Student Evaluation of Teaching
Information for the instructor concerning the on-line SET survey

- Announce the new format to your class
- Allow the students to bring electronic devices to class on a given date during the SET timeframe
- Plan on 15 minutes of class time for survey completion
- The instructor must leave the room while the survey is being completed
- There is no need to have a monitor sheet
- Caution students that there should be no conversation while the survey is being completed
- Ask that one student let you know when all students have completed the survey (if under 15 minutes)

Give the students the following information concerning the format on their Mobile device which is slightly different from that seen on PC or laptop.

- Smartphones will show one question at a time
- Smartphones use an arrow to move to the next page
- PC or laptop will have a “next” button on the bottom of each page
- Students may “Save” responses on each page and move on
- Once the survey “Submit” button is pressed, the survey may not be re-entered
- Unless the “Submit” button is pressed, your survey will not be counted

Access the survey

- Instruct students to look for the survey link in the email from OIR
- Survey link may also be accessed from their Husky-CT home page
- Survey link http://blueapp.grove.ad.uconn.edu/Blue
- Use NetID and password to sign on
- Survey is open 24/7 during the evaluation period if access in class is not possible. If there are browser access problems, please call the Help Desk:
  - Submit a problem ticket through Self Help, Email Helpcenter@uconn.edu, Call (860)486-4357 (Menu Options)

Instructor to Read to the Students:
Your participation in this survey is completely voluntary. The information you provide by completing this survey will not be used in any way that can identify you. It will be compiled to produce statistical summaries of student responses. These statistical summaries play an important role in further improving the course and the instructor’s teaching. They are also used in making important personnel decisions. You have a responsibility to express your considered opinion if you choose to participate in this survey.

- All reporting for classes is an aggregate of all student responses/comments go only to instructor
- Tracking to send reminder emails to the student is used for reminders only
- Student questions or concerns about the survey should be directed to:
  The Office of Institutional Research, Cheryl Williams, SET Coordinator
  Cheryl.Williams@UConn.edu or 860-486-1910