

SET Portal - Windows Internet Explorer
http://149.171.168.158/set/SYSTEM_PORTAL.main?p_session_id=DMPQXMYRotKButr

File Edit View Favorites Tools Help

Flinders UNIVERSITY

Student Evaluation of Teaching (SET)

portal surveys reports manage users response rate admin

You are logged in as Julie Herraman (herr0018) logout

Welcome Julie Herraman (herr0018)

USER MANAGEMENT

ADMIN

SURVEYS

STUDENTS ONLY

REPORTS

ANALYZE IT!

MY SAVED REPORTS

HOS REPORTS

FEEDBACK TO STUDENTS

Local intranet | Protected Mode: Off 100%

The screenshot shows the SET Portal interface in a Windows Internet Explorer browser. The page title is "SET Portal: survey summary". The URL is "http://149.171.168.158/set/setup.main?p_session_id=DMPQXMYRotKButr". The page features the Flinders University logo and the text "Student Evaluation of Teaching (SET)". A navigation bar includes links for "portal", "surveys", "reports", "manage users", "response rate", and "admin". The user is logged in as "Julie Herraman (herr0018)".

The main content area displays a "Show me surveys from" section with several filter options:

- Faculty: Other (clear)
- School: Planning Services Unit (clear)
- Topic: All Topics
- Year + Half: All Year Half
- Availability: - Select - (with a list of options: 2009 NS MAR Flinders, 2010 NS MAR Flinders, 2011 NS MAR Flinders, 2012 NS MAR Flinders, 2013 NS MAR Flinders)

A legend on the right side of the filter section includes:




- paper
- online
- warning
- error
- create new survey
- delete survey

Red arrows point from a text box to the "Topic", "Year + Half", and "Availability" drop-down menus.

Use the drop-down boxes to select the **Topic**, **Year + Half** and **Availability** that you want to evaluate.

Done Local intranet | Protected Mode: Off 100%

The screenshot shows the SET Portal interface in a Windows Internet Explorer browser. The page title is "SET Portal: survey summary". The URL is http://149.171.168.158/set/setup.main?p_session_id=dvgbfikuRFNrsWa&p_fac=NA&p_sch=078&p_crs=FLINXXXX&p_ss=true&p_nss=true&p_sem=584. The page features the Flinders University logo and a navigation bar with links for portal, surveys, reports, manage users, response rate, and admin. The main content area is titled "Show me surveys from" and includes several dropdown menus for filtering surveys by Faculty, School, Topic, Year + Half, and Availability. A legend on the right side of the filter area defines icons for paper, online, warning, error, create new survey, and delete survey. Below the filter area is a table with the following columns: Survey Description, Question Set, Type, Status, Validity, and Action.

Survey Description	Question Set	Type	Status	Validity	Action
Other - Planning Services Unit					
FLINXXXX - Planning Services Unit					
Evaluate the Topic FLINXXXX	U	paper	Pending		 
Evaluate Lecturers in Topic FLINXXXX	L	paper	Pending		

A red callout box with a white background and a red border contains the text: "Click on the lower green cross to add a Teacher Question Set to the survey." A red arrow points from this box to the lower green plus icon in the Action column of the table row "Evaluate the Topic FLINXXXX".

The screenshot shows the SET Portal interface in Internet Explorer. The browser address bar shows the URL: http://149.171.168.158/set/setup.main?p_session_id=dvgbfikuRFNrsWa&p_fac=NA&p_sch=078&p_crs=FLINXXXX&p_ss=true&p_nss=true&p_sem=584###. The page title is "SET Portal: survey summary".

The main content area is titled "Student Evaluation of Teaching (SET)". It features a navigation bar with links for "portal", "surveys", "reports", "manage users", "response rate", and "admin". The user is logged in as Julie Herraman (herr0018).

