Faculty Instruction Sheet
Online Student Evaluation of Teaching (SET)

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 2016-17, it is possible to improve online SET response rates by administering these during class time. Likewise, the University Student Evaluation of Teaching (USET) Committee recommends the same approach.

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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