FAQ’s: The Basics and Protocols for the On-line System Fall 2013

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. All classes are included with the exception of those having <5 enrolled, IND Study, CLIN, PRA, as in past semesters. All request forms are on the On-line SET/ OIR website. 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. I want to take the training for the new survey, but am not available. Is it possible to set up another day?
A. There will be a video made of the training that will appear on the On-line SET website after the last training session. 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 the week prior to the survey opening for students. They will receive an email (and reminders) asking them to sign-in with their Net ID and password to add their questions. Faculty may add 3 of their own qualitative questions to the survey at that point. Directions are easy to follow and will be demonstrated in the training.

Q. Can faculty control when students have access to the survey?
A. Open/Close is not set by faculty, but is determined by OIR. 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 24/7 for approximately 2-3 weeks before finals week.

Q. When and how will the students access the survey?
A. The timeframe for students to access the survey is the same as it usually 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. In case they lose the email, 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 Schedule of Classes and open the survey 1-2 weeks prior to that for students and 3 days to a week prior to that for the instructor to add questions. It is a good idea to send the Early Ending request in so that the data in SA is checked. [http://www.oir.uconn.edu/onlineset/SET_Forms.html](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/OIR 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 end early instruction. [http://www.oir.uconn.edu/onlineset/SET_Schedule_Spring_2014.pdf](http://www.oir.uconn.edu/onlineset/SET_Schedule_Spring_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. This will generally occur within the two weeks following final grade entry into PeopleSoft. If there are paper forms requiring scanning it may take longer.

Q. What if I want to continue using a paper survey?
It is highly recommended that all instructors utilize the on-line survey system. Paper surveys will be phased out. If you choose paper, please fill out the “Opt Out to Paper” form under “Special Arrangements and Request Forms“. It will be routed to your Department Head for final approval before going to OIR for input of the option. Opt out to paper and info: [http://www.oir.uconn.edu/onlineset/onlineset.html](http://www.oir.uconn.edu/onlineset/onlineset.html)