



THE FLORIDA STATE UNIVERSITY
OFFICE OF DISTANCE LEARNING

Directions for Face-to-Face Administration of Teaching Assessment By Students (TABS)

- 1 . Obtain forms from Assessment and Testing, UCC-1200 during regular business hours. Be sure to request enough TABS forms for the expected attendance in the class.
- 2 . *For each class*, provide #2 pencils and a clean brown manila envelope for returning the forms, clearly labeled on the outside with the instructor name as well as the course prefix, number, and section number.
- 3 . The TABS instrument provides a thorough snapshot of the learning environment; however, instructors may wish to ask additional questions that are not on the form. Section II allows instructors to ask up to 18 additional questions using a 5-item scale. Print the supplemental questions on a separate sheet of paper to be distributed with the TABS forms.
- 4 . When TABS are to be given:
 - a. Request a student, TA, or other volunteer (not the instructor!) to distribute the forms and pencils.
 - b. The instructor should leave the room until asked to return (about 10 minutes should suffice. Large classes may take approx.15 minutes).
 - c. Have the volunteer read the following script out loud to the class.

 Insert your instructor's name would like to collect midterm feedback from the students in this class. This is a completely voluntary and *anonymous* process and is intended to give him/her insights into how the class is progressing this semester.

The Teaching Assessment By Students form (TABS) has been developed as a tool to help faculty enhance or improve their teaching skills *during the class* by gathering information from the student's perspective. Please follow the instructions on the form – particularly completing the back section, which was developed from the written responses of students in previous versions of the form.

Thank you for your assistance – it's greatly appreciated!

- d. The volunteer should close the envelope and give it to the instructor for processing. *[Pencils are provided by the department and should also be returned!]*
- 5 . A department representative or the instructor should take the labeled envelope and any unused TABS forms to Assessment and Testing, UCC-1200 during regular business hours. A report will be generated from the scanned surveys, and a paper copy will be provided to the instructor along with the original forms.
- 6 . Once you have reviewed the report, take a few minutes of class time to share the results with your students, acknowledging areas for improvement, and offering ways you can improve the current course as well as items that will need to be addressed in future courses, such as significant changes to assignments.



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DO NOT SEND the TABS forms via campus mail!

TABS are most useful when analyzed in consultation. To set one up or to ask any questions about the TABS process, please contact the Office of Distance Learning at 644-4635 or hajones@campus.fsu.edu.