Faculty Guide to SEIs

Navigate to the SEI area of [http://my.newpaltz.edu](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:

![Instructor Home](image)

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 select 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.

Create a Question from Scratch
Select the option “Create and add a new question” and click the Continue button. Select a question type:

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:
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.

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.

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:
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....”

2. **The Rows area** where you will enter the actual question 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.
Here is a screenshot of a matrix style question being created:

![Matrix Style Question Creation](image)

**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
- Achieved the stated 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 coherent and competent with the subject matter.

**Answer Choices**

<table>
<thead>
<tr>
<th>Text Value</th>
<th>Numeric Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strongly Agree</td>
<td>4</td>
</tr>
<tr>
<td>Agree</td>
<td>3</td>
</tr>
<tr>
<td>Disagree</td>
<td>2</td>
</tr>
<tr>
<td>Strongly Disagree</td>
<td>1</td>
</tr>
</tbody>
</table>

**Sections**
- [ ] CP3104-31 Visual Programming

**Check this box to add this question to this course**
This produces a question that looks like this:

![Survey question](image)

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

**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

**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:
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** - 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 (e.g., **CPS104-01 Visual Programming**) and click the **Save Changes** 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 **Continue** 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