

## **How effective are you in the classroom?**

### **What is the meaning of being effective?**

- Are you responding to your students emails within 24 hours?
- Are you checking the Questions for Professor and/or Problems and Solutions section each time you access the course(s) you are teaching?
- Are you calling your students between day 3 and 4 of week 1?
- Do you create announcements under Course Home to make sure students are constantly informed of Scheduled Maintenance for the Online Classroom, Learning Center weekly topics,
- Are you accessing the Graphic Design Resource Group in AiConnections?
- Are you setting up your classroom on time?
- Do you give students past student work examples when you set up the classroom and place first responses for each assignment?
- Do you engage conversation with each student in the biography assignment for week 1?
- In discussion areas of the curriculum, do you prod students to engage with each other?
- Do you place thorough comments in the grade book regarding how a student can achieve more and how the work turned in has or has not met the criteria for the assignment?
- Do you turn grades in by day 2 of the following week, every week?
- Are you in the classroom 5 days a week without missing class 2 consecutive days?
- Do you show students your own work and discuss your own professional experiences?
- Are you connecting with other faculty, asking questions and offering resources for each other?
- Do you check your classes each time you are given your next class or set of classes, for errors? And then do you utilize the Content Alert button on the course lecture pages?

## How can you assess whether or not you are being effective?

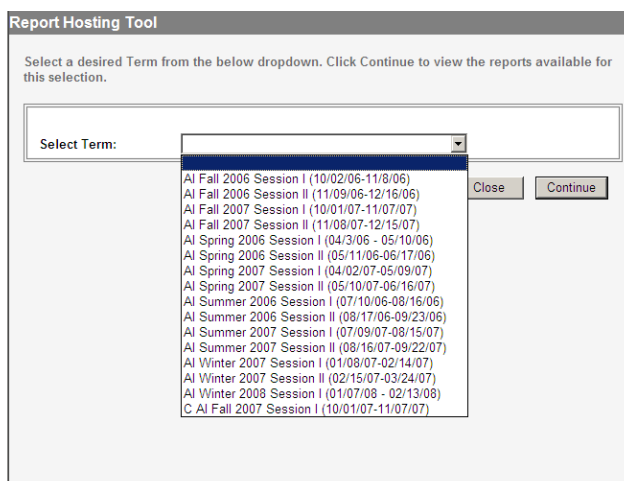
Ask yourself the above questions. If you answer NO to several, your teaching style and methods of teaching needs to be readdressed.

1. First, are you looking at your IDEA survey scores and comments?

What is an IDEA survey and why should I view it?

a. If you click on the link on top of each survey you will see a pdf link which helps explain the purpose of the IDEA survey. Here are 4 points discussed in this pdf:

- The *IDEA Short Form Report* is designed to respond to four questions:
  - Overall, how effectively was this class taught?
  - How does this compare with the ratings of other teachers?
  - Were you more successful in facilitating progress on some class objectives than on others?
  - Do some salient characteristics of this class and its students have implications for instruction?
2. Ask your mentor to look into your course(s) to give your effective input. Your mentor is there to assist you in the best tools to teach effectively online and at AIOP.
3. To locate your IDEA scores and comments from students log in to the classroom and before you select your courses scroll to the bottom of the page to the REPORT HOSTING TOOLS and click on the link under that titled: View Your Survey Results
- After clicking on the VIEW YOUR SURVEY RESULTS you should see the following screen where you can click the dropdown menu for the term you wish to access an IDEA report



The screenshot shows a web interface titled "Report Hosting Tool". At the top, it says "Select a desired Term from the below dropdown. Click Continue to view the reports available for this selection." Below this is a "Select Term:" label followed by a dropdown menu. The dropdown menu is open, displaying a list of terms and sessions with their corresponding dates. The terms include AI Fall 2006, AI Fall 2007, AI Spring 2006, AI Spring 2007, AI Summer 2006, AI Summer 2007, AI Winter 2007, and AI Winter 2008. Each term is followed by "Session I" or "Session II" and a date range. At the bottom of the dropdown list, there is a "C AI Fall 2007 Session I (10/01/07-11/07/07)" option. To the right of the dropdown menu are "Close" and "Continue" buttons.

Term	Session	Start Date	End Date
AI Fall 2006	Session I	10/02/06	11/8/06
AI Fall 2006	Session II	11/09/06	12/16/06
AI Fall 2007	Session I	10/01/07	11/07/07
AI Fall 2007	Session II	11/08/07	12/15/07
AI Spring 2006	Session I	04/3/06	05/10/06
AI Spring 2006	Session II	05/11/06	06/17/06
AI Spring 2007	Session I	04/02/07	05/09/07
AI Spring 2007	Session II	05/10/07	06/16/07
AI Summer 2006	Session I	07/10/06	08/16/06
AI Summer 2006	Session II	08/17/06	09/23/06
AI Summer 2007	Session I	07/09/07	08/15/07
AI Summer 2007	Session II	08/16/07	09/22/07
AI Winter 2007	Session I	01/08/07	02/14/07
AI Winter 2007	Session II	02/15/07	03/24/07
AI Winter 2008	Session I	01/07/08	02/13/08
C AI Fall 2007	Session I	10/01/07	11/07/07

- You should see 2 pdfs for each term. One will look like the below screen capture.

