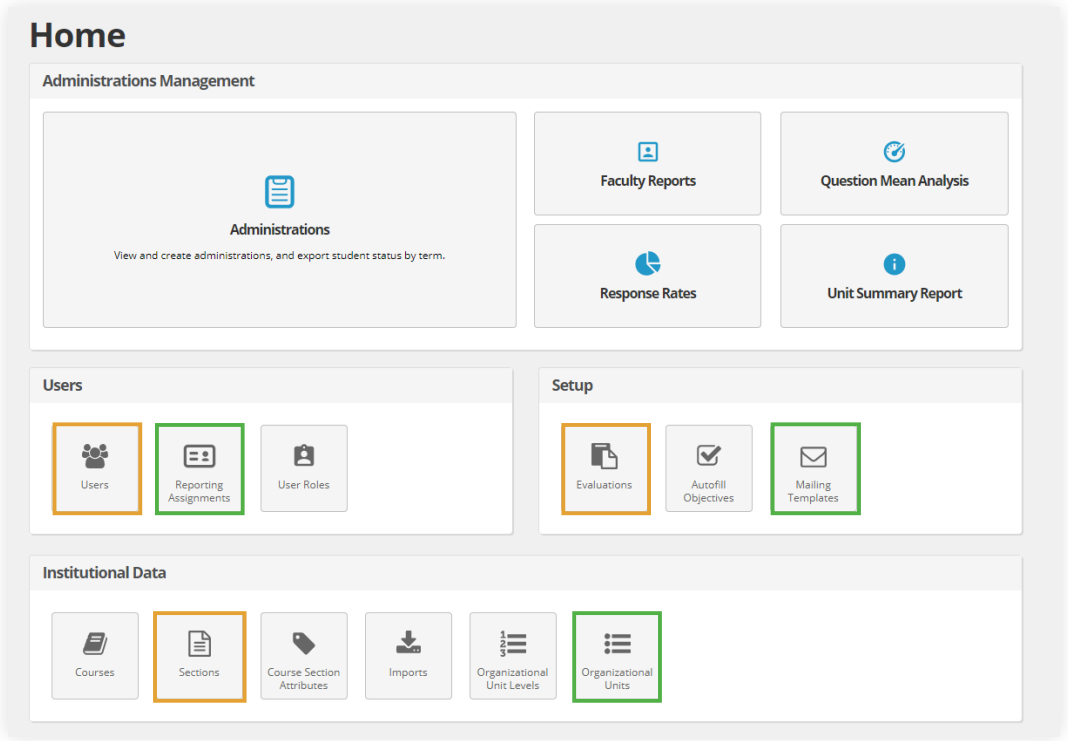
# Data Review

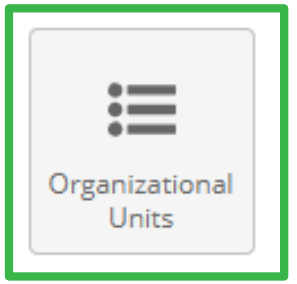
- Site Configuration

Check these prior to launch

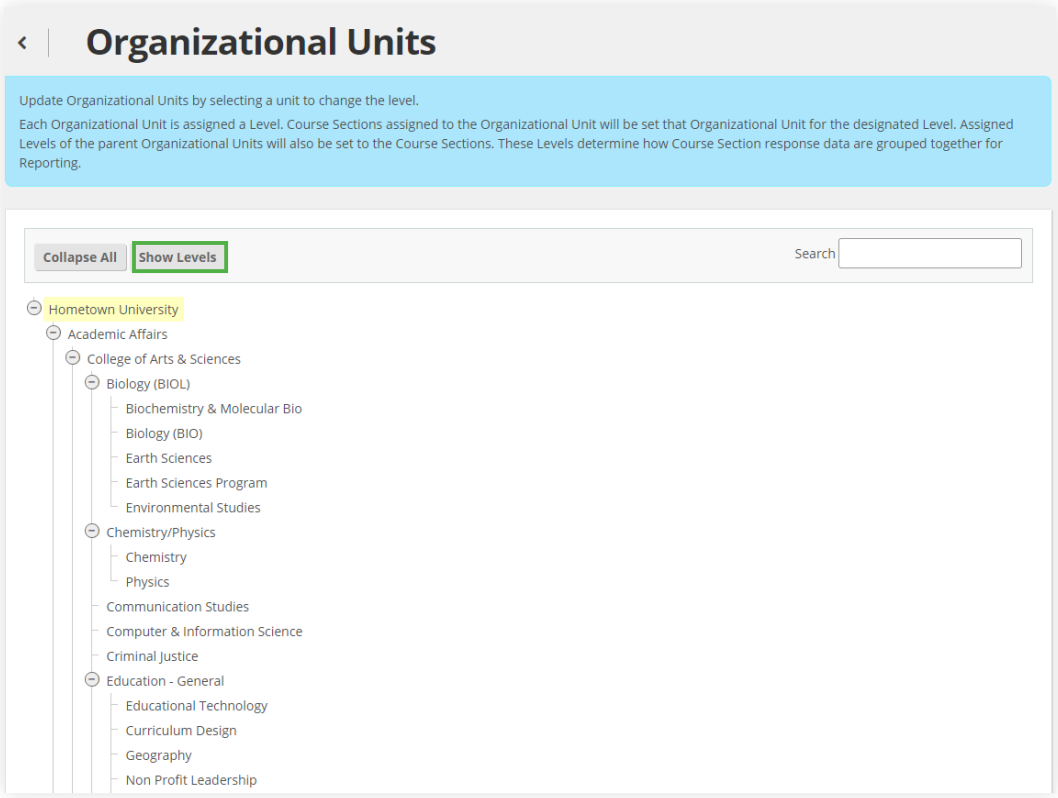
Possibly check prior to launch



# Data Review: Institutional Units




- Institutional units have levels



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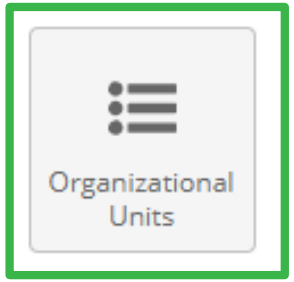


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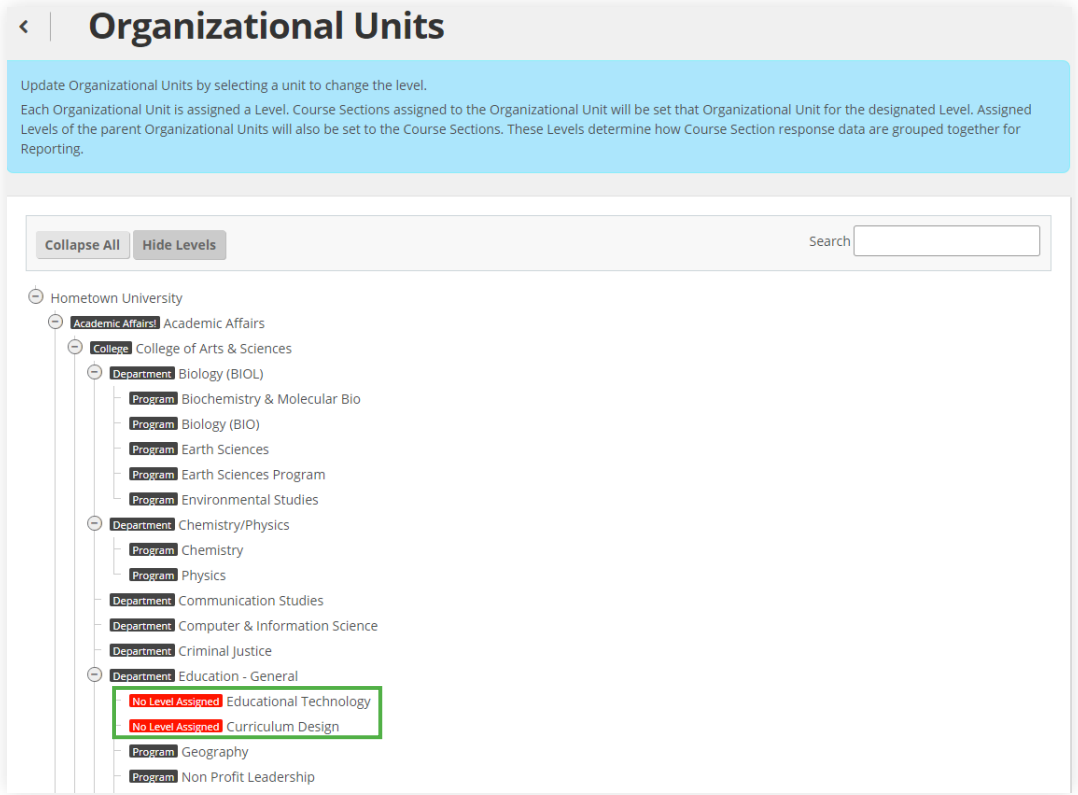
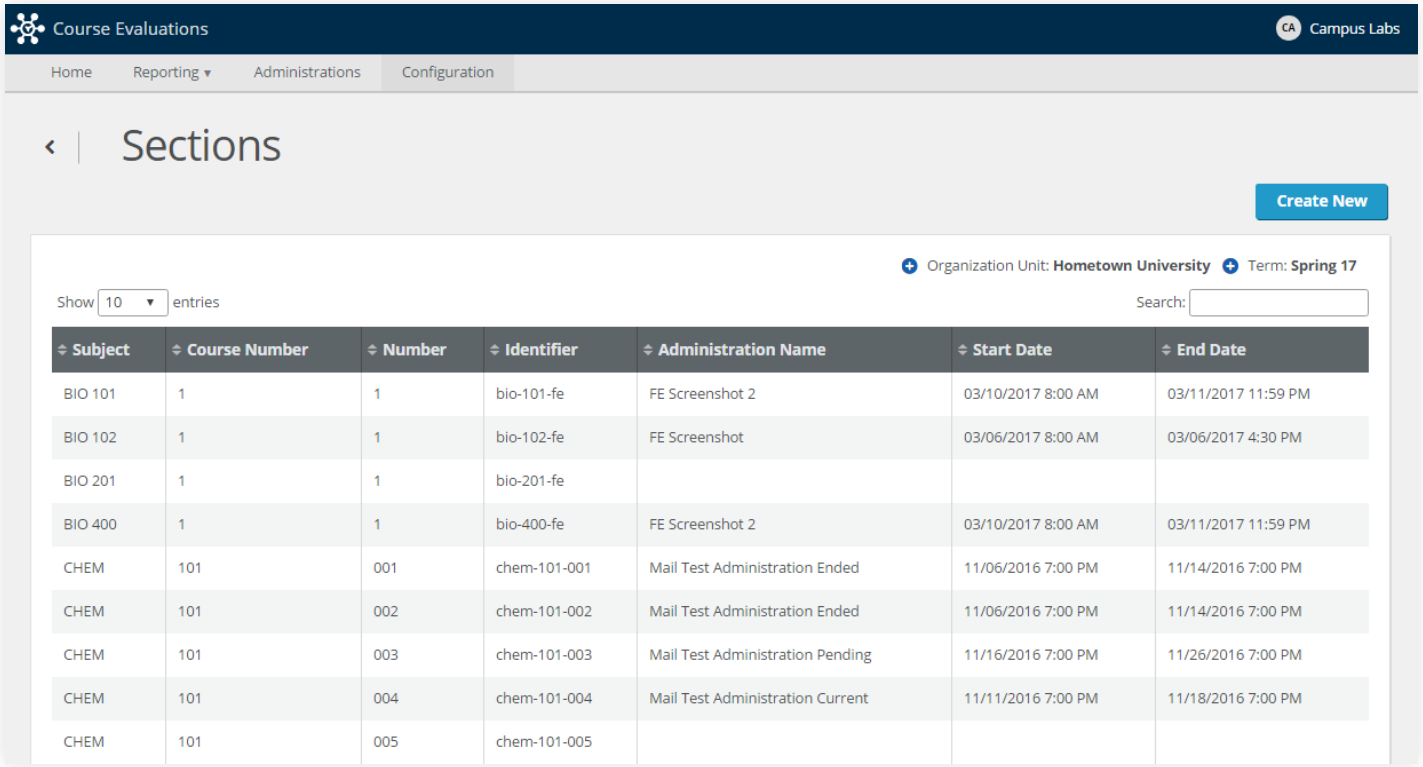


