

# Completing an SEI Evaluation

Information Technology Services  
November 12, 2015  
West Virginia University

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## Overview

To improve student experience at West Virginia University, the university seeks fair, honest feedback from its students about their courses. Student information is not kept with the data, nor are the students identified in any way.

This guide will show you how to do the following:

1. Log into the application.
2. Open a course evaluation to complete.
3. Complete the evaluation.
4. Submit the evaluation.

## Logging in

1. You will receive an email from [SEI@mail.wvu.edu](mailto:SEI@mail.wvu.edu) with the link “Click here to complete your course evaluations.” Click the link.

*Dear* ██████████,

As part of our focus on improving the student experience at West Virginia University, we are seeking your feedback for each of the courses you are undertaking this semester.

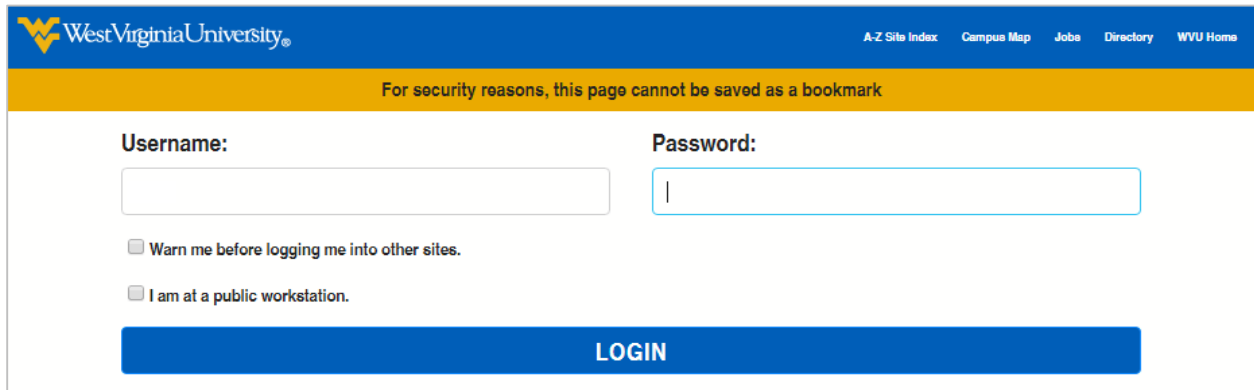
Use the link below to access your course evaluation forms. We ask that you provide a fair and honest assessment of your learning experience in these courses. We strongly encourage you to include comments.

Your personal details will not be kept with the data, and you will not be identified in any way. If you have difficulties accessing the link below, we also provided the direct link to evaluation forms at the end of this email.

[\*Click here to complete your course evaluations.\*](#)

Please respond as soon as possible. If you have any problems accessing the survey, please submit a ticket at [ITS Service Desk](#).

- The link will open a window in your default browser and take you to WVU's authentication page. Enter your LoginID (MyID) credentials and click Login.




- Check the details to verify their accuracy. Your name will be listed as the Task Owner, Category and Subcategory will match the current term and the current term's courses. Courses with multiple instructors will also display the other instructor's name(s).

**Fillout Task List**  
**Task Owner:** Jessica Murphy  
**Project Title:** Training - Student Evaluation of Instruction Fall 2015  
**Category:** Fall  
**Subcategory:** 2015

Subject	Due date	Status
<a href="#">Accounting-201-001</a>	Monday, November 30, 2015	Open
<a href="#">Accounting-202-001</a>	Monday, November 30, 2015	Open
<a href="#">Behavior Medicine &amp; Psychiatry-741-001</a>	Monday, November 30, 2015	Open
<a href="#">Behavior Medicine &amp; Psychiatry-741-002</a>	Monday, November 30, 2015	Open

Mobile Version | Standard Version

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## Opening a Course Evaluation to Complete

1. Click a course with an "Open" status to start the evaluation.

Subject	Due date	Status
<a href="#">Accounting-201-001</a>	Monday, November 30, 2015	Open
<a href="#">Accounting-202-001</a>	Monday, November 30, 2015	Open
<a href="#">Behavior Medicine &amp; Psychiatry-741-001</a>	Monday, November 30, 2015	Open
<a href="#">Behavior Medicine &amp; Psychiatry-741-002</a>	Monday, November 30, 2015	Open

Mobile Version | Standard Version

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2. A "Dear Student" welcome message will appear. If you decide not to complete the evaluation at this time, click "Back to Task List" at the bottom. Otherwise, click "Next."

