



UNIVERSITY OF CONNECTICUT

Instructor's Information: On-line Student Evaluation of Teaching (SET) survey

- Announce the date you are allowing in-class time to complete the on-line survey in advance
- 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)

Use of Smartphone, tablet or laptop any may be used to complete the survey

- 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
- Press "Submit" at the end of the survey to register your responses

Access the survey

- Instruct students to look for the survey link in the email from: SETeaching@UConn.edu
- Survey link may also be accessed from their Husky-CT home page or On-line SET webpage
- 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](#))

Please assure Students:

- All reporting for a classes is an aggregate of all student responses
- Student comments are sent 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 and Effectiveness, Cheryl Williams, SET Coordinator
Cheryl.Williams@UConn.edu or 860-486-1910