
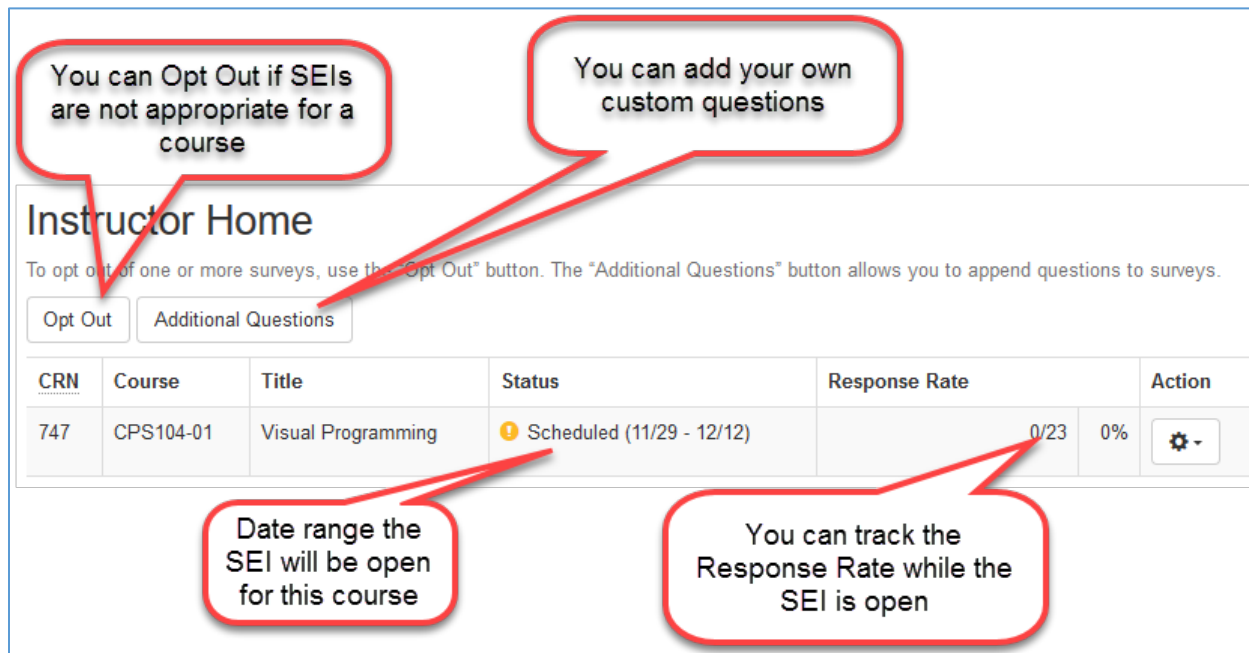


# Faculty Guide to SEIs



Navigate to the SEI area of <http://my.newpaltz.edu> –

- In the **Resources** menu select  **Faculty Services**
- Select **Student Evaluation of Instruction (SEI)**

You should see a list of the courses you are teaching:




The screenshot shows the 'Instructor Home' interface. At the top, there are two buttons: 'Opt Out' and 'Additional Questions'. Below these is a table with the following data:

CRN	Course	Title	Status	Response Rate	Action
747	CPS104-01	Visual Programming	 Scheduled (11/29 - 12/12)	0/23 0%	 -

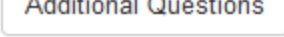
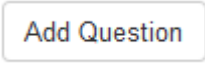
Callouts from the image:

- You can Opt Out if SEIs are not appropriate for a course** (points to the 'Opt Out' button)
- You can add your own custom questions** (points to the 'Additional Questions' button)
- Date range the SEI will be open for this course** (points to the 'Scheduled (11/29 - 12/12)' status)
- You can track the Response Rate while the SEI is open** (points to the '0/23 0%' response rate)

If you click the gear with the drop-down arrow in the Action column  you can select View Survey and see a preview of the SEI for that course including any custom questions you added.

## Adding Questions

Faculty may add [up to 10](#) additional questions.

- Click the **Additional Questions**  button
- Click the **Add Questions**  button

You have two options. You can create a question from scratch or selection a question from the question bank. The question bank is a list of all the questions New Paltz faculty have ever added to an SEI. You can filter on questions that you created to re-use your own questions semester to semester.

### Add Question

Please select an option below and press the "Continue" button.

**Create and add a new question** – Select this option if you would like to create a new question from scratch.

**Add a question from the question bank** – Select this option if you would like to browse through a collection of existing questions.

### Create a Question from Scratch

Select the option "**Create and add a new question**" and click the **Continue** button. Select a question type:

### Add Question

Please select an option below and press the "Continue" button.

**Create and add a new question** – Select this option if you would like to create a new question from scratch.

**Add a question from the question bank** – Select this option if you would like to browse through a collection of existing questions.

### Create Question

**Question Type \***

Choice – One Answer ?

Choice – Multiple Answers ?

Open Ended – One Line Answer ?

Open Ended – Multiple Line Answer ?

Simple Matrix ?

There are five question types.

**Multiple choice with one possible answer.** This is a multiple-choice question where the student can only select one answer. Here is an example of the type Choice – One Answer:

1. Relative to other courses, the workload in this course was:

- Very heavy
- Heavy
- Average
- Light
- Very light

**Multiple choice with multiple answers allowed.** This is a multiple choice question that allows the student to select more than one answer. Here is an example of the type Choice – Multiple Answer.

1. Why did you choose to take this course?

- To fulfill a GE requirement
- Interest in Asia
- Needed a 4 credit course
- Because it fit my schedule
- Previous experience with the instructor
- Other

### Open Ended – One Line Answer

This creates a question with a box where a student can write a text response. A maximum of 4,000 characters are allowed in the text box.