# Data Review: Sections

- Spot check section accuracy




| Subject | Course Number | Number | Identifier | Administration Name | Start Date | End Date |
|---|---|---|---|---|---|---|
| BIO 101 | 1 | 1 | bio-101-fe | FE Screenshot 2 | 03/10/2017 8:00 AM | 03/11/2017 11:59 PM |
| BIO 102 | 1 | 1 | bio-102-fe | FE Screenshot | 03/06/2017 8:00 AM | 03/06/2017 4:30 PM |
| BIO 201 | 1 | 1 | bio-201-fe | | | |
| BIO 400 | 1 | 1 | bio-400-fe | FE Screenshot 2 | 03/10/2017 8:00 AM | 03/11/2017 11:59 PM |
| CHEM | 101 | 001 | chem-101-001 | Mail Test Administration Ended | 11/06/2016 7:00 PM | 11/14/2016 7:00 PM |
| CHEM | 101 | 002 | chem-101-002 | Mail Test Administration Ended | 11/06/2016 7:00 PM | 11/14/2016 7:00 PM |
| CHEM | 101 | 003 | chem-101-003 | Mail Test Administration Pending | 11/16/2016 7:00 PM | 11/26/2016 7:00 PM |
| CHEM | 101 | 004 | chem-101-004 | Mail Test Administration Current | 11/11/2016 7:00 PM | 11/18/2016 7:00 PM |
| CHEM | 101 | 005 | chem-101-005 | | | |

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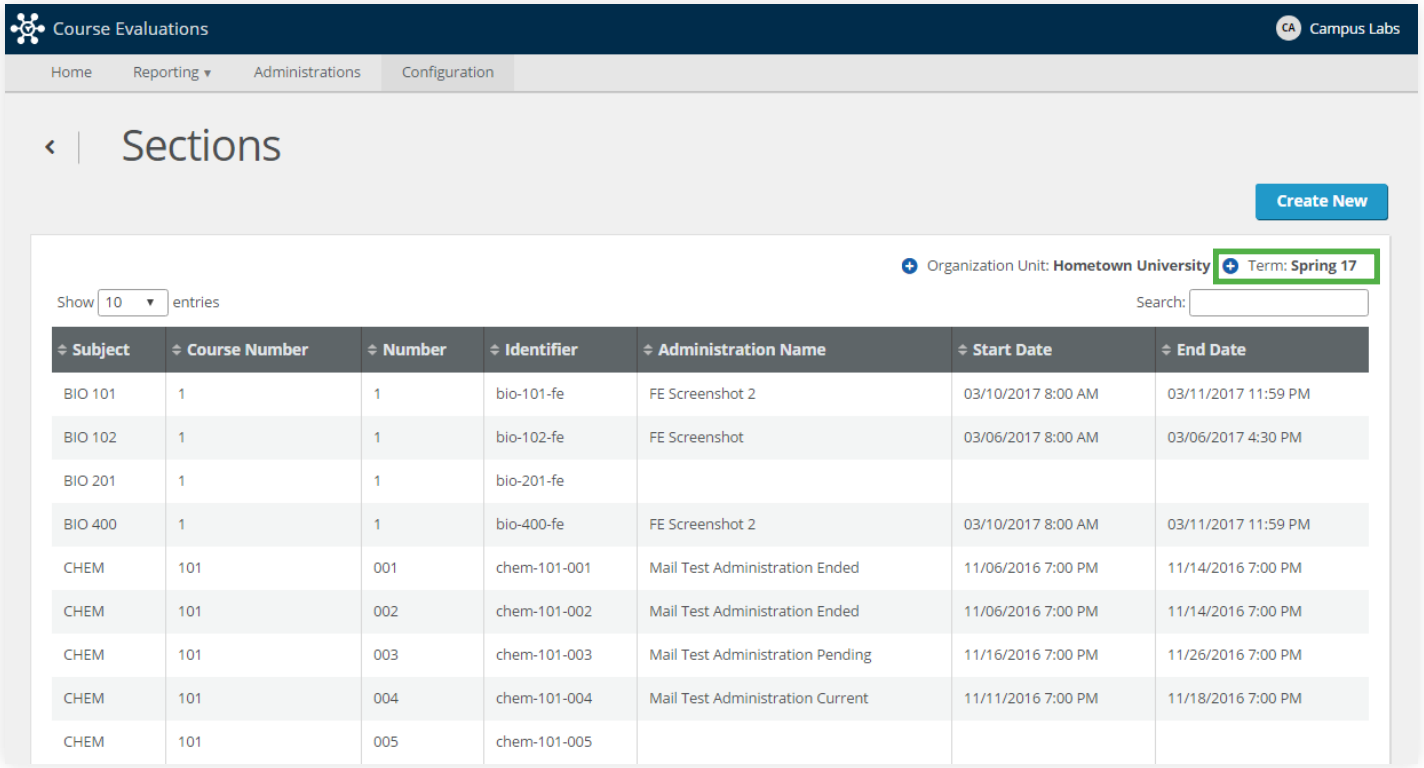
- Spot check section accuracy

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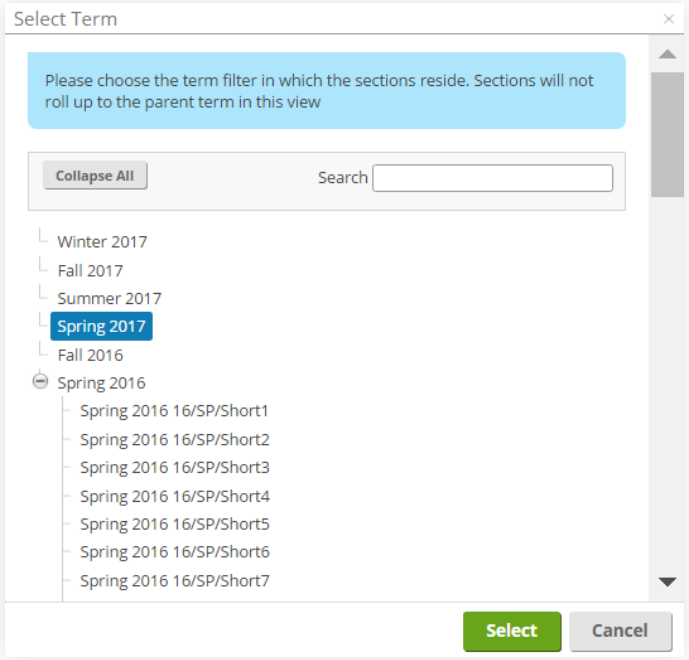
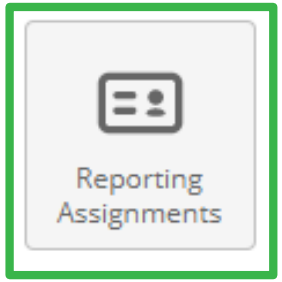
| CHEM | 101 | 005 | chem-101-005 | | | |

# Data Review: Sections

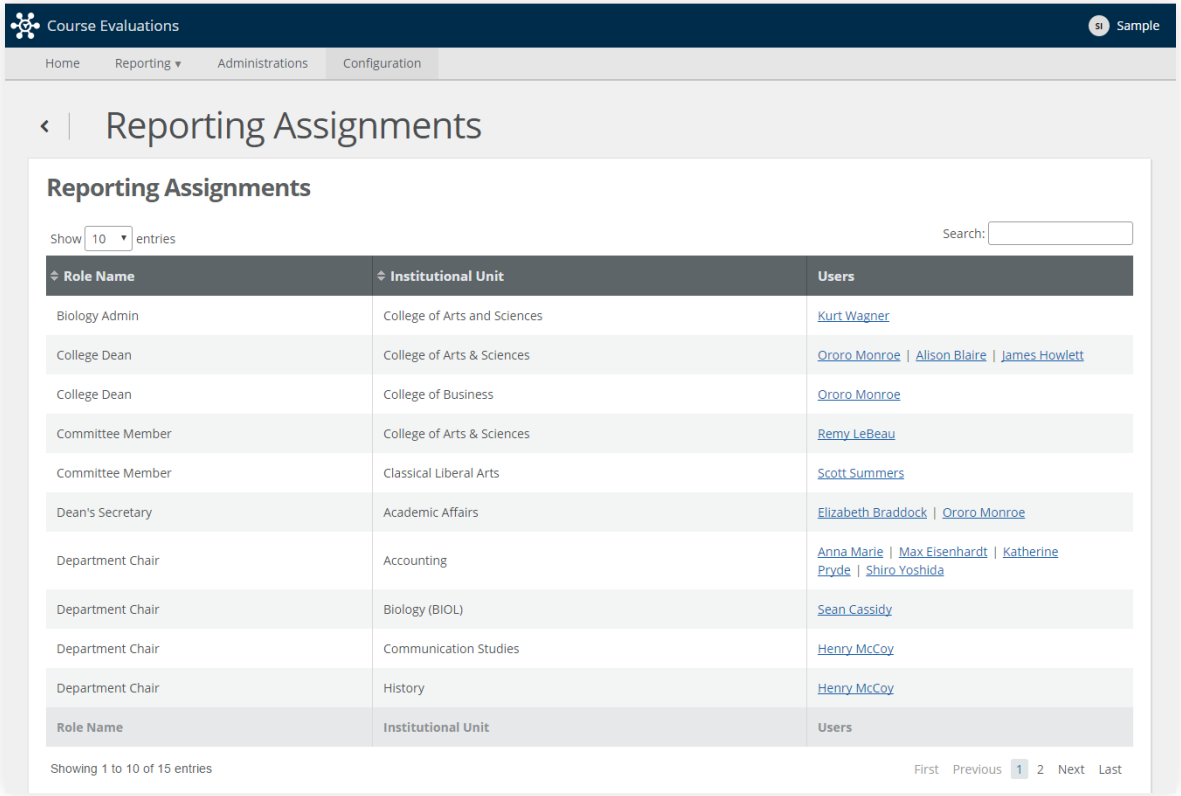
- Spot check section accuracy



# Data Review: Report Admins




- Review/update Report Administrators and permissions



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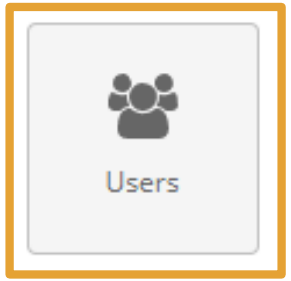


