

Flinders University: Planning Services Unit: Student Evaluation of Teaching (SET) System - Windows Internet Explorer

https://planning.flinders.edu.au/set/set_portal.main

File Edit View Favorites Tools Help

Flinders University: Planning Services Unit

Flinders UNIVERSITY inspiring achievement

About Flinders Faculties & Divisions Library Staff Directory A-Z Index Site Map

Flinders University > Planning Services Unit > Student Evaluation of Teaching > Accessing the SET Portal

Student Evaluation of Teaching System 2.1

The following pages permit direct access to the Flinders University Student Evaluation of Teaching (SET) System. To proceed you must enter your FAN and Password.

FAN

Password

Login Clear

Log in to the SET Portal with your FAN and Password at https://set.flinders.edu.au/login/set_portal.main

WARNING: If you are using a PUBLIC TERMINAL make sure you click the logout option and quit from the browser to ensure that no one can access your information.

Quick links

Information For	Information About	Flinders feature links
Prospective students	Flinders University	Open Days 2012
International students	The campus	New courses 2013
Current Students	Courses & programs	News
Staff	Research	Events
Alumni	Teaching & learning	
Media	Jobs @ Flinders	
Business & community		

follow us

Innovative Research Universities

Maintained by: Planning Services Unit
Last Updated: 17 August 2012

Copyright & Disclaimer
Accessibility | Privacy
CRICOS Provider: 00114A

Local intranet | Protected Mode: Off 100%

The screenshot shows the SET Portal interface in a Windows Internet Explorer browser window. The address bar displays the URL: `http://149.171.168.158/set/SYSTEM_PORTAL.main?p_session_id=DMPQXMYRotKButr`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the browser window, the Flinders University logo is visible on a yellow banner. The main content area is titled "Student Evaluation of Teaching (SET)" and features a navigation menu with icons for portal, surveys, reports, manage users, response rate, and admin. A user login notification indicates "You are logged in as Julie Herraman (herr0018)".

The central dashboard area displays a "Welcome Julie Herraman (herr0018)" message and a series of icons for system management: USER MANAGEMENT (gear icon), ADMIN (key icon), SURVEYS (document with plus icon), STUDENTS ONLY (person at computer icon), REPORTS (bar chart icon), HOS REPORTS (document with HOS icon), FEEDBACK TO STUDENTS (document with speech bubble icon), and MY SAVED REPORTS (document with save icon). A dashed arrow labeled "ANALYZE IT!" points from the REPORTS icon to the MY SAVED REPORTS icon.

A red arrow points from a red-bordered box containing the text "Select the **Surveys** module" to the SURVEYS icon in the dashboard.

At the bottom of the browser window, the status bar shows "Local intranet | Protected Mode: Off" and a zoom level of "100%".

SET Portal: survey summary - Windows Internet Explorer
http://149.171.168.158/set/setup.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

FLINDERS UNIVERSITY | SET
You are logged in as Julie Herraman (herr0018) logout

Show me surveys from

Faculty: Other clear

School: Planning Services Unit clear

Topic: All Topics

Year + Half: All Year Half

Availability: - Select -
- Select -
2009 NS MAR Flinders
2010 NS MAR Flinders
2011 NS MAR Flinders
2012 NS MAR Flinders
2013 NS MAR Flinders

Legend

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

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%

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

Flinders UNIVERSITY

Student Evaluation of Teaching (SET)

portal surveys reports manage users % response rate admin

FLINDERS UNIVERSITY | SET
You are logged in as Julie Herraman (herr0018) logout

Show me surveys from

Faculty: Other [clear](#)
School: Planning Services Unit [clear](#)
Topic: All Topics
Year + Half: 2013 Full Year
Availability: 2013 NS MAR Flinders
[Show Filters](#)

Legend

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

Survey Description	Question Set	Type	Status	Validity	Action
Other - Planning Services Unit					
FLINXXXX - Planning Services Unit					

Click on the green cross to create a new Survey for this topic.