1. What could be done to improve this course?

### Open Ended – Multiple Line Answer

This creates a question with a box where a student can write a text response. A maximum of 4,000 characters are allowed in the text box. The difference between the multiple line and one line questions are that the multiple line question will expand as the user types and allows the use of the <enter> key.

### Simple Matrix

A matrix question is useful when you have several questions that all use the same scale:

	Always	Usually	Sometimes	Not very often	Never
1. I did all the readings and online responses before each class	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I attended all classes, took careful notes, and reviewed my notes promptly after class	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. I brought my notes and texts to class, prepared to focus and engage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. I asked the professor when I needed help on the readings or other aspects of the course (whether in office hours, after class, or via email)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

A matrix question has three parts:

1. **Question Text** - A general heading area that applies to all questions. You could put some text in here such as “Please rate the following” or “This instructor...” or “This course....”

Question Text \*

2. The **Rows** area where you will enter the actual question text

Rows

Text \*

✕

✕

3. **Answer Choices** will be your rating scale such as Strongly Agree, Agree, Neutral, etc. You have to assign those answer choices a numeric value. In the regular SEI questions Strongly Agree has a value of 5 and Strongly Disagree has a value of 1. The numeric values will produce a mean score for that question in the final report. You can use that mean score or ignore it.

Answer Choices

Text Value *	Numeric Value	
		✕
		✕

Here is a screenshot of a matrix style question being created:

**Question Type \***

Multiple choice with one possible answer ?

Multiple choice with multiple answers allowed ?

Open Ended – One Line Answer ?

Open Ended – Multiple Line Answer ?

Simple Matrix ?

**Question Text \***

This instructor

**Rows**

**Text \***

Made the objectives of the course clear

Acheived the state objectives of the course outline.

Clearly informed students of how they would be evaluated.

Was well prepared for class.

Made effective use of examples and/or illustrations.

Was confident and competent with the subject matter.

**Answer Choices**

Text Value *	Numeric Value	
Strongly Agree	4	<input type="button" value="✕"/>
Agree	3	<input type="button" value="✕"/>
Disagree	2	<input type="button" value="✕"/>
Strongly Disagree	1	<input type="button" value="✕"/>

**Sections**

CPS104-01 Visual Programming

Check this box to add this question to this course

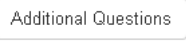
This produces a question that looks like this:

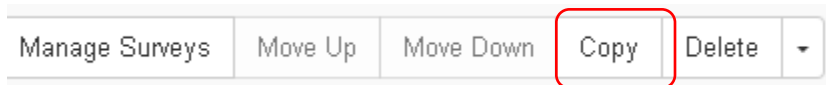
This instructor		Strongly Agree	Agree	Disagree	Strongly Disagree
1.	Made the objectives of the course clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	Acheived the state objectives of the course outline.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	Clearly informed students of how they would be evaluated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	Was well prepared for class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	Made effective use of examples and/or illustrations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	Was confident and competent with the subject matter.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="button" value="Create Question"/>		<input type="button" value="Make Changes"/>	<input type="button" value="Cancel"/>		


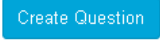
Click this button to save your question

## Editing a Custom Question

If you added a question to your SEIs, and you decide you want to make some changes to that question:

1. Go to the SEI section of my.newpaltz.edu
2. Click the  button
3. Find the question you want and click the *copy* button

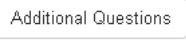


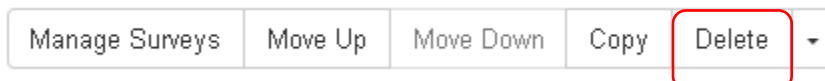
4. Make your changes and click the  button
5. Click  to save your changes
6. You can now delete the original question from your course SEI by finding that question and in the area for that question click the *delete* button. Note that each question has a row with these



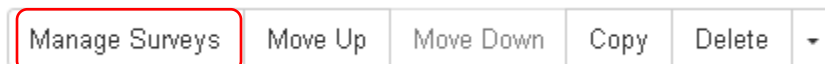
buttons:


## Deleting a Question from a Course

1. Go to the SEI section of my.newpaltz.edu
2. Click the  button
3. Find the question you want to delete and directly below that question click the *delete* button:



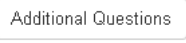
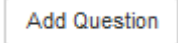

4. Click the *Manage Surveys* button



5. Click the  button
6. Click the term heading in the gray bar at the top to navigate back to the main course area

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## Add a Question from the Question Bank

1. Go to the SEI section of my.newpaltz.edu
2. Click the  button
3. Click the  button
4. Select **Add a question from the question bank** and click the  button

You will see this screen:

**Keyword(s)**  
Search for questions with a specific word or words in the question text or answer choices.

**Types**

Any

Selected

**Created By**

Any

Only me

Selected

Only questions that I have added previously

You can filter by a keyword in the question, by the type of question or by the author of the question. Put in your criteria and click the **Search** button. For each question you will see a set of buttons:

Add
Copy
Delete
View History

- **Add** - clicking this button selects that question and brings up a list of courses you are teaching in the current semester. To add this question to a course, click the check box to the left of the course name  CPS104-01 Visual Programming and click the  button
- **Copy** - this option allows you to take a question and make changes to it. Clicking the copy button opens up the same screen where questions are created.
  - Make any desired changes to the question
  - Check the box for any courses you want to have this updated question
  - Click the  button
- **Delete** - this option is only available for questions you created. This will delete that question from the question bank. **Be careful using this option!** There is no undo or confirmation. One click of the delete button will delete it from the question bank.
- **View History** - shows you what courses used this question in the past