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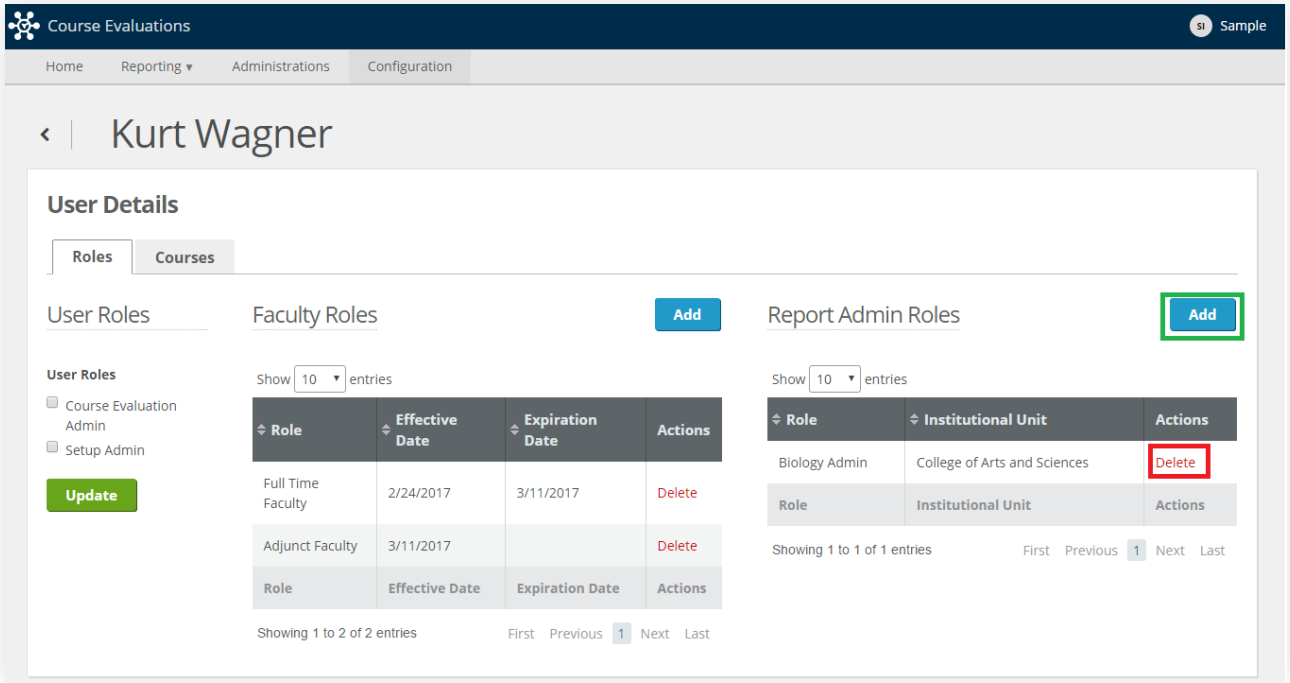
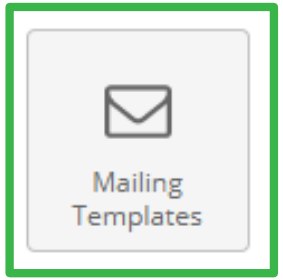
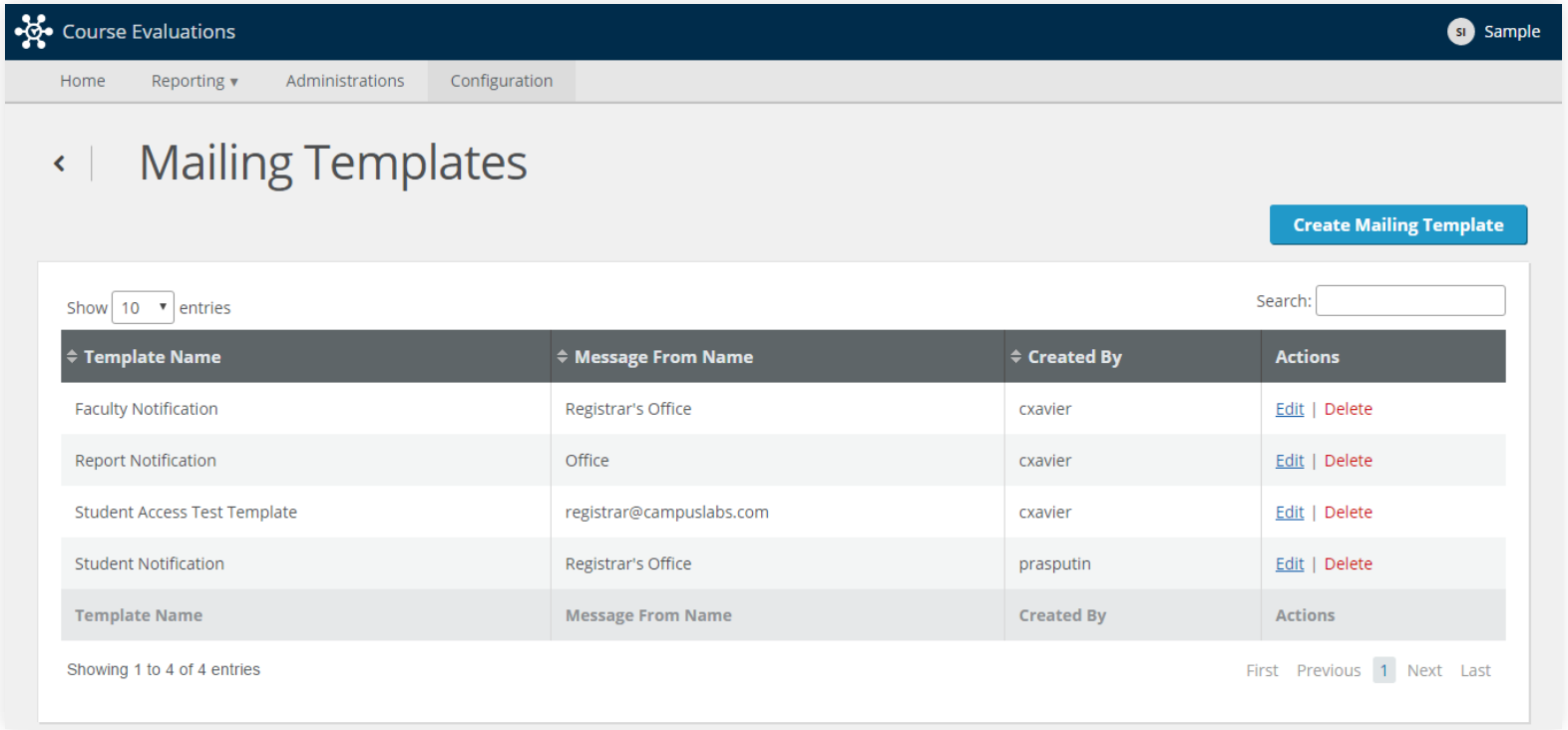


