

FAQ's: The Basics and Protocols for the On-line System Fall 2014

Q. I want to be included in the on-line SET. How do I sign up?

A. There is no sign-up for the faculty to be included in the process. Classes are included with the exception of those having less than 5 students enrolled, IND Study, CLN, PRA, as in past semesters.

All request forms and further details concerning which instructor designation is included in the SET survey system automatically and which need to be requested for inclusion are on the On-line SET/ OIR website.

Please note that any instructor or class added to Student Administration after the 10th day of classes may not have been automatically included in the survey. In these cases please submit a "Special Request" so that the class may be added manually to the SET survey system.

http://www.oir.uconn.edu/onlineset/SET_Forms.html

Q. Where does the information to include faculty and students come from?

A. All of the information for the new system comes from the Student Administration System (SA). It will be the same process for departments as in recent semesters.

Q. Where can I find announcements concerning SET?

A. Current announcements will be on the UCONN Daily Digest and on the SET web page:

<http://www.oir.uconn.edu/onlineset/onlineset.html>

Q. Will I be able to add my own questions? When? How? What type?

A. The faculty will have access to the "Question Personalization" or "QP" portion of the survey during the week prior to the survey opening for students.

Faculty will receive an email asking them to sign-in with their Net ID and password to add their questions.

Faculty may add up to 3 of their own qualitative questions to the survey at that point.

Directions are in the "Question Personalization" portion of the survey as well as on the SET webpage.

Q. Can faculty control when students have access to the survey?

A. Open/Close is not set by faculty, but is determined by OIRE in keeping with the Registrar's Calendar. Those classes or instructors having early ending dates are accommodated through the end date information entered into Student Administration by the Registrar's Office.

Instructors are encouraged to schedule class time to allow in class completion of the survey on mobile devices such as laptop, tablet or smartphone. Surveys will be open for approximately 1-3 weeks before finals week or as determined by the end date of the class or instruction in the case of early ending classes.

Q. When and how will the students access the survey?

A. The timeframe for students to access the survey is the last 2-3 weeks of class prior to finals week. Students are sent a link via email so that they can sign into the on-line survey using their Net ID and Password.

The link will also be on their Husky-CT homepage.

Q. Will I still be able to ask students to complete the survey during class time?

A. Yes! It is **highly advised that you schedule 15 minutes of class time** to allow the students to complete the survey on their mobile devices. This survey is set up to work with laptop, tablet and smartphone as well as PC.

Q. Will the IT capacity be large enough to allow all students UConn Wi-Fi access at once?

A. Large classes are advised to allow their students to complete the survey in their DIS or LAB sections. In some cases use of AT&T, Verizon or other student carrier may be advisable. Students will need to “turn off Wi-Fi” for that access.

Q. How do I schedule my Early Ending class for on-line survey?

A. The programming is automatically set to pick up the last date scheduled on the Meetings Tab of the Student Administration>Schedule of Classes and open the survey 1-3 weeks prior to that for students and 3-7 days prior to that for the instructor to add questions. Departments having Early Ending classes or instruction should submit a request in so that the data in SA is checked with the data in the SET survey system. http://www.oir.uconn.edu/onlineset/SET_Forms.html

Q. What are the dates this semester?

A. The calendar is also on the On-Line SET/OIRE website. The exceptions to this are the early ending classes which are set up by their own last meeting time range as it is listed in PeopleSoft. This also includes the early-ending instruction. http://www.oir.uconn.edu/onlineset/SET_Schedule_Fall_2014.pdf

Q. When will the results be available? Will you mail them to me?

A. The survey results will be on-line via secure sign-on using netid and password. Reports are no longer printed by OIRE, but may be downloaded in pdf format and printed by the instructor or Department. This will generally occur within the first two weeks following the Registrar’s final grade entry deadline.

Q. What if I want to continue using a paper survey?

A. Paper forms are no longer available for this system.