SEIs FAQs

Q: Can you please explain the timing of the SEIs?

> *A:* *We try and schedule SEIs at the end of the semester so students can evaluate the entire course experience. In addition, the timing we have chosen embeds protections for both the student and the faculty as follows:*
>
> > *(1) Having students complete the SEIs before the course is graded to ensure that their responses are about the course and not a reaction to a final exam or grade.*
> >
> > *(2) Not letting faculty see the result of the SEIs until after they have submitted grades so that grading cannot be influenced by SEI results.*

Student Questions:

Q: Can I make changes to SEIs I have already submitted?

> *A:* *No. SEIs are anonymous. Once you submit your response there is no way to distinguish your response from responses of other students in your class and so we could not provide a way for you to edit your response.*

Q: I don't see the SEI screen when I login to my.newpaltz.edu. Where can I find it?

> *A:* *If you have any SEIs to take, it will be the first screen you see after login to my.newpaltz.edu. If you do not see the SEI screen it means that you do not have any SEIs to complete. This can happen because you completed your SEIs, because your instructor opted out of SEIs for your class, or if you clicked the "Submit" button without responding to the SEI questions.*

Q: I do not want to complete my SEIs as this time, is there a way to continue to my.newpaltz?

> *A:* *Yes, you can click "continuing to my.newpaltz.edu" in the big yellow banner at the top of the page. The next time you login your SEIs will appear again. Do not click the "Submit" button. That will submit blank*

responses and you will not be able to go back and complete your SEIs later on.

Faculty Questions:

Q: How do I do print the SEI reports?

> *A:* *While you are viewing the Summary Report on the screen, select File/Print from the menu in your browser. One of your printer choices should be a PDF writer. If you are on a campus computer it may say "CutePDF Writer" as the printer name.*

Q: If a student withdraws from a course does that student have access to the SEI survey for the course?

> **A:** *If a student withdraws from a class, and that withdrawal is entered into Banner prior to the SEI administration period, the student would not see the SEI for that class.*

Q: If a student does not attend a class for most of the semester and receives an "F", does that student have access to the SEI survey for the course?

> **A:** *Yes, as long as that grade is entered in to Banner <u>after</u> the SEI administration period, and thus the student has no grade during the SEI administration period.*