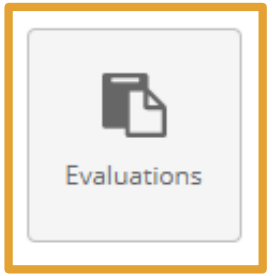
# Data Review: Mailing Templates

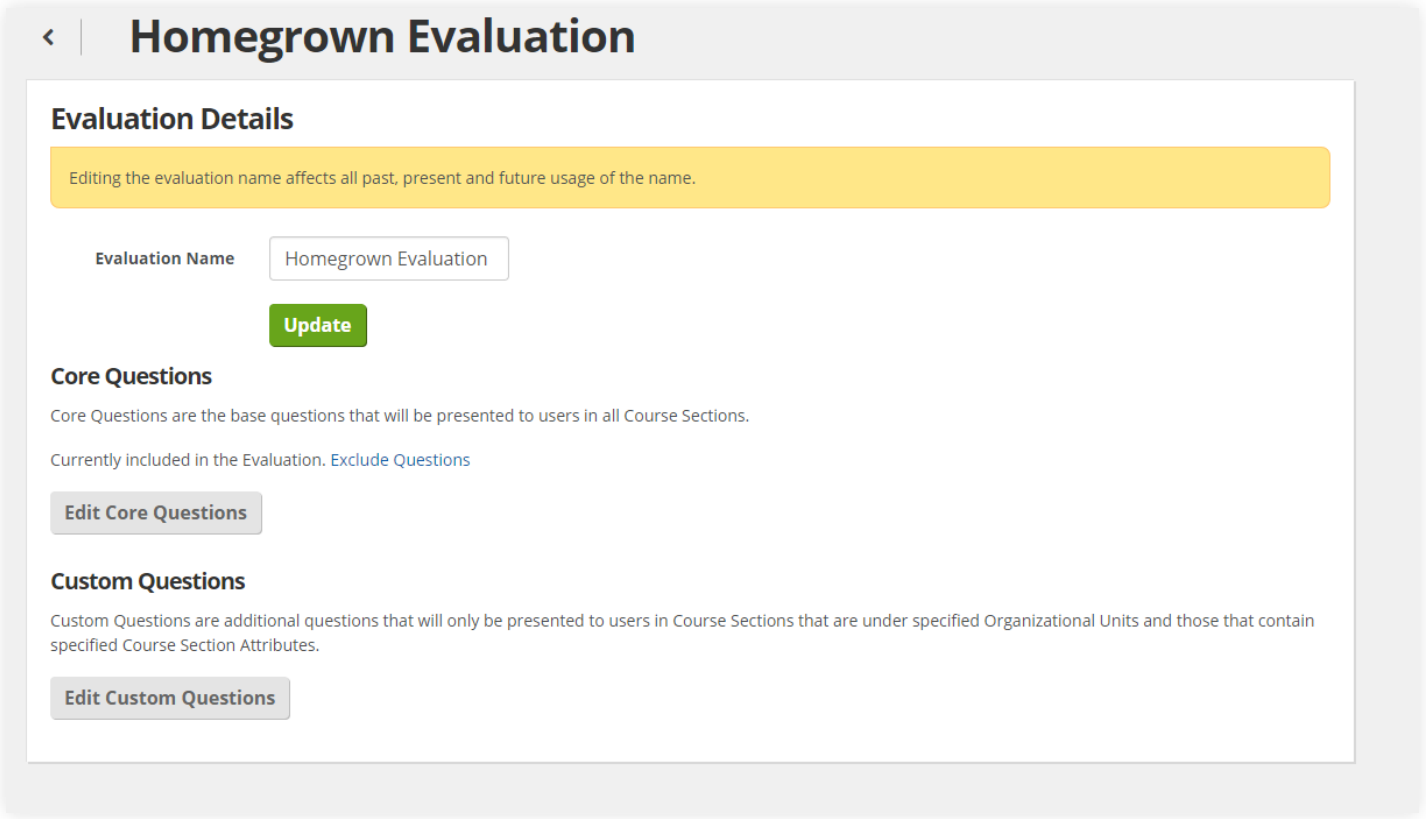



- Update email templates



# Customize Evaluations

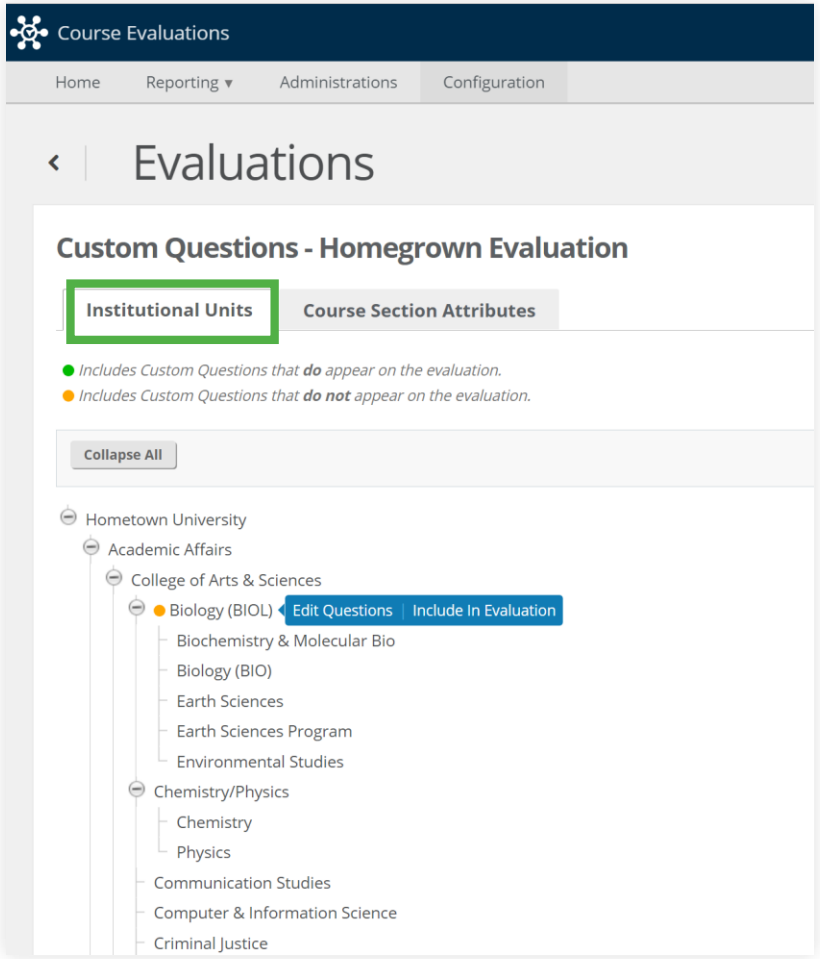


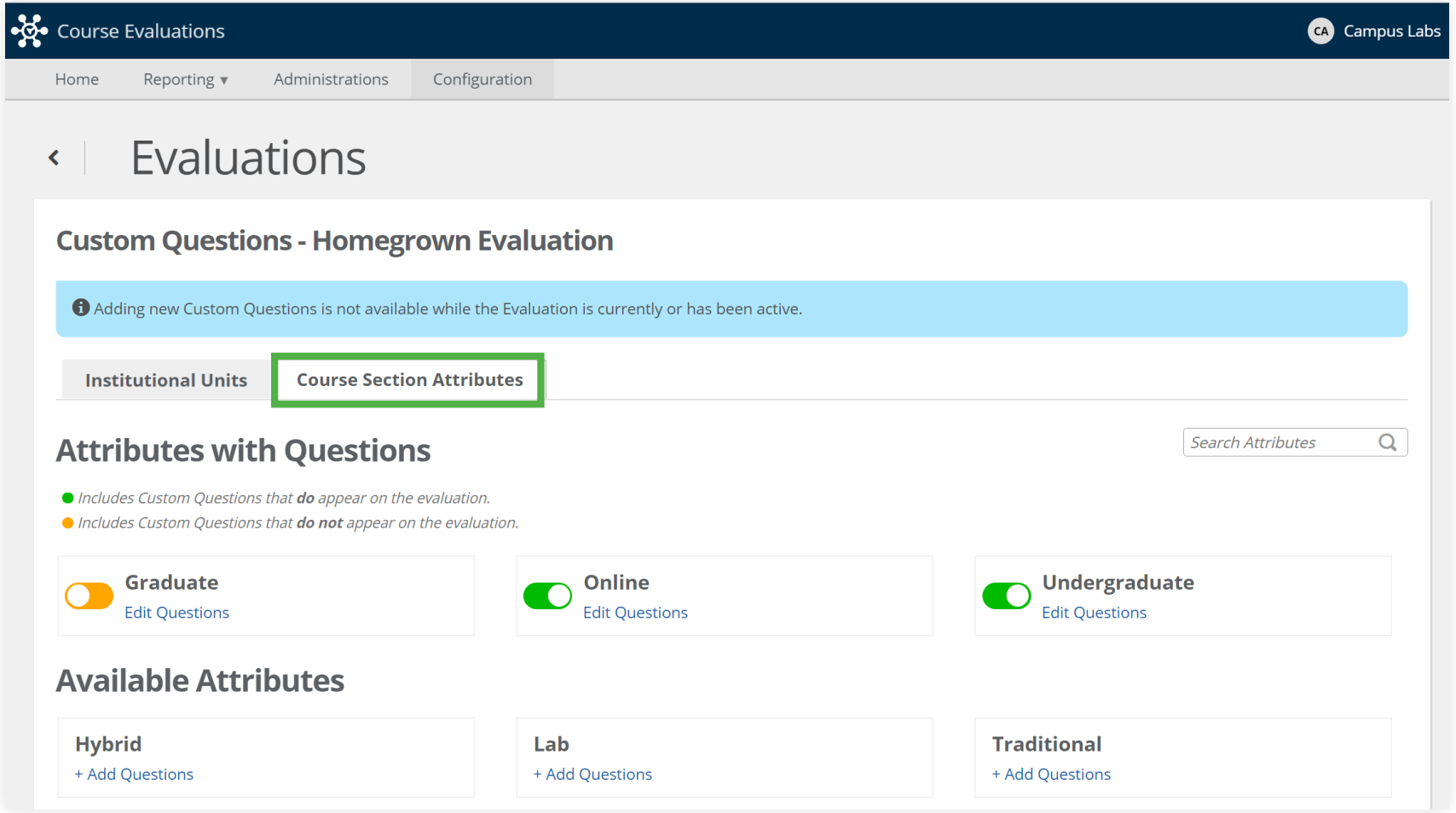
# Data Review: Changes to Core Questions

- Meet with faculty leaders on campus to determine if any changes need to be made to the existing evaluation
- If you would like changes made to an existing evaluation form that has collected data, please contact us at 716-270-0000 or support@campuslabs.com

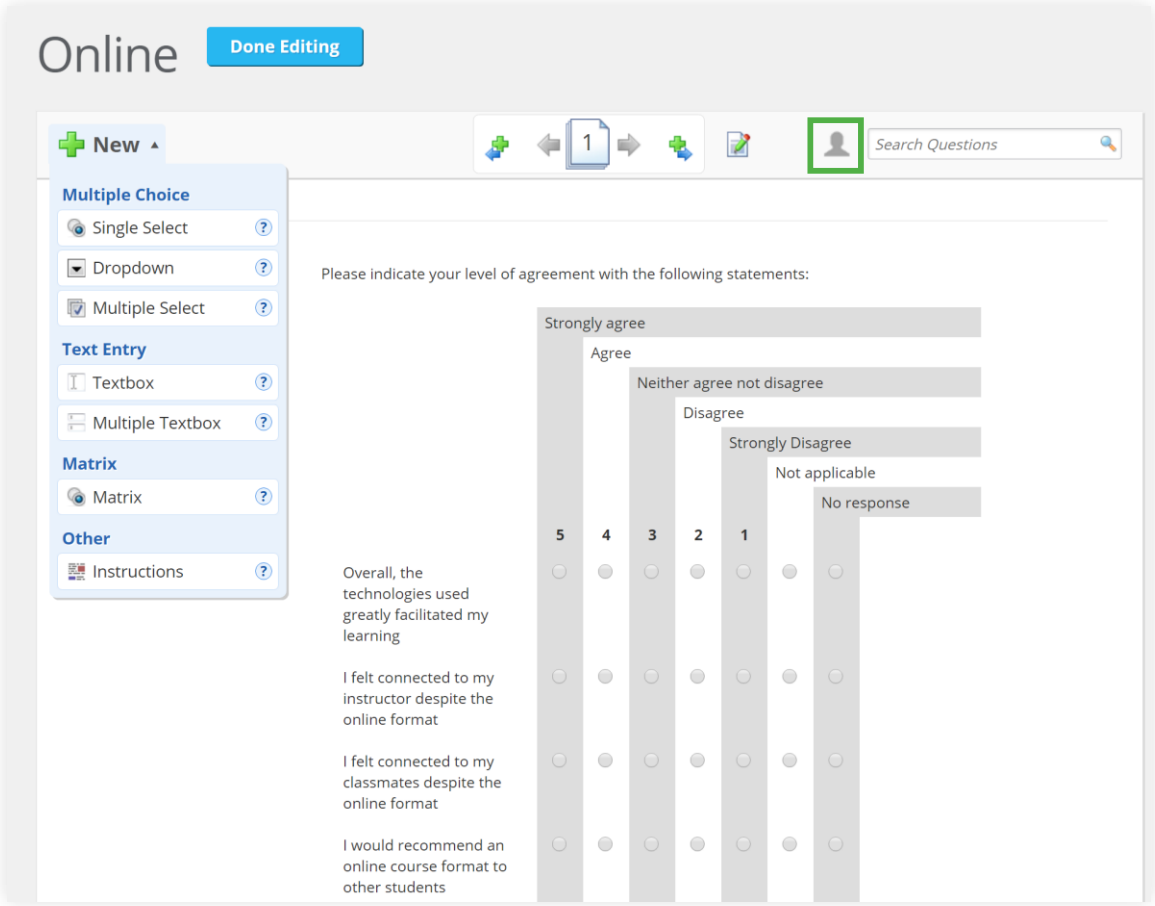
# Custom Questions: Institutional Units



# Custom Questions: Attributes



# Custom Questions



# Administration Setup

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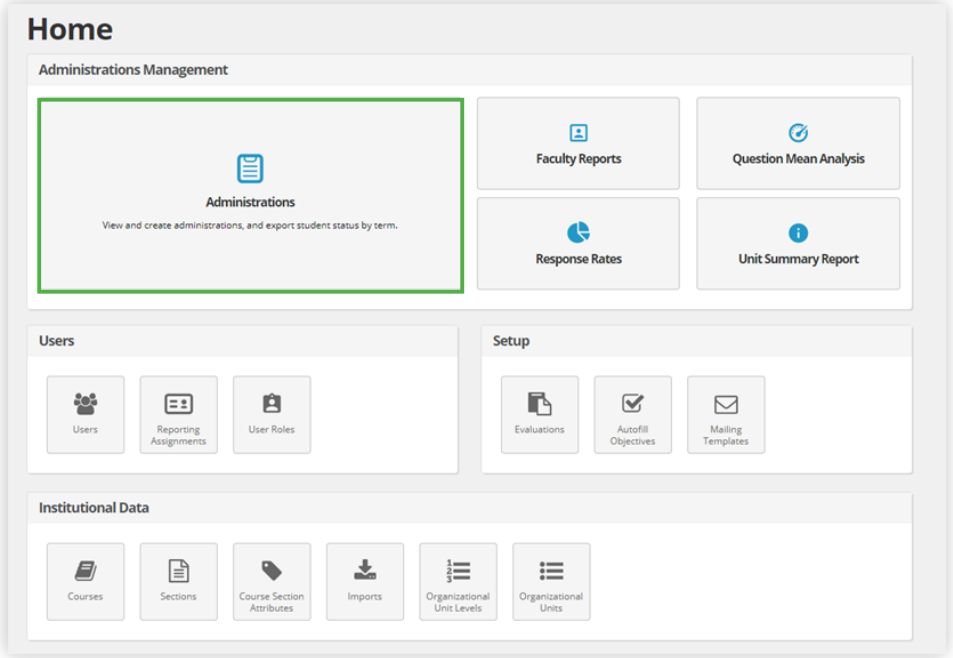
# Getting Started: Administrations

