How to: View your SELFI Response Rates
(what Blue calls Subject View Management-SVM)

This document outlines the steps for viewing your course response rates.

A) You will receive an email from the Blue system, inviting you to review the response rates for your course evaluations. The text of this email is provided below.

Dear *Firstname*,
The University of North Dakota is committed to ensuring the quality of its academic programs, teaching, and the learning experiences of its students. An important component of this is the regular evaluation of courses 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 a NDUS sign-in page.

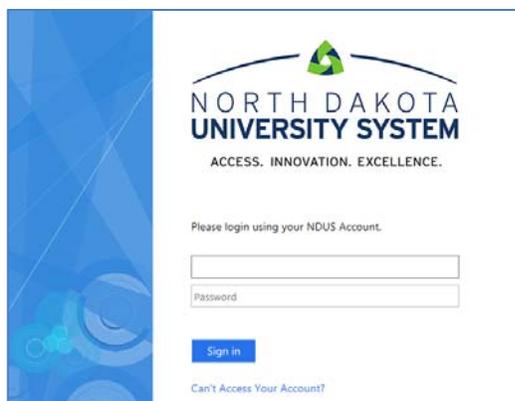We have provided some information on the implementation process, how results are disseminated, and other frequently asked questions at http://und.edu/research/institutional-research/selfi/index.cfm.

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

B) **To review the response rate, CLICK the link in the above email.**
C) Clicking the link will bring you to the NDUS Login page, enter your IDM firstname.lastname and password.

D) Next you should see your **Blue** task list. You should see all of the sections that you are teaching this semester. Note that **you may see each section twice, (once for "QUESTION PERSONALIZATION" and once for "SUBJECT VIEW MANAGEMENT")**. (See figure below)
   a. This focus is on the rows that have "Subject View Management".
   b. Select the course in the row that you would like to review the response rate.

E) You will now see the following screen. The current **response rate** is shown on the bottom. Please note that this rate will change over time until the evaluation period ends. Therefore you may want view this information at different times to ensure sufficient number of students have completed their evaluations. (see figure below)
For tips of how to increase responses please check out, "The Top 10 Ways to Increase SELFI Responses".

F) Repeat the above steps for your other courses.