### Training - Student Evaluation of Instruction Fall 2015 for Behavior Medicine & Psychiatry-741-002 Clinical Clerkship:Psychiatry

Dear Student,

As part of our focus on improving the student experience at West Virginia University, we are seeking your feedback on the courses in which you are currently enrolled. We believe this feedback will help us better understand and address the issues students face throughout the semester.

Select the response, which best reflects your experiences with the course. If you have no experience with a particular question, please select 'Not Applicable' for that question.  
Please use the space provided after each question if you wish to comment further about any aspect of this course.

Because your feedback is important we may send reminders after a few days if we haven't received your reply. We greatly appreciate your co-operation.

To save your answers and move onto the next section, just click "**NEXT**".  
Please 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.

Sincerely,  
Student Evaluation of Instruction Team  
West Virginia University

## Completing the Evaluation

- Complete the survey by selecting answers and entering comments as needed, then click "Next."
  - To return to the main menu at any time, click "Back to Task List" at the bottom.
  - To save your answers, click "Save" at the bottom.

**Training - Student Evaluation of Instruction Fall 2015 for Behavior Medicine & Psychiatry-741-002 Clinical Clerkship:Psychiatry**

**General Course Items**

**Course Content and Course Evaluation**

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	N/A
The course content was worth learning.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The assignments solidified my understanding.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluation of the students was explained clearly.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grading procedures were fair.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The textbook and/or supplemental materials were helpful.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Comment on the strengths and weaknesses relating to course content and course evaluation.**

Test 1

- When prompted, select the instructor(s) you would like to evaluate and click "Next."

★ Please select which instructors you would like to evaluate

- Evaluate the instructor(s) by selecting answers and entering comments, then click "Next."

**Production Final Check V1 - Student Evaluation of Instruction Fall 2015 for Bibliography-615-001**

**Instructor Items: Daniel Ferreras**

**Instructor Organization and Clarity**  
Daniel Ferreras

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	N/A
Set out and met clear objectives for the course.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Explained concepts and materials clearly and at an appropriate pace.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Presented course topics in a coherent fashion.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Returned assignments in a timely manner.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Comment on the instructor's strengths and weaknesses relating to organization clarity**  
Daniel Ferreras

Test 4

## Submitting the Evaluation

1. When the answer summary appears, review your answers for accuracy.

**Production Final Check V1 - Student Evaluation of Instruction  
Fall 2015 for Behavior Medicine & Psychiatry-741-002**

This is the summary of all your answers. You must click on the "Submit" button below to finalize your feedback submission. If you need to change any of your answers, please click on the appropriate question below.

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**General Course Items**

**Course Content and Course Evaluation**

The course content was worth learning.  
Agree

The assignments solidified my understanding.  
Neither Agree nor Disagree

Evaluation of the students was explained clearly.  
Neither Agree nor Disagree

Grading procedures were fair.  
Agree

The textbook and/or supplemental materials were helpful.  
Neither Agree nor Disagree

Comment on the strengths and weaknesses relating to course content and course evaluation.  
Test 1

2. Click "Submit."

Back To Task List
Previous
Next
Save
Submit
Progress  100%

3. When the confirmation screen appears, click the link to return to the list of course evaluations.

Thank you for taking the time to complete your SEI.

[Please click here to go back to your list of course evaluations.](#)

Sincerely,  
Student Evaluation of Instruction Team  
West Virginia University

4. Verify that the course status now says "Completed."

Subject	Due date	Status
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<a href="#">Behavior Medicine &amp; Psychiatry-741-001</a>	Monday, November 30, 2015	Open
<a href="#">Behavior Medicine &amp; Psychiatry-741-002</a>	Monday, November 30, 2015	Completed

## Additional Resources

If you experience difficulty or need assistance completing one or more of these tasks, please see the training page at <http://its.wvu.edu/sei>.