Student Evaluation of Learning
and Feedback for Instructors

SELFI

August 2016

Student Evaluation of Learning & Feedback for Instructors (SELFI)

Department Contact Overview

UND Office of Institutional Research
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August 2016

Overview

- Background & Timeline
- Benefits of an Online System
- We need your help!
- Tasks of User Groups
- Data in/Data out - Importance of Accurate Course Data
- How does Blue work? (for students)
- Instructions for Managing Courses (opting out) ✳
- Instructions for Building Questions
- Instructions for Viewing Response Rates
- Instructions for Report Viewing ✳
- Other tools - Website ✳

✳ *Information specifically for department contact*

Background

- 2014 USAT Committee final report (Dec 2014)
  - Discussed key topics/questions related to student evals of teaching
  - Offered 12 recommendations – one being "*implement a paperless version of its new SET form, available to all UND faculty, conducted using an online survey.*"

- Based on recommendations, an implementation committee (SETIC) was formed

  Purpose: to select new SET form, conduct campus conversations, pilot/analyze new SET questions (fall '15, spr '16), and implement(fall '16).

Project Timeline

- Phase I: Planning (Fall 2015)
  - RFP Completed
  - Info gathering for new SET questions
  - Campus conversations & forums
  - Initial pilot of questions (using Qualtrics)

Project Timeline

- Phase 2: SET Introduction (Spring 2016)
  - Revised questions based on analysis
  - Campus conversations
  - Continued testing of questions (SELFI)
  - Began setup of eXplorance Blue

Project Timeline

- Phase 3: Pilot (Summer 2016)
  - Rollout of SELFI & Blue to small pilot
  - Training for contacts (more in fall!)
  - Dissemination of first SELFI (Blue) Reports

Project Timeline

- Phase 4: Implementation (Fall 2016)
  - Continued conversations
  - Nov 1: Campus-wide rollout of SELFI and Blue (excludes early part-term courses)
  - Begin conversations regarding added questions (ESST, Dept, Online, etc.)

Benefits of an online system

- Accessibility compliant
- Data integration – auto data feeds from CC
- Blackboard integration
- Paper savings, more efficient (auto emails), quicker results
- Flexibility – questions can be added to the 24 core qs
- 24*7 access for student
- Mobile application
- Students have more time to provide thoughtful responses
- Faculty can gauge response rates-encourage feedback
- Multi-instructor capabilities

We need your help!
Department Contact (DC) Role

You are our connection!

- Work with your chair to verify that the correct instructor names are reported within Campus Connection. This includes GTA's.

- If instructor is not to be evaluated, the DC would help the instructor 'opt out.'

- Has access to reports - can re-produce as needed.

Tasks of User Groups

Primary Task	Students	Instructors	Deans	Chairs	Contacts
Form Fill Out (FO)	Yes				
Question Personalization (QP)		Yes			
View Response Rates (SV)		Yes		Yes	Yes
Advanced Crs Mgmt (SVM)		Yes			Yes
Report Viewing (RV)		Yes	Yes	Yes	Yes

Accurate meeting dates are important!

UND classes vary in length. This chart displays approximate timelines for the question personalization (QP) and student evaluation period based on class length. Accuracy is important!

Class Length	QP Window	Evaluation Window
60+ days	28 days before course ends (thru 15 days prior to end)	The last 14 days of course
35-60 days	20 days before course ends (thru 11 days prior to end)	The last 10 days of course
6-34 days	60% before course ends (thru 35% days prior to end)	The last 20% of days of course
2-5 days	4 days before course ends (thru 2 days prior to end)	1 day before course ends (ending the last day of crs)
1 day	3 days before course ends (thru 1 day prior to end)	The last day of course

How does Blue work (for students)?

- Two ways of notification

  - Email to student

  - Task list within Blackboard

- OR – students can sign in directly

Dear *Firstname*,

As your course comes to an end, please be sure to submit your SELFI and evaluate your instructors and courses.

Please click on the link to evaluate your courses now   Note that this link will take you to a NDUS sign-in page.

You can complete your SELFI evaluations on your laptop, tablet, or mobile device. Each SELFI takes approximately 5-10 minutes. Confidentiality is central to our system. To read about confidentiality and other FAQ's, check out the link below.

Thank you!
UND Office of Institutional Research
Link to SELFI information http://UND.edu/research/institutional-research/selfi/index.cfm

UND SELFI

UND SELFI

Please complete the following assigned tasks.

