

Basics and Protocols for the Student Evaluation of Teaching System

Q. I want to be evaluated SET. How do I sign up?

A. There is no sign-up for the faculty to be included in the process. Classes are included with the exception of those having less than 5 students enrolled, IND Study, CLN, PRA. All request forms and further details concerning which instructor designation is included in the SET survey system automatically and which need to be requested for inclusion are on the BPIR website. Please note that any instructor or class added to Student Administration after the 10th day of classes may not have been automatically included in the survey. In these cases please submit a "Special Request" so that the class may be added manually to the SET survey system. Request forms are available here:

<https://bpir.uconn.edu/home/institutional-research/set/set-support-resources/>

Q. Where does the information to include faculty and students come from?

A. All of the information for the new system comes from the Student Administration System (SA). It will be the same process for departments as in recent semesters.

Q. Where can I find announcements concerning SET?

A. Current announcements will be on the UCONN Daily Digest and on the SET webpage:

<https://bpir.uconn.edu/home/institutional-research/set/>

Q. Will I be able to add my own questions? When? How? What type?

A. The faculty will have access to the "Question Personalization" or "QP" portion of the survey during the week prior to the survey opening for students. Faculty will receive an email asking them to sign-in with their Net ID and password to add their questions. Faculty may add up to 3 of their own qualitative questions to the survey at that point. Directions are in the "Question Personalization" portion of the survey as well as on the SET webpage.

Q. Can faculty control when students have access to the survey?

A. Open/Close is not set by faculty, but is determined by BPIR in keeping with the Registrar's Calendar. Those classes or instructors having early ending dates are accommodated through the end date information entered into Student Administration by the Registrar's Office. Instructors are encouraged to schedule class time to allow in class completion of the survey on mobile devices such as laptop, tablet or smartphone. Surveys will be open for approximately 1-2 weeks before finals week or as determined by the end date of the class or instruction in the case of early ending classes.

Q. When and how will the students access the survey?

A. The timeframe for students to access the survey is the last 1-2 weeks of class prior to finals week. Students are sent a link via email so that they can sign into the online survey using their NetID and Password. The link will also be on their Husky-CT homepage.

Q. Will I still be able to ask students to complete the survey during class time?

A. Yes! It is **highly advised that you schedule 15 minutes of class time** to allow the students to complete the survey on their laptops, tablets, or mobile devices.

Q. How do I schedule my Early Ending class for online survey?

A. The programming is automatically set to pick up the last date scheduled on the Meetings Tab of the Student Administration>Schedule of Classes and open the survey 1-2 weeks prior to that for students and 7 days prior to that for the instructor to add questions. Departments having Early Ending classes or instruction can submit a request so that the data in SA is checked with the data in the SET survey system: <https://bpir.uconn.edu/home/institutional-research/set/set-support-resources/>

Q. When will the results be available? Will you mail them to me?

A. When reports are ready to view, faculty will be notified via email. **Reports will only be generated for surveys that receive 3 or more responses.** Reports are no longer printed by BPIR, but may be downloaded in PDF format and printed by the instructor or their department. This will generally occur within two weeks following the Registrar's final grade entry deadline.

Q. I am looking for past SET reports. Where do I find them?

A. Log into the SET portal and select the "Archived" tab under the "Reports" section. Here you will find all reports dating back to 2013, when SETs went online. We also have an archive of scanned paper reports from 2012 and prior. To request scans of past paper reports, please email seteaching@uconn.edu.

Q. What if I want to continue using a paper survey?

A. Paper forms are no longer available for this system.