

“How to” for Students: SELFI Form Fill Out Instructions

Students we value your input! Your feedback is vital to identifying strengths and weaknesses of courses, programs, and faculty instruction. Completing your course evaluations allows faculty, department chairs, and deans to learn about your experience in the classroom. It is up to you to make the university learning experience the best it can be.

A few important items we want you to know!

- Your feedback **will** be used and very likely will result in change. Faculty use the results to make improvements in their own course curriculum. Departments use the results in faculty performance evaluations and in tenure and promotion decisions.
- Your feedback and comments **can't be traced back to you**, (unless your written comments make you identifiable).
- Take the time to provide constructive feedback. This can help improve the usefulness of the results for your instructor.

The following outlines the steps to access the form to enter your responses.

A) Email Notification

You will receive an email inviting you to evaluate your instructors and courses and submit your SELFI.

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

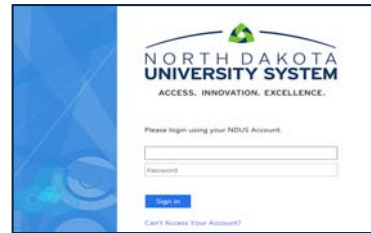
Link to SELFI information <http://UND.edu/research/institutional-research/selfi/index.cfm>

B) Accessing the SELFI form

Three different ways are available to access the SELFI form.

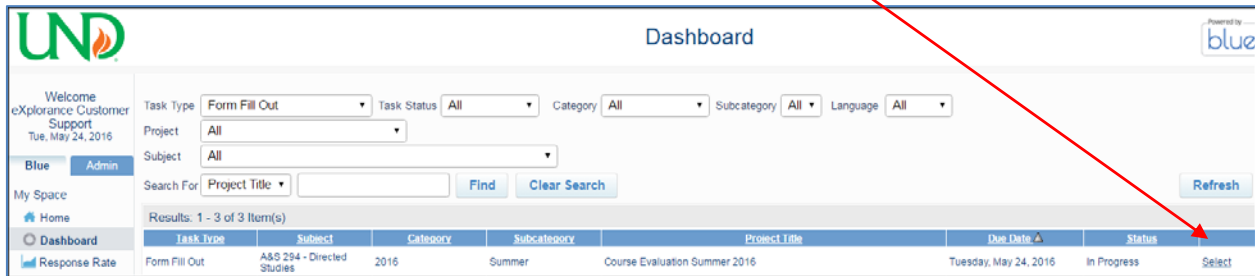
1. Click on the link provided in the above email.
2. From your Blackboard account “Task List”.
3. Sign in directly (<https://evals.und.edu/>)

All three selections will bring you to the NDUS Login page. Enter your IDM firstname.lastname and password.

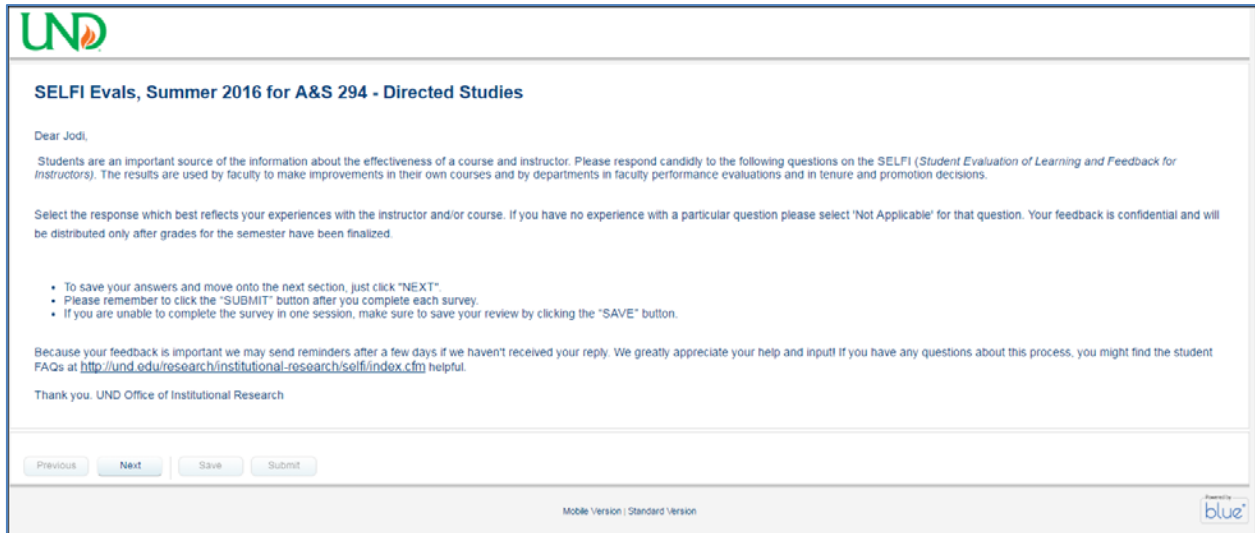


C) Filling out the form

The courses will appear that are ready for "Form Fill Out", click SELECT.



You will see the first page of your form, with a welcome message and instructions



You can use the navigation buttons to save, go to the next or previous page:



Once you answer all the questions...

The screenshot shows the 'SELFI Evals, Summer 2016 for A&S 294 - Directed Studies' interface. It features a 'Learning:' section, 'Questions for Instructor: Heather Helgeson', and three statements with Likert scales: 'I have gained knowledge/skills that reflect the learning outcomes of this course.', 'My interest in the subject has increased as a consequence of this course.', and 'I have found the course intellectually challenging.' A red circle highlights the Likert scales for the first two statements, with a red arrow pointing from the text above to the 'Strongly Agree' option of the first scale. The interface includes 'Previous', 'Next', 'Save', and 'Submit' buttons, a progress bar at 27%, and the 'blue' logo.

And entered all your comments

The screenshot shows the 'Open-ended Questions' section of the survey. It includes 'Questions for Instructor: Heather Helgeson' and three text input fields with prompts: 'Describe some aspects of this course that promoted your learning.', 'What specific, practical changes can you recommend that might improve the learning in this course?', and 'If a student asked whether or not you would recommend this course from this instructor, what would you recommend and why?'. A red arrow points from the text above to the 'Submit' button. The interface includes 'Previous', 'Next', 'Save', and 'Submit' buttons, a progress bar at 100%, and the 'blue' logo.

The final process is to select submit.

The screenshot shows the final submission step of the survey. It features a blue banner with the text 'Please click "Submit" to finalize your responses'. Below this, it says 'Interim responses saved' and shows 'Previous', 'Next', 'Save', and 'Submit' buttons. A red arrow points from the text above to the 'Submit' button. The interface includes a progress bar at 100% and the 'blue' logo.