- Create ‘Administrations’—Groupings of course sections for students to evaluate



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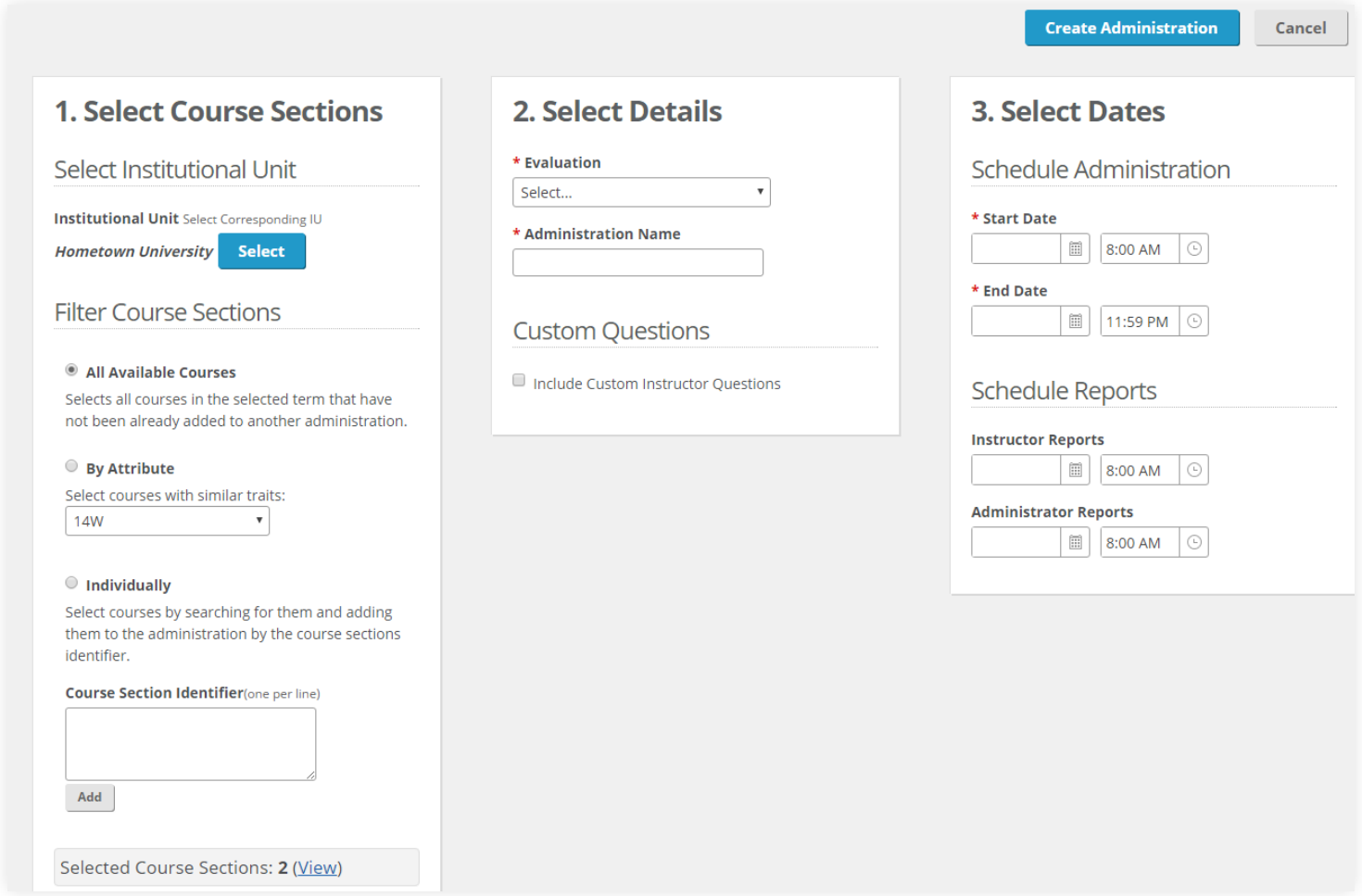

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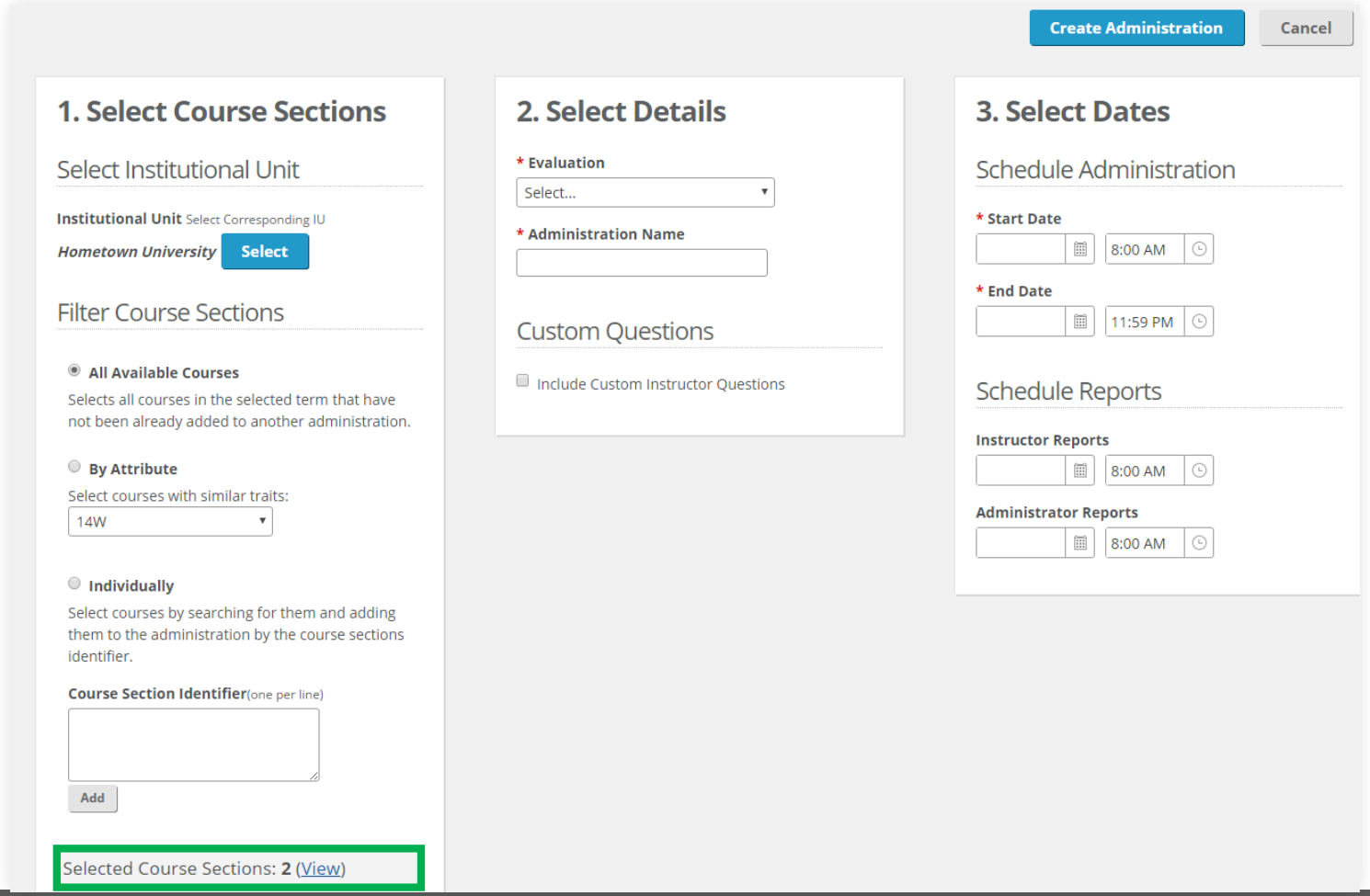

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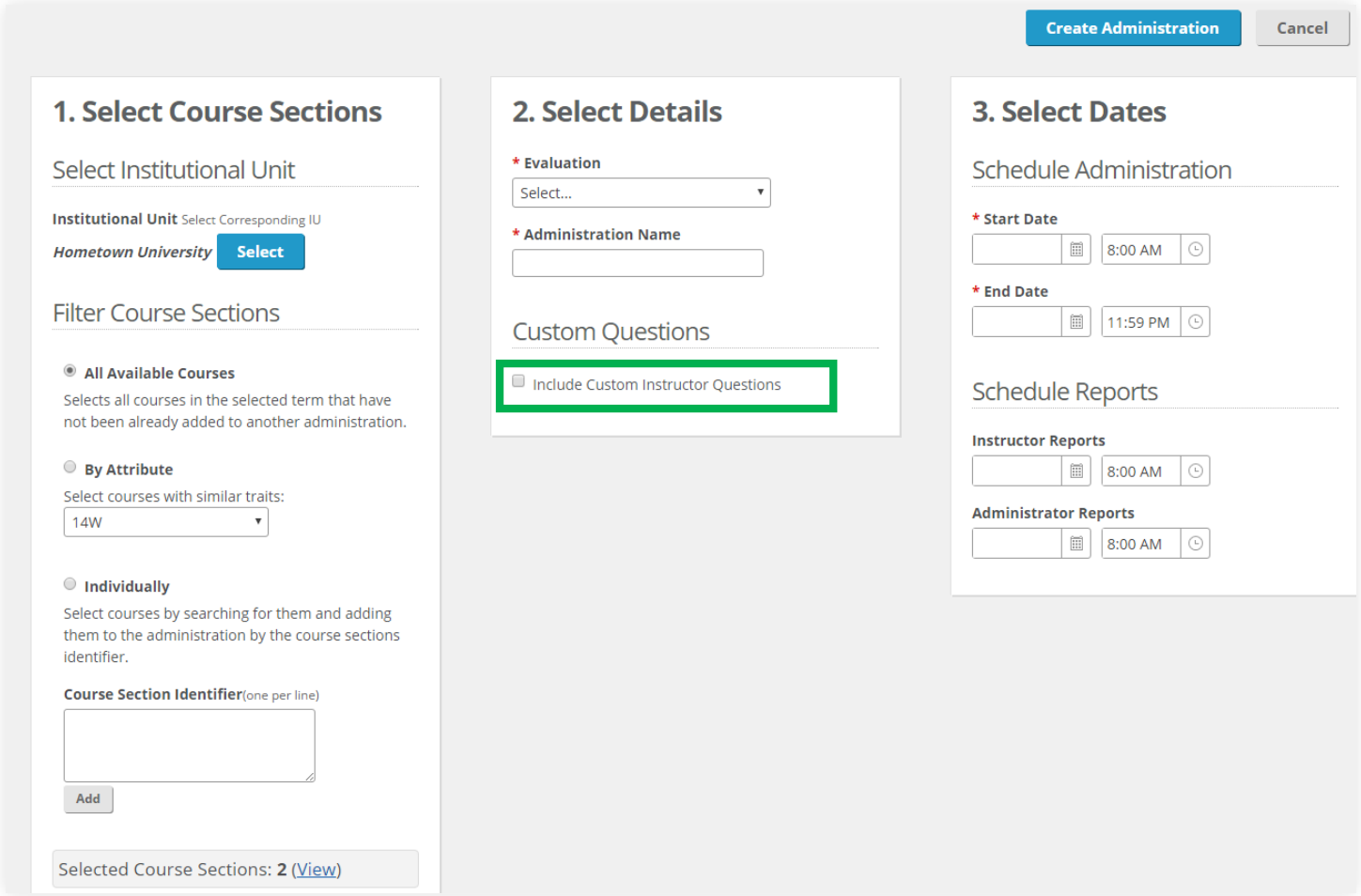