Tasks (7) `<<` `<` 1 / 1 `>` `>>`

Task type	Description	End date	Status
Subject View Management	MLS 471 - Clinical Chemistry I (09641)	2016/07/08	Completed
Fillout	MLS 471 - Clinical Chemistry I (09641)	2016/07/08	Completed

NORTH DAKOTA
UNIVERSITY SYSTEM
ACCESS. INNOVATION. EXCELLENCE.

Please login using your NDUS Account

How does Blue work (for students)?

- Once into the SELFI, students will first have to select the instructor to be evaluated and then the questions are launched

Opting Out
(for instructors and contacts)

- Email notification regarding Subject Course Management

- Once the course is selected, it shows Opted In. Will need to select 'Opt out' to not evaluate.

- When finished, select Finalize
  (otherwise reminders are sent)

See more detailed instructions under **How to's** at
http://und.edu/research/institutional-research/selfi/

Dear *Firstname*,
The University of North Dakota is committed to ensuring the quality of its academic programs, teaching, an
the learning experiences of its students. An important component of this is the regular evaluation of course
by students. The new online application, allows you to manage your courses and view response rates of the
Student Evaluation of Learning and Feedback for Instructors or "SELFI."
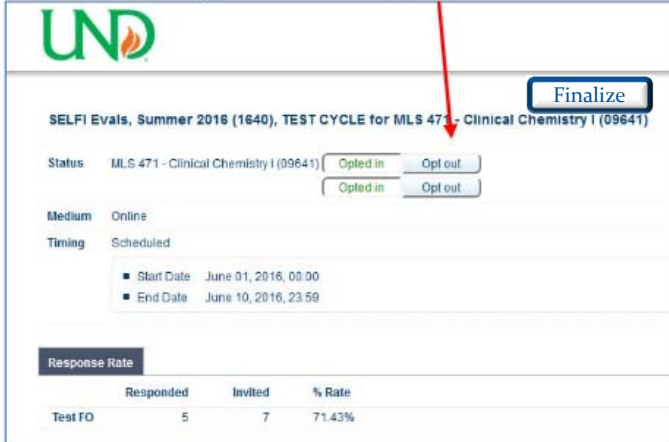
Please click here to view your response rates and manage your courses   Note that this link will take you to
NDUS sign-in page.

We have provided some information on the implementation process, how results are disseminated, and
other frequently asked questions at http://und.edu/research/institutional-research/selfi/index.cfm.

If you need technical assistance or have questions related to the new online evaluation system, please
contact the Project Team at UND.selfi@UND.edu or call OIR at 701-777-4358.

Thank you.
UND Office of Institutional Research

UND

Finalize

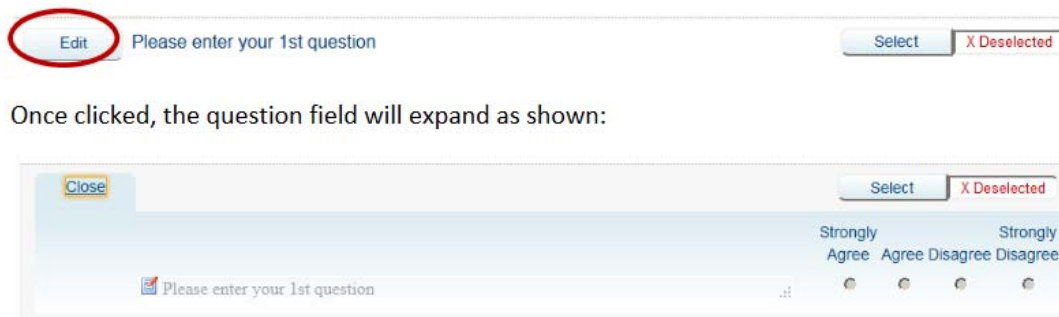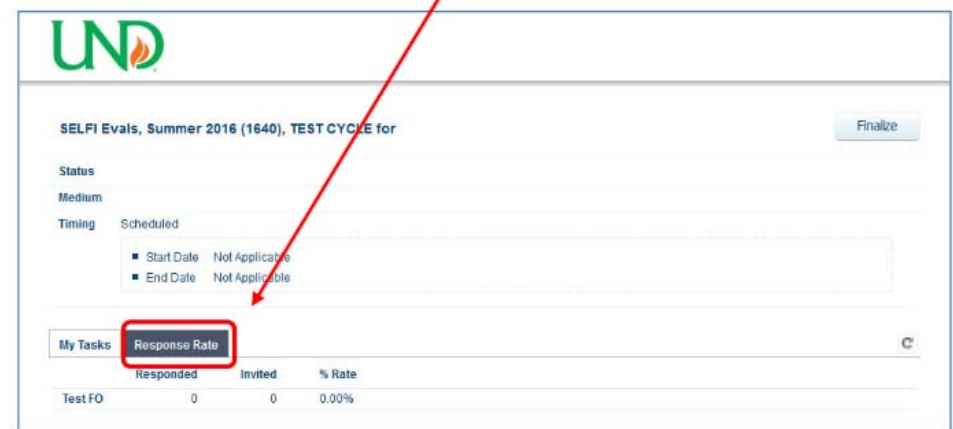SELFI Evals, Summer 2016 (1640), TEST CYCLE for MLS 471 - Clinical Chemistry I (09641)

