



Step-by-Step Instructions for Administering the Mid-Course Assessment Process (MAP) in Class

Beginning in Fall 2017, the MAP administration has changed. All MAPs will now be conducted online, outside of Canvas in Qualtrics (UNH's online survey software program). Streamlining the MAP procedure in this manner will allow for more faculty to participate in the MAP process. Instructors are encouraged to provide class time for students to complete the MAPs and students will have up to 24 hours after class to complete the MAP. This is to ensure the highest possible response rate and demonstrates to students that the feedback is important to you.

For you, the instructor, to administer an online MAP, we ask that you allow **15 minutes** at the beginning or end of one of your class sessions for students to complete the MAP.

To administer the MAP in class, follow these steps:

1. **One week before** your scheduled MAP:
 - **Announce** in class the date you will have the class complete the MAP.
 - **Ask** students to bring a laptop, tablet, or smart phone to class in order to complete the evaluation.
 - **Email** to students the CEITL message informing them about what the MAP is and how to access the MAP online.

2. **One class session before** your scheduled MAP:
 - **Remind** students to bring a laptop, tablet, or smart phone to class in order to complete the MAP in the next class meeting.
 - **Explain** to students why their participation matters to you.

3. **On day of** your scheduled MAP:
 - **Announce** in class that now is the time to take out their electronic devices and complete the MAP (via the link in the CEITL email).
 - **Leave the room** while the students are completing the MAP.
 - **Stay in hallway for 15 minutes** while students complete the MAP.
 - **Return to the room after 15 minutes** OR when designated student retrieves you if everyone is done early.
 - **Remind** students that if he or she did not have enough time to complete the MAP, the link can be accessed for up to 24-hours after class, after which it will no longer be available.
 - **Resume** class.