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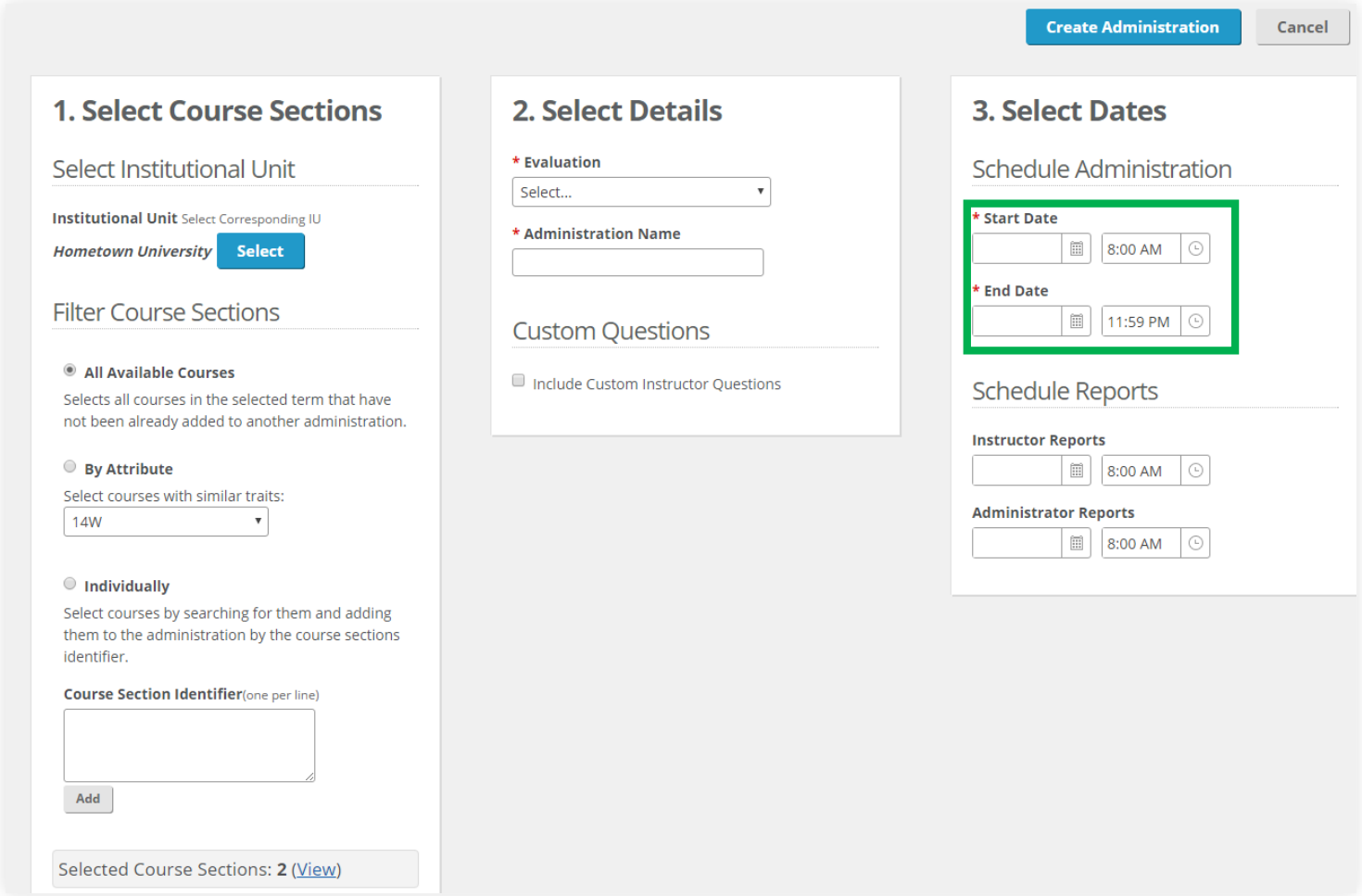
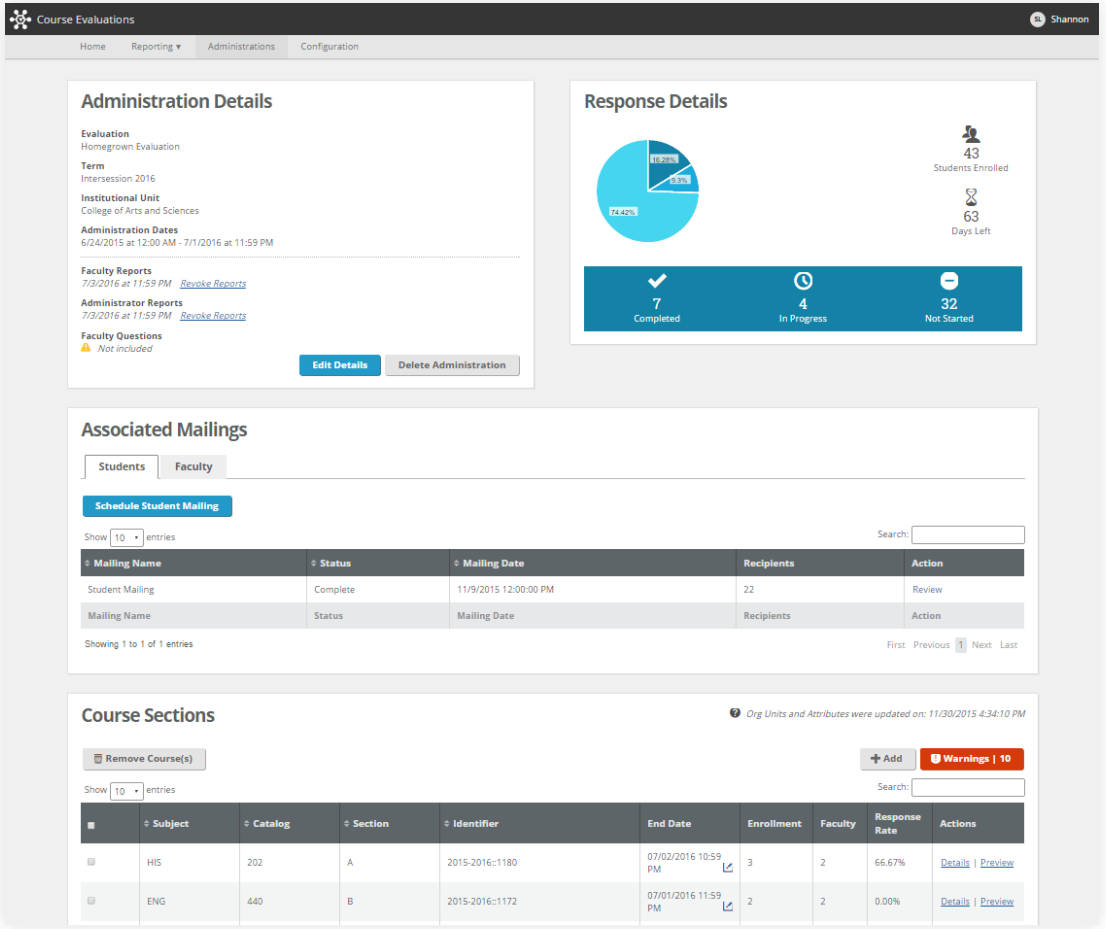


# Manage Evaluation Details

- Manage communication
- Manage course/sections

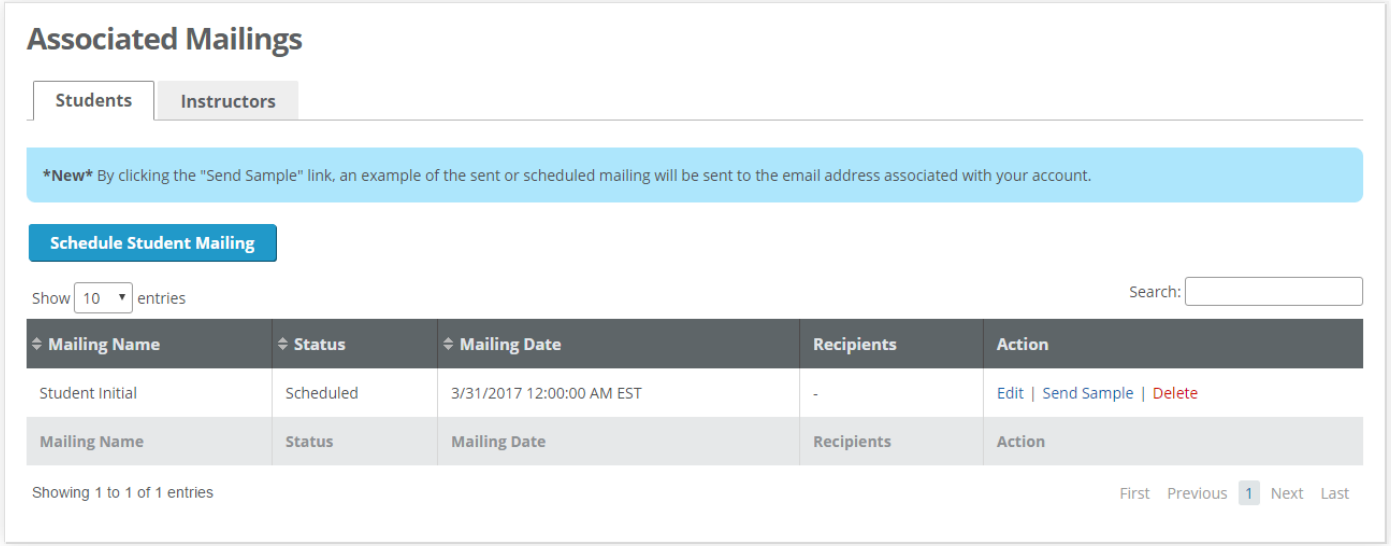


# Associated Mailings

- Student Communication
  - Initial Mailing
  - Reminder
- Instructor Communication
  - General
  - Report
  - OSF Reminder (IDEA only)