A "Show me surveys from" section contains several filters:

- Faculty: Other
- School: Planning Services Unit
- Topic: FLINXXXX - Planning Services Unit
- Year + Half: 2013 Full Year
- Availability: 2013 NS MAR Flinders

A "Create New Teacher Question Set" dialog box is open, showing a "Context" dropdown menu with the following options:

- Select Context --
- Select Context --
- L Lecturer
- T Tutor
- E Demonstrator
- S Supervisor

A red arrow points to the dropdown menu, and a text box says "Select the appropriate teaching context from the drop-down box."

Below the filters is a table with the following columns: Survey Description, Question Set, Type, Status, Validity, and Action.

Survey Description	Question Set	Type	Status	Validity	Action
Other - Planning Services Unit					
FLINXXXX - Planning Services Unit					
Evaluate the Topic FLINXXXX	U		Pending		+ X
Evaluate Lecturers in Topic FLINXXXX	L		Pending		+ X

New Question Set

Please complete the following form.
NOTE: * indicates a required field

Faculty: Other
School: Planning Services Unit
Topic: FLINXXXX
Semester: 2013 NS MAR Flinders
Question Set: T Tutor

Survey Alternatives + Report Viewer Management + Survey Questions

If you intend for this survey form to be filled out by each and every student in the topic there is no need to "Add Survey Alternatives". Just review the Name and Viewers for the one Survey Alternative that already exists. This is typically the case Question Sets U and L. If you intend for students to make one and only one choice from a list of different Survey Alternatives (typically Question Sets T, E and S), then you must set up a Survey Alternative for each choice. The descriptions for each Survey Alternative are crucial in order to reduce the chances of students making the wrong choice.

+ Add New Alternative

Evaluate (insert full name) as a Tutor in Topic FLINXXXX (insert all session times)

Tutor's Name: Please fill in this field

Description: Evaluate (insert full name) as a Tutor in Topic FLINXXXX (insert all session times) [example](#)

Total Students:

+ Add New Viewer

According to the 'Policy on Evaluation of Teaching' report viewing rights should be provided ONLY to the staff member concerned and to his or her supervisor.

Viewer	Department/Faculty	Primary	Remove
Andrew Parkin	(Institutional Viewer)		

Optional questions marked with a ** can be selected from a bank of alternatives. The remaining standard questions are fixed and cannot be changed.

Click **Add New Viewer** to add the appropriate staff to the viewer list.

Select the person to be evaluated by either:
Entering the person's name in the text box
OR
Selecting the staff member as the primary viewer

If multiple Lecturers/Tutors/Demonstrators/Supervisors each taught a subset of the students, you will need to add multiple Survey Alternatives. See: <http://www.flinders.edu.au/fms/PSU/documents/SET/userguide/UG-MultipleAlternatives.pdf>

SET User Guide – Adding a Question Set

Evaluate David De Bellis as a Tutor in Topic FLINXXXX (insert all session times)

Tutor's Name: David De Bellis

Description: Evaluate David De Bellis as a Tutor in Topic FLINXXXX (insert all session times) [example](#)

Total Students: 1

[+ Add New Viewer](#)

According to the ' [Policy on Evaluation of Teaching](#) ' report viewing rights should be provided ONLY to the staff member concerned and to his or her supervisor.

Viewer	Department/Faculty	Primary	Remove
Andrew Parkin	(Institutional Viewer)		
David De Bellis	Planning Services Unit	✓	✗

Optional questions marked with a ** can be selected from a bank of alternatives. The remaining standard questions are fixed and cannot be changed.

- Question 1: (Likert) David De Bellis explained things clearly
- Question 2: (Likert) David De Bellis is an effective teacher
- ** Question 3: (Likert) [Change this](#)
- ** Question 4: (Likert) [Change this](#)
- Question 5: (Open Ended) Comment on the teaching of David De Bellis. What are the best aspects of their teaching?
- Question 6: (Open Ended) Comment on the teaching of David De Bellis. How could their teaching be improved?

[Cancel](#) [Add Teacher Question Set](#) [Finalise Survey](#)

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Done Local intranet | Protected Mode: Off 100%

Click on **Change this** if you wish to add additional questions

Click **Finalise Survey** to complete the survey
OR
If you wish to evaluate another teacher who taught all of the students enrolled in the topic click **Add Teacher Question Set**