

Procedures for Conducting Electronic SRIs Self-Administered

On the day of the SRI, you will:

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

To “Open a course” to allow students to access SRI (or to close it after class ends):

1) On any internet browser (not on the Gustavus website), type in: <https://eval.gac.edu/sri/>

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 the back of this page.

c. Tell students to open an internet browser and type in: <https://eval.gac.edu/sri/>

(Write <https://eval.gac.edu/sri/> on the board)

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

e. Tell students to choose your class 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 unable to log in or are having problems submitting your response – try another browser. Trying another browser can fix issues with some students who could not submit their answers.

If you cannot “ENABLE” your course, call GTS at x6111 and ask for Dan Oachs, Paul Hanson, or Tami Aune 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 highly discourage allowing them to take it later on their own in an uncontrolled environment.

Read to students when administering SRIs:

I value your honest and constructive feedback, both positive and negative, because your feedback can help me to make improvements to my courses. *[If possible, share examples of how you have changed your courses as a result of student feedback.]* Specific constructive suggestions that focus on your learning are far more useful than general critiques, so please be as specific as you are able.

Once it is determined that everyone has gained access to the SRI 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 multiple choice questions.

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.

Upon successful completion of the evaluation, you should see a message outlined by a green box: “Thank you for providing your thoughtful and honest evaluation of (class name), Professor (your name), and for participating in course evaluations at Gustavus.” If you do not see this message, please contact me.

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 us with your thoughtful and honest evaluation of the courses.

To close course after evaluations are complete [RETURN TO INSTRUCTIONS – step a.]