| Status | MLS 471 - Clinical Chemistry I (09641) | Opted in | Opt out |
| | | Opted in | Opt out |

Medium   Online
Timing   Scheduled

- Start Date   June 01, 2016, 00:00
- End Date   June 10, 2016, 23:59

Response Rate

	Responded	Invited	% Rate
Test FO	5	7	71.43%

Question Personalization (QP) (for instructors)

- Email notification to **instructors** regarding Managing their courses or Question Personalization
- They will be able to create up to three questions (either rating and/or open-ended questions). *See How-to..*

Edit   Please enter your 1st question   Select   X Deselected

Once clicked, the question field will expand as shown:

Close   Select   X Deselected

                                          Strongly   Strongly
                                          Agree Agree Disagree Disagree
    Please enter your 1st question

Click on the phrase "Please enter your rating question here." to activate the yellow edit box. Then begin typing your question. *It is recommended to include your name in brackets to indicate to students that this was your question*

- When finished, select Finalize (otherwise reminders are sent)

See more detailed instructions under **How to's** at
http://und.edu/research/institutional-research/selfi/

Viewing Response Rates (for Instructors)

- Email notification regarding Question Personalization
  - or see task on Blackboard
  - or sign in directly
- Instructors will see a screen with the **response rate** shown on the bottom. The rate will adjust throughout the Form Fill Out period for students.

On our website we have some strategies for promoting student participation.

✓ *Check them out!*

See more detailed instructions under **How to's** at
http://und.edu/research/institutional-research/selfi/

Reports
Report Viewing Access by Group

	User Groups				
Report Types	Students	Instructors	Deans	Chairs	Contacts
Individual Course-Instructors		Yes		Yes	Yes
Departmental Reports			Yes	Yes	Yes
College-wide Report			Yes		
University-wide Report	available on OIR website	available on OIR website	Yes	available on OIR website	available on OIR website
Student Report	available on OIR website				

Yes=direct email

Instructions for Report Viewing

- Email notification regarding Report Viewing will go out to Instructors, Contacts, Chairs, and Deans.

  To access:
  - See the SELFI Reports block on Blackboard
  - Or sign in directly to website

- Samples of reports are on OIR website

See more detailed instructions under **How to's** at
http://und.edu/research/institutional-research/selfi/

Other Resources

SELFI Website

Departments

📄 Roles and Responsibilities
📄 Overview
How to's...

Faculty

📄 Faculty FAQ
📄 Top 10 Ways - Increase Rates
📄 Strategies for Student Participation
📄 Do you have these concerns?
How to's ...

Students

📄 Student FAQ's
How to's...

selfi@und.edu

Trouble Logging into SELFI? Contact
UND Tech Support or call
701-777-6305.

Keep calm, we're here to help!   -OR-
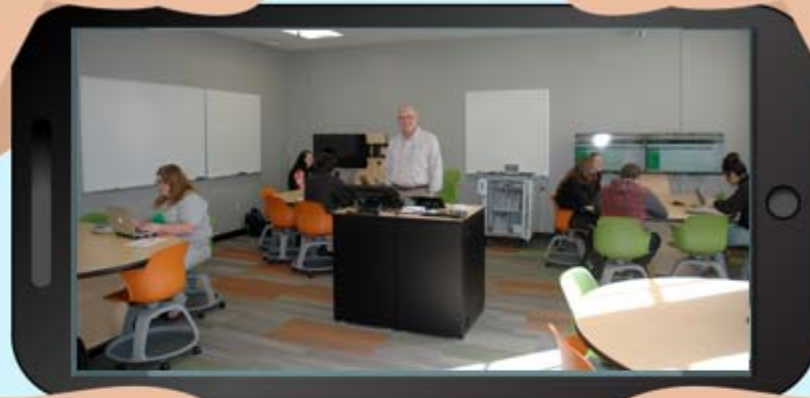
Questions?

Call us at **701-777-4358** or email **selfi@und.edu**.

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