THE ART INSTITUTE ONLINE  
 G133 XF G133XFFA2007  
 Digital Image Manipulation G133 XF  
 Fall 2007-2008  
 Local code: 4444  
 To learn more, see the Interpretive Guide: [www.theideacenter.org/shortguide.pdf](http://www.theideacenter.org/shortguide.pdf)

**There were 15 students enrolled in the course and 5 students responded. Your results are considered unreliable because the number responding is so small. The 33% response rate indicates that results are inadequate to assure representativeness of the class as a whole.**

**Summary Evaluation of Teaching Effectiveness**

Teaching effectiveness is assessed in two ways: A. Progress on Relevant Objectives, a weighted average of student ratings of the progress they reported on objectives selected as 'Important' or 'Essential' (double weighted) and B. Overall Ratings, the average student agreement with statements that the teacher and the course were excellent. The SUMMARY EVALUATION is the average of these two measures. Individual institutions may prefer to combine these measures in some other manner to arrive at a summary judgment.

Converted Averages are standardized scores that take into account the fact that the average ratings for items on the IDEA form are not equal: students report more progress on some objectives than on others. Converted scores all have the same average (50) and the same variability (a standard deviation of 10); about 40% of them will be between 45 and 55. Because measures are not perfectly reliable, it is best to regard the "true score" as lying within plus or minus 3 of the reported score.

For comparative purposes, use converted averages. Your converted averages are compared with those from all classes in the IDEA database. If enough classes are available, comparisons are also made with classes in the same broad discipline as this class and/or with all classes that used IDEA at your institution. The Interpretive Guide offers some suggestions for using comparative results; some institutions may prefer to establish their own "standards" based on raw or adjusted scores rather than on comparative standing.

Both unadjusted (raw) and adjusted averages are reported. The latter makes classes more comparable by considering factors that influence student ratings, yet are beyond the instructor's control. Scores are adjusted to take into account student work habits (Item 13), student desire to take the course regardless of who taught it (Item 15), and instructor reported class size.

Your Average Scores		Your Converted Average When Compared to All Classes in the IDEA Database									
A. Progress on Relevant Objectives <sup>1</sup> Three objectives were selected as relevant (important or Essential - see Page 2).	Your Average (5-point scale)		Comparison Category		Overall Ratings				Summary Evaluation (Average of A & D)		
	Raw	Adj.	Raw	Adj.	Raw	Adj.	Raw	Adj.	Raw	Adj.	
	4.5	3.0									
Overall Ratings											
B. Excellent Teacher	4.5	4.4									
C. Excellent Course	4.6	3.8									
D. Average of B & C	4.7	4.0									
Summary Evaluation (Average of A & D) <sup>2</sup>	4.6	4.0									

<sup>1</sup>If you are comparing Progress on Relevant Objectives from one instructor to another, use the converted average.  
<sup>2</sup>The process for computing Progress on Relevant Objectives for the Discipline and Institution was modified on May 1, 2005. Do not compare these results with reports generated prior to this date.

Your Converted Average When Compared to Your: <sup>2</sup>										
Discipline (IDEA ID#)	59	48	60	54	60	45	60	50	60	49
Institution	57	49	59	53	59	47	59	50	58	50
IDEA Discipline used for comparison: Design & Applied Arts										

This will tell you how many students were in the class and how many filled out surveys.

When obtaining a unreliable survey one can see the importance prodding students to fill these surveys out in order to assess your teaching performance.

The pdf link will help you understand the IDEA survey. Please read through the information. For more information on how to read the IDEA surveys please contact Jodie Minor at [jminor@aii.edu](mailto:jminor@aii.edu)

- The other pdf will look like the following screen capture – This is where individual student comments can be viewed

IDEA Student Ratings of Instruction

Micr  
 G133 XS G133XSSP2007  
 Digital Image Manipulation G133 XS  
 THE ART INSTITUTE ONLINE  
 Local Code: 4444

**Comments: Use the space provided in the text area below for your comments.**

- No further comments
- Comment: The instructor is excellent. She brought on-the-job experience to the class. She kept the energy up and was very supportive of all work submitted. She offered excellent suggestions to help us along.



LAST NOTE: Keep assessing yourself throughout the year. Look at your students responses in the IDEA surveys. Ask them during week 5 to fill them out. The more you assess yourself the more you will learn about your teaching and how effective you are with your students here at AIOP. ☺