"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.

<u>Please click on the link to evaluate your courses now</u> 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 <u>http://UND.edu/research/institutional-research/selfi/index.cfm</u>

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 (<u>https://evals.und.edu/</u>)

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.

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Welcome eXplorance Customer Support Tue, May 24, 2016 Blue Admin My Space	Task Type [Project [Subject [Search For]	Form Fill Out All All Project Title V	Task Status A	I Categor	/ All Subcategory All Language	ye All •		Refresh
# Home	Results: 1	- 3 of 3 Item(s)				a		
Dashboard Response Rate	Form Fill Out	A&S 294 - Directe Studies	d 2016	Subcategory Summer	Course Evaluation Summer 2016	Tuesday, May 24, 2016	In Progress	Select

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

SELFI Evals, Summer 2016 for A&S 294 - Directed Studies	
Dear Jodi,	
Students are an important source of the information about the effectiveness of a course and instructor. Please respond candidly to the following questions on the SELFI (Student Evaluation of Learning and Feedback for Instructors). The results are used by faculty to make improvements in their own courses and by departments in faculty performance evaluations and in tenure and promotion decisions.	
Select the response which best reflects your experiences with the instructor and/or course. If you have no experience with a particular question please select 'Not Applicable' for that question. Your feedback is confidential and will be distributed only after grades for the semester have been finalized.	
To save your answers and move onto the next section, just click "NEXT". Flease remember to click the "SUBMIT" button after you complete each survey. If you are unable to complete the survey in one session, make sure to save your review by clicking the "SAVE" button.	
Because your feedback is important we may send reminders after a few days if we haven't received your reply. We greatly appreciate your help and input! If you have any questions about this process, you might find the student FAQs at http://und-eduirosearch/institutional-research/self/index.cfm helptu.	
Thank you. UND Office of Institutional Research	
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You can use the navigation buttons to save, go to the next or previous page:

Previous	Next	Save	Submit	

Once you answer all the questions...

SELFI Evals, Summer 2016 for A&S 294 - Directed Studies						
Learning:						
Questions for Instructor: Heather Helgeson					_	
I have gained knowledge/skills that reflect the learning outcomes of this course.	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	NA
My interest in the subject has increased as a consequence of this course.	Strongly	0	0	•	Strongly	0
	Disagree	Disagree	© Neutral	Agree	Agree	NA ©
I have found the course intellectually challenging.	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	NA
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And entered all your comments

SELFI Evals, Summer 2016 for A&S 294 - Directed Studies	
Onen-ended Duestions:	
Questions for Instructor: Hearner Heigeson	
Describe some aspects of this course that promoted your learning.	
Projects, assignments and consultations	
What specific, practical changes can you recommend that might improve the learning in this course?	
More one-on-one consultation time:	
If a student asked whether or not you would recommend this course from this instructor, what would you recommend and why?	
I recommend this course because the instructor was faintable.	
	d
Please click "Submit" to finalize your responses	
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Mobile Version Standard Version	b

The final process is to select submit.

Please click "Submit" to finalize your responses		
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