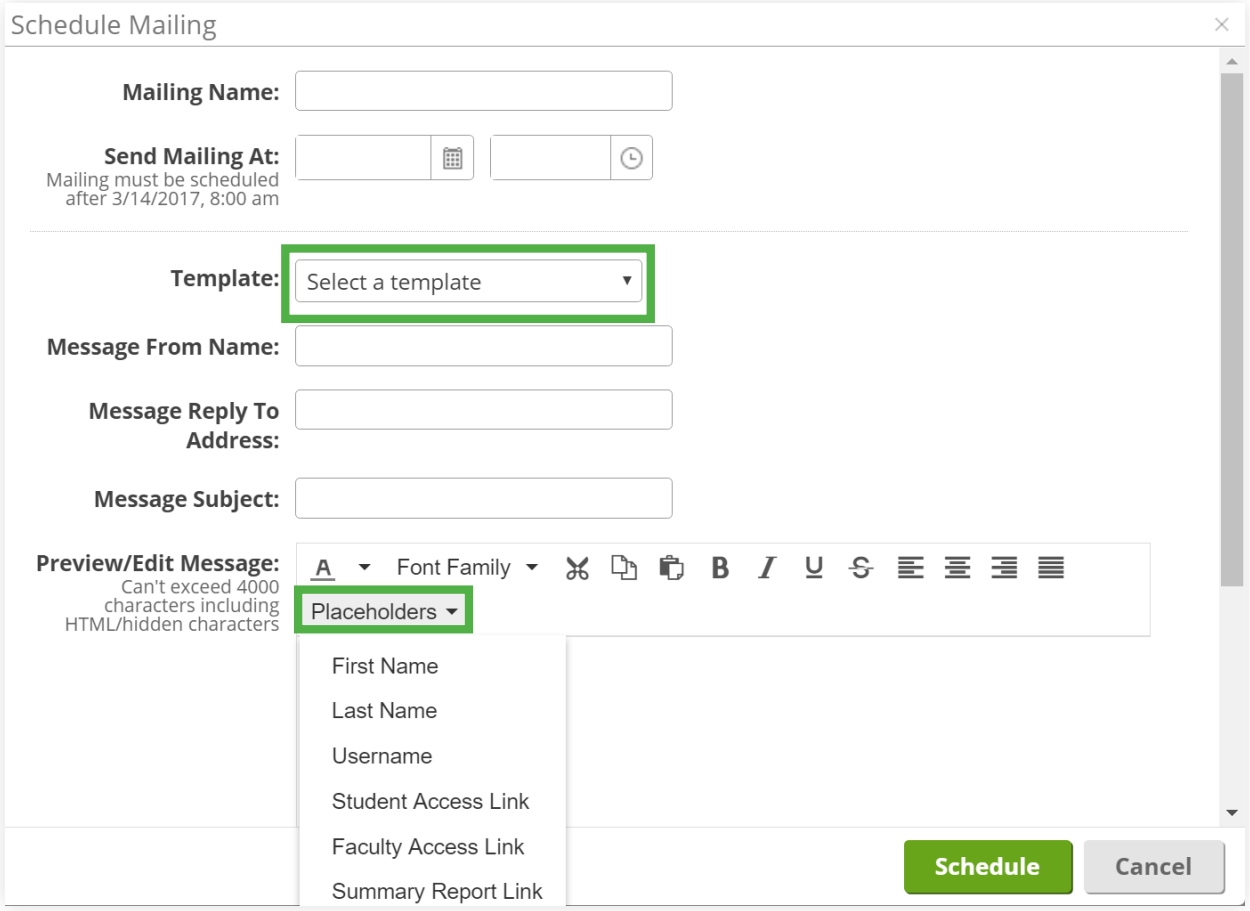
# Student Communication

- Student Mailing
  - Initial Mailing
  - Reminder



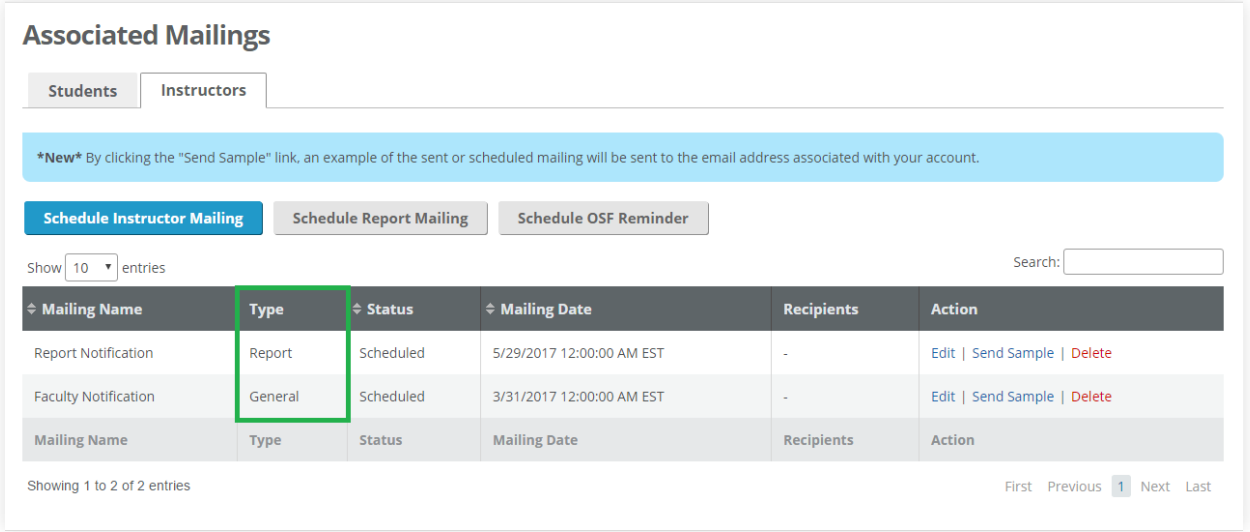
# Mailing Creation

- Student Mailing
  - Initial Mailing
  - Reminder



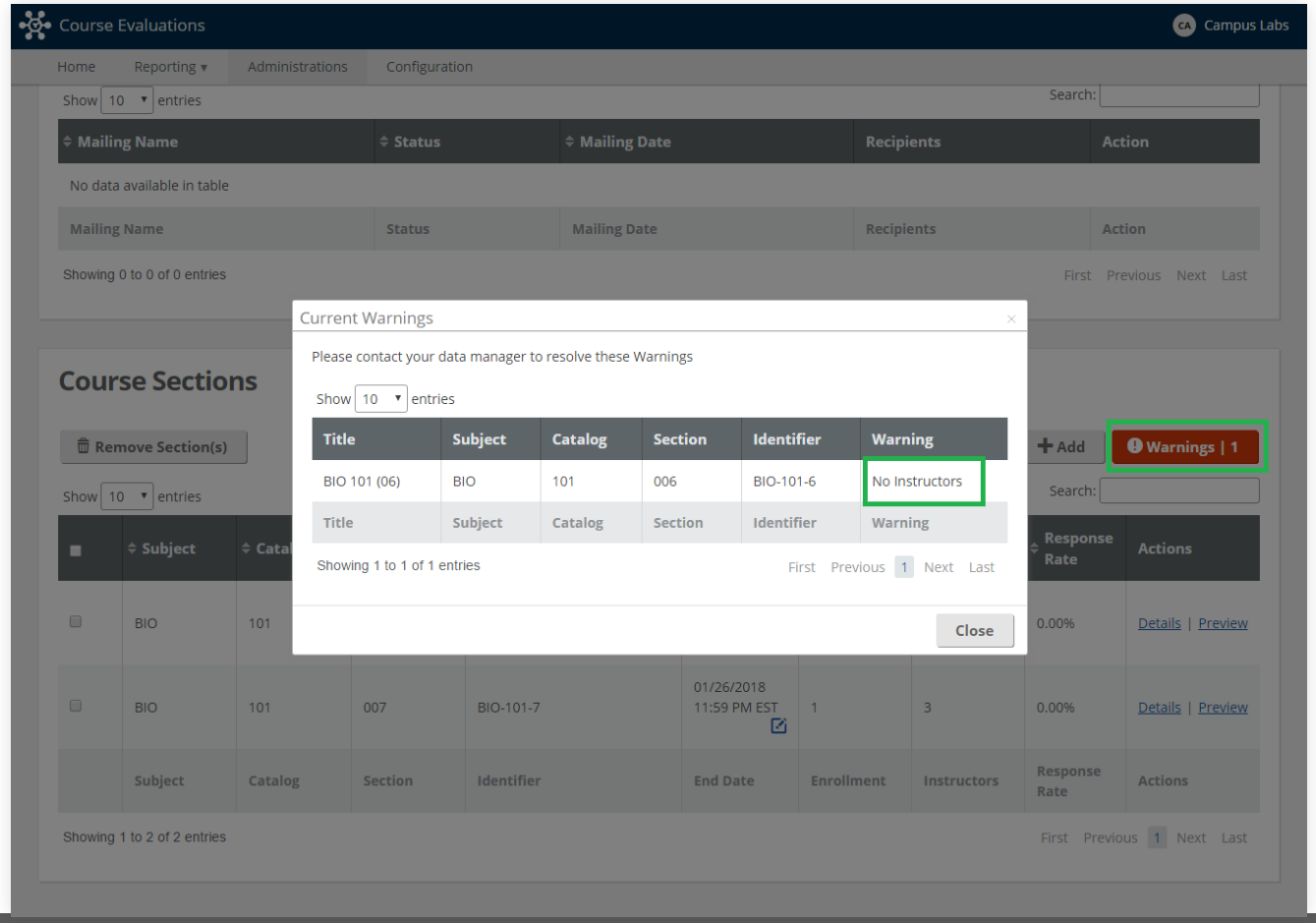
# Instructor Communication

- Instructor Mailing Options
  - General
  - Report
  - OSF (IDEA only)



