Online Student Evaluation of Teaching (SET)
Faculty Instruction Sheet

Students who do SETs online access the SET e-forms through our learning management system, Blackboard Learn (learn.csuchico.edu). After logging in during the SET Administration Period, students will find links to SETs that need completed within a block named Wildcat Survey & Assessment System that appears, by default, on the lower left corner of their Blackboard Learn home screen. Students also get weekly reminders on SET forms they have not completed. Please use the contact information near the bottom of this sheet to inform us if you have students who are not getting these e-mail reminders or not seeing the link in Blackboard Learn to evaluate your course.

One of the major concerns in using online SETs versus paper SETs are the overall lower response rates. Based on a pilot study by the Department of Media Arts, Design, and Technology (MADT) in AY 2016-17, it is possible to improve online SET response rates by administering these during class time, just like paper SETs (see https://goo.gl/LVXu2p). Likewise, the University Student Evaluation of Teaching (USET) Committee April 2017 report to FASP recommends that SETs be administered online and during class time, just like paper SETs.

Ballantyne (2003) identified the following as some benefits of online rating systems: lower costs; ease of administration; longer, more thoughtful student comments; and reduced staff time for processing. Dommeyer et al. (2004) point out there is no evidence that online rating produces biased evaluations, even when a mild grade incentive is used to improve response rates.

If you have elected to use online SETs this semester, we recommend the following procedure:
1. Set the first 20 minutes of class time to facilitate SET during the SET Administration Period.
2. Write legibly on the whiteboard/screen: course name and number, section number, and your name.
3. Secure ONE student volunteer to read the Student Instruction Sheet (attached) and facilitate the SET to the entire class.
4. Leave the room while evaluations are conducted. Let the student volunteer know where you will be so they can notify you when evaluations are completed.

Please contact our office if you have any questions. Thank you!

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References:
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Directions for facilitation of the online SET process.

1. Be sure the instructor being evaluated has written on the whiteboard/screen: the course name and number, section number, and their name.

2. Make sure the class instructor leaves the classroom and lets you know where they will be during the evaluation. Read the following aloud to class:

   Our instructor has opted to use this class time to facilitate our participation in the online Student Evaluation of Teaching (SET). You may use any of the classroom computers (if applicable), laptop or any mobile device to evaluate our instructor.

   Please login through Blackboard Learn (learn.csuchico.edu) to access the SET link for this course. After logging in, you will find the link within a block named Wildcat Survey & Assessment System that appears, by default, on the lower left corner of your Blackboard Learn home screen. Make sure you click on the correct course and instructor that matches the information on the board/screen!

   Once you are done, if you wish to share your computer or laptop with someone who was not able to access their SET link for this course, be sure to logout of Blackboard Learn before you share your device. Likewise, if you are borrowing someone else’s device, make sure to logout when you are done.

3. Notify the class instructor that evaluations are done.

THANK YOU VERY MUCH!