

Dept. IDEA Contact

Faculty

IDEA@ITS

IDEA@KSU

Order Faculty Information Forms (FIFs)

Order FIFs

Mail Faculty Information Forms

Submit FIFs prior to pre-determined deadline

Mail the requested number of forms

Process FIFs. Return incomplete forms

Complete missing information

Order Short and Diagnostic Forms

Mail Short and Diagnostic Forms

Designate student to administer & campus mail surveys

Mail IDEA forms and instructions

Scan IDEA surveys

FTP IDEA Surveys

Process IDEA surveys

E-Mail instructor & dept. chair reports, Mail instructor surveys and FIFs

