Student Instruction Sheet

Online Student Evaluation of Teaching (SET)

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!