Procedures for Conducting Electronic SETs

It has been advised from faculty who have used eSETs to <u>read and follow these procedures carefully</u> to avoid problems and difficulties.

Determine the date you will conduct your SETs. Inform students that they must bring a laptop to class (or a tablet or iPad, but preferably a laptop) – tell them early and often…like voting in Chicago. Send a reminder email - or other means of notification - the night before and/or the morning of the class session. It might be useful to "test" the room for connectivity prior to the day you are administering the eSETs by having all students try to log onto the internet (need not be on a laptop – could use smart phones for example).

Also, please be sensitive to those students who do not have a laptop or other device. When you announce the date of the SETs and the need to bring a laptop (or other device), also announce that they should consider borrowing one if they do not have one or theirs is broken.

<u>On the day of the SETs, you will</u>

a. Switch "ON" your course evaluation on the website prior to class (switch it off after class). Here is how to do so:

  <u>To "Open a course" in order to allow students to access SETs (or to close it after class ends):</u>

  1) On any internet browser (<u>not</u> on the Gustavus website), type in: **sets.gac.edu**

  2) Find the correct course and click on the link to open or close the course (click to open, or click to close).

b. Read the statement on back/bottom of this page (it is a modified version of that crafted by the Personnel Committee).

c. Tell students to open an internet browser and type in: **sets.gac.edu**

(Instructor should <u>write **sets.gac.edu** on the board</u>)

d. Tell students they will then have to log in using their Gustavus username and password.

e. Tell students to choose <u>your class</u> by clicking on it. Ask if everyone has successfully accessed it. If not, have them come to you in the front of the class for help.

f. Leave the classroom

TROUBLE SHOOTING:

If you cannot "ENABLE" your course, call the Provost's Office at 7541 and ask for Jennifer or Darrin and say that it is urgent. Or call GTS at 6111 and ask for Dan, Paul or Tami and say that it is urgent.

If there is a problem with students all being able to connect to the internet, here are some options: you can send some to a nearby computer lab, or have some use smart phones or tablets that connect to their cell phone provider's (rather than GAC wireless). We prefer NOT allowing them to take it later on their own in an uncontrolled environment.

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Statement for Instructor to read to students when administering his or her own SETs:

Thanks for your willingness to fill out course evaluations electronically.

To help frame the importance of course evaluations, I want you to know the following:

There are four criteria for tenure at Gustavus.

Criterion number one for tenure is excellence in teaching, and student assessments are one important form of evidence of that excellence. "Excellence as a teacher is reflected in quality of and enthusiasm for work, effectiveness of methods, interest in subject matter, and concern for student learning. …"

Once it is determined that everyone has gained access to the SETs evaluation form, I will leave the room while you are filling out the evaluations. [*Add statement about the time you will return or if a student should come to tell you when all students have finished*]

I ask that you remain silent until every student has finished the evaluation.

You cannot submit the evaluation unless you have chosen an answer for each of the 1 to 5 scale questions. A sixth choice, "No answer" is also an option.

Be assured that I will not be allowed access to any of the evaluation results until final grades for the course have been submitted.

Also, the anonymity of each student is protected. Your responses are stored anonymously – without ANY information that would link the answers to the identity of the student.

If you experience any problems or if you have recommendations for improvements, there will be an opportunity to provide feedback after you have submitted the evaluation.

Again, thank you very much for providing me with your thoughtful and honest evaluation of the course and for participating in this pilot to improve course evaluations at Gustavus.

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 [RETURN TO INSTRUCTIONS – step A.]