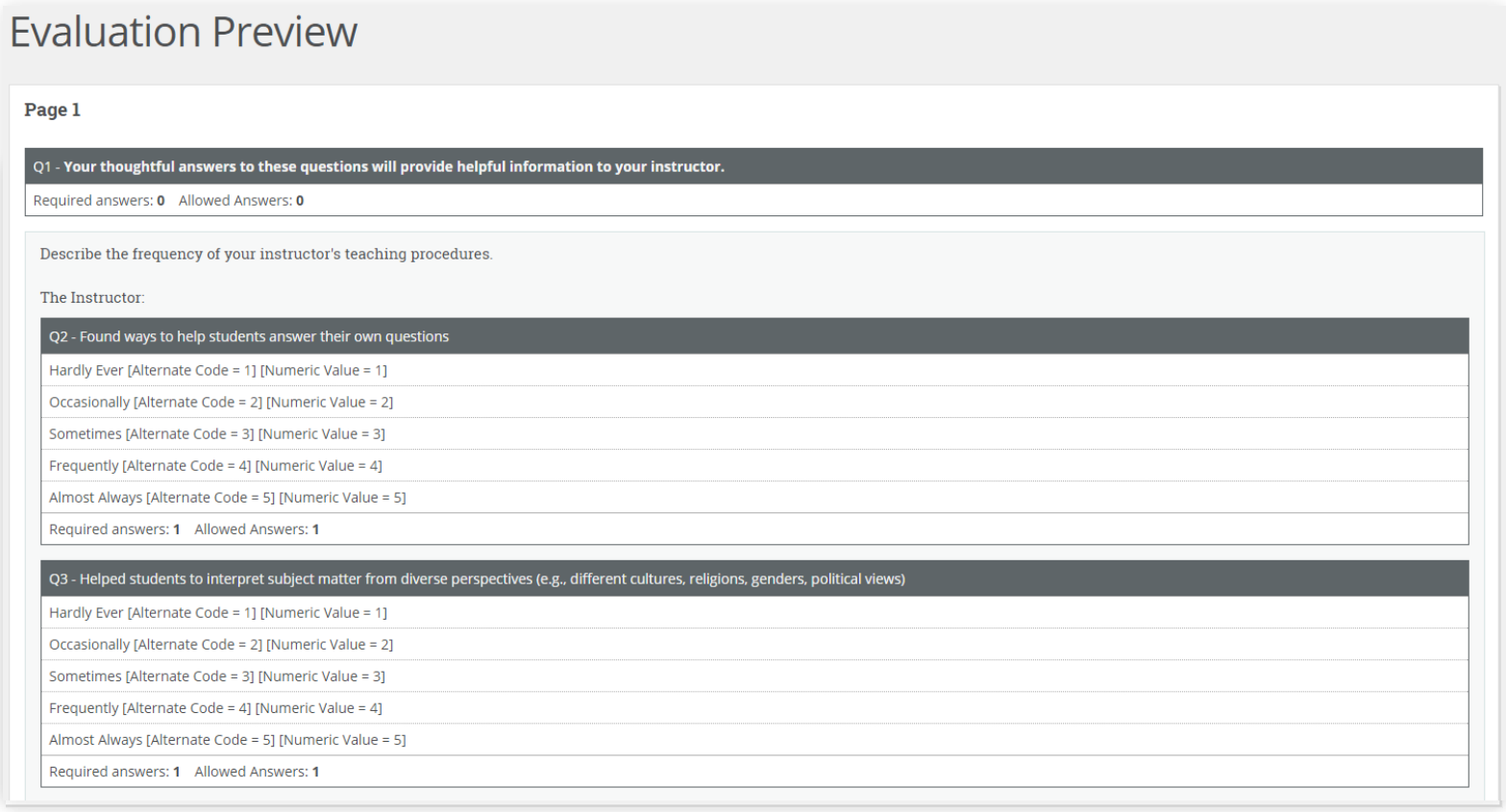
# Enrollment Warnings

- Check data accuracy

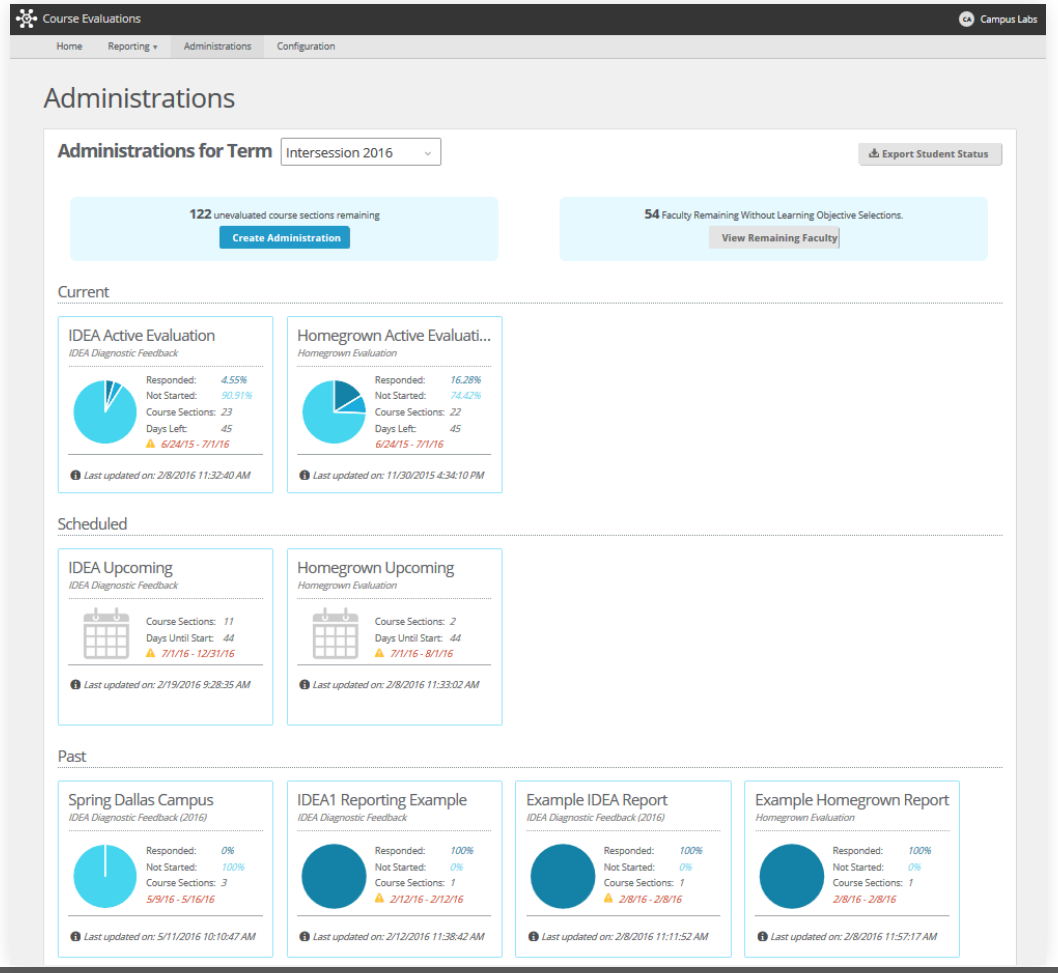


# Evaluation Questions Preview

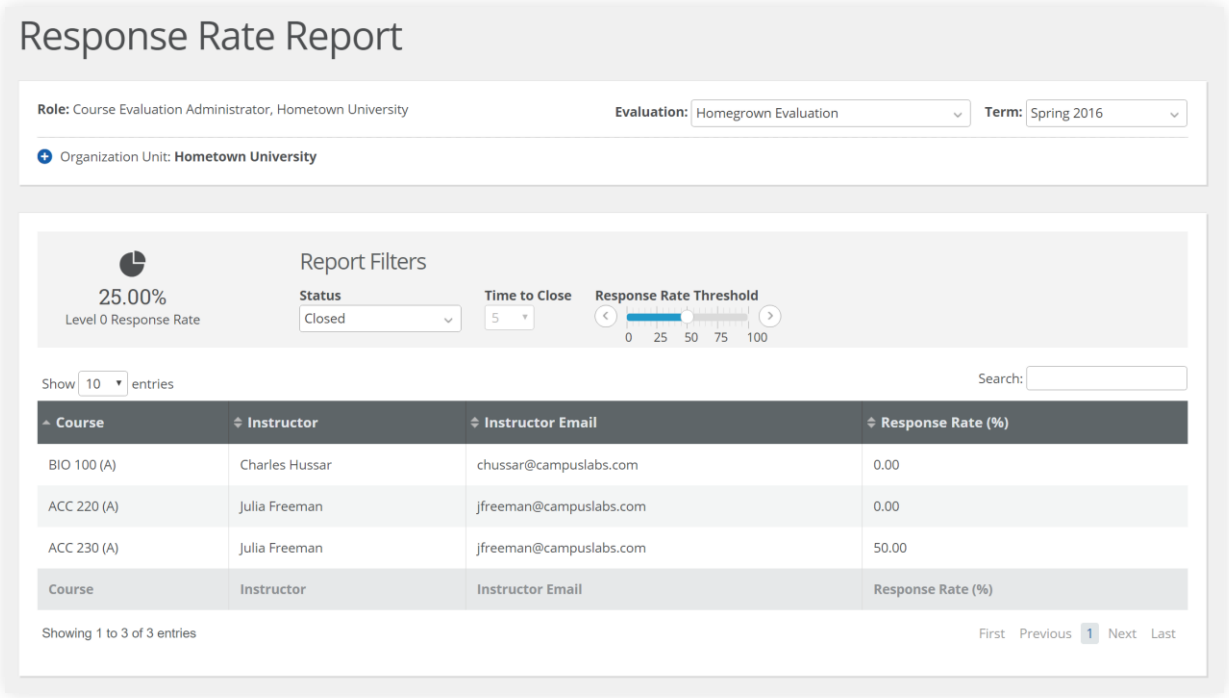
- Preview evaluation



# Monitor Evaluation Details



# Monitoring Response Rates



# Actions on Campus

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# Updates

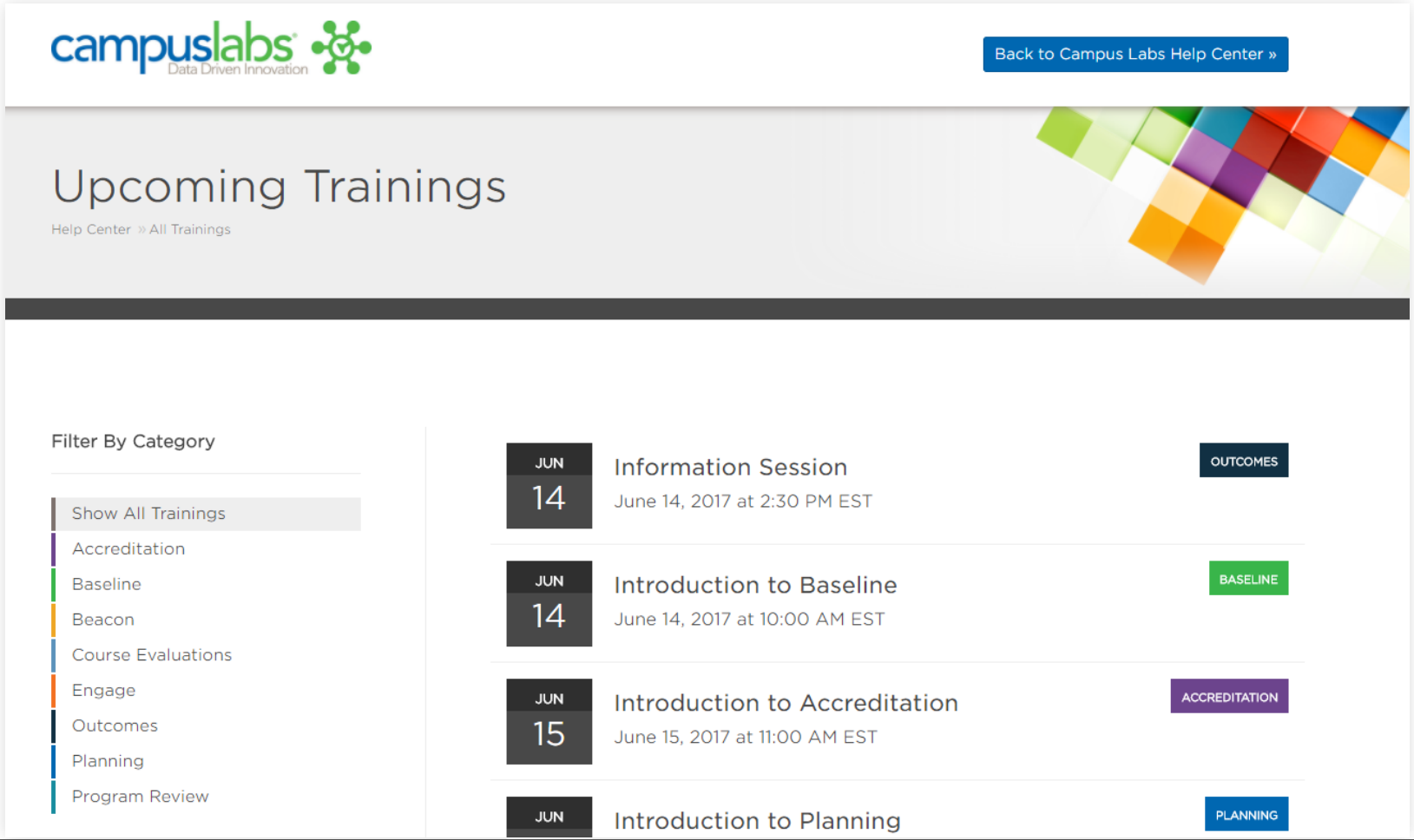
- Update appropriate webpages
- Send email correspondence outside of site
  - i.e. Sharing timeline and/or goals
- Create marketing materials

# Training

- Schedule refresher trainings
  - For yourself
  - For faculty
  - For Deans, Chairs, etc.

# Training Opportunities

campuslabs.com/training



# Next Steps

- Determine your timeline and goals for your evaluations
- Check that data has been imported and appears accurate
- Review possible changes to mailing templates and/or evaluation questions
- Create your administration(s) and schedule student and faculty mailings
- Schedule refresher training for faculty and staff

# Questions?

**Please visit our Support Site:**
https://campuslabs.zendesk.com

**Contact our Support Team:**
716-270-0000
support@campuslabs.com

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Thank You!
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