

## 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.

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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>.

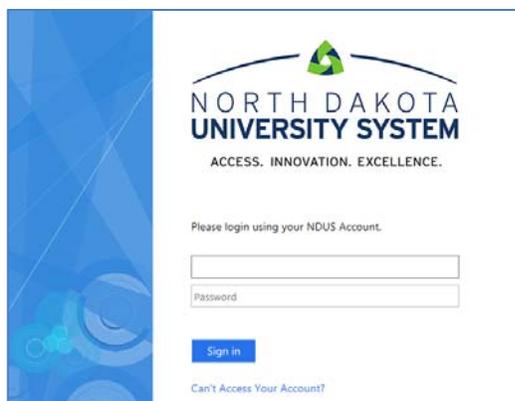
If you need technical assistance or have questions related to the new online evaluation system, please contact the Project Team at [UND.selfi@UND.edu](mailto:UND.selfi@UND.edu) or call OIR at 701-777-4358.

Thank you.

UND Office of Institutional Research

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- 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.



The image shows the NDUS login page. On the left is a blue sidebar with a geometric pattern. The main content area has the North Dakota University System logo at the top, which includes a green and blue circular icon. Below the logo is the text "NORTH DAKOTA UNIVERSITY SYSTEM" and the tagline "ACCESS. INNOVATION. EXCELLENCE." Below this is the instruction "Please login using your NDUS Account." followed by two input fields: one for the username (with a placeholder "IDM") and one for the password (with a placeholder "Password"). A blue "Sign in" button is positioned below the password field. At the bottom left of the form area, there is a link that says "Can't Access Your Account?"

- 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)
- This focus is on the rows that have “Subject View Management”.
  - Select the course in the row that you would like to review the response rate.

**Task List**

Project Title: SELFI Evals, Summer 2016 (1640), TEST CYCLE

Filter by: View  Task  Task Type  Ownership

Group  Task Status  Email Status

Name (Subjects)  Contains

Name (Subjects)  Contains

Name (Subjects)  Contains

Sort by: Name (Subjects)

Results: 11 - 20 of 21 Item(s)

Task Type	Subject	Secondary Subject	Task Owner	Task Status	Manage	Link
Form Fill Out	MLS 471 - Clinical Chemistry I (09641)	[Multiple Secondary Subjects]	Explorance Customer Support (Test FO)	Not Completed	<a href="#">Manage</a>	<a href="#">Link</a>
<b>Subject View Management</b>	<b>NURS 559 - Maternal and Child Health in Primary Care (05656)</b>	[Multiple Secondary Subjects]	Not Applicable	Completed	<a href="#">Manage</a>	<a href="#">Link</a>
Question Personalization	NURS 559 - Maternal and Child Health in Primary Care (05656)	Jana Zwilling	Not Applicable	In Progress	<a href="#">Manage</a>	<a href="#">Link</a>
Question Personalization	NURS 559 - Maternal and Child Health in Primary Care (05656)	Elizabeth Jahn	Not Applicable	Completed	<a href="#">Manage</a>	<a href="#">Link</a>

- 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](#)”.

**UND**

SELFI Evals, Summer 2016 (1640), TEST CYCLE for

Status

Medium

Timing Scheduled

Start Date Not Applicable

End Date Not Applicable

My Tasks **Response Rate**

	Responded	Invited	% Rate
Test FO	0	0	0.00%

- F) Repeat the above steps for your other courses.