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=DMPQXMYRotKButr###". The browser's address bar shows "Search the web (Babylon)". The page features the Flinders University logo and the title "Student Evaluation of Teaching (SET)". A navigation bar includes "portal", "surveys", "reports", "manage users", "response rate", and "admin". A user is logged in as Julie Herraman (herr0018). The main content area has a "Show me surveys from" section with filters for Faculty, School, Topic, Year + Half, and Availability. A "Create New Survey: FLINXXXX" dialog box is open, showing a "Form" dropdown menu with options: "-- Select Form --", "U Customisable", and "F Flexible". A red box highlights "F Flexible", and a red arrow points to it from a text box labeled "Select Form: F Flexible". Below the dialog box, a table lists surveys with columns for "Survey Description", "Question Set", "Type", "Status", "Validity", and "Action". The table shows two entries: "Other - Planning Services Unit" and "FLINXXXX - Planning Services Unit". The status of the second entry is indicated by a green plus sign.

Setup: New Survey - Windows Internet Explorer
http://149.171.168.158/setup/setup_survey_edit?p_session_id=HtmQAwQBnuyqSnm&p_course_code=FLINXXXX&p_semester_id=584&p_survey_id=31563&p_fac=NA&p_sc

portal surveys reports manage users % response rate admin

FLINDERS UNIVERSITY | SET
You are logged in as Julie Herraman (harr0016) logout

New Survey

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: F Flexible

Survey Details

Please provide a description to help identify the survey.

* **Description:** Evaluate the Topic FLINXXXX

Note: If this description is adequate please do not change it apart from replacing text inside the parenthesis. If it does not adequately describe the survey we strongly recommend you choose from the example provided above and modify it if necessary. This description NEEDS to make sense to the student.

* **Survey Type:** Online

Select start and end date of online survey.

* **Start Date:** 01/04/2013 Send Email Reminder to students.
* **End Date:** 28/12/2013 **Schedule:** 01/04/2013, 28/12/2013, and every Wednesday between start date and end date

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

Done Local intranet | Protected Mode: Off 100%

Setup: New Survey - Windows Internet Explorer

http://149.171.168.158/setup/setup_survey_edit?p_session_id=HtmQAwQBnuyqSnm&p_course_code=FLINXXXX&p_semester_id=584&p_survey_id=31563&p_fac=NA&p_sc

File Edit View Favorites Tools Help

Start Date: 01/04/2013 End Date: 28/12/2013

Send Email Reminder to students. Schedule: 01/04/2013, 26/12/2013, and every Wednesday between start date and end date.

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 the Topic FLINXXXX

* Name: Evaluate the Topic FLINXXXX example

Note: If this description is adequate please do not change it. If it does not adequately describe the survey alternative and you wish to change it please be aware that the description needs to make sense to the student. In the case of multiple Survey Alternatives being set up, it should be easy for the student to select the Survey Alternative that applies to them by specifying teacher names, class times, or any other relevant information in the description (eg - Evaluate Joe Bloggs as a Tutor, Mon 9am, Fri 2pm).

Total Students: 1

+ Add New Viewer

Viewer	Department/Faculty	Remove
--------	--------------------	--------

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) Change this
- ** Question 2: (Likert) Change this
- ** Question 3: (Likert) Change this

Done Local intranet | Protected Mode: Off 100%

Ensure that all staff that should be able to view the results are on the Viewer List

Click Add New Viewer to add a report viewer

Setup: New Survey - Windows Internet Explorer

http://149.171.168.158/setup/setup.survey_edit?p_session_id=HtmQAwQBNUyqSnm&p_course_code=FLINXXXX&p_semester_id=584&p_survey_id=31563&p_fac=NA&p_sc

File Edit View Favorites Tools Help

Setup: New Survey

* Name: Evaluate the Topic FLINXXXX [example](#)

Note: If this description is adequate please do not change it. If it does not adequately describe the survey alternative and you wish to change it please be aware that the description needs to make sense to the student. In the case of multiple Survey Alternatives being set up, it should be easy for the student to select the Survey Alternative that applies to them by specifying teacher names, class times, or any other relevant information in the description (eg - Evaluate Joe Bloggs as a Tutor, Mon 9am, Fri 2pm).

Total Students: 1

+ Add New Viewer

Viewer	Department/Faculty	Remove
--------	--------------------	--------

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) [Change this](#)
- ** Question 2: (Likert) [Change this](#)
- ** Question 3: (Likert) [Change this](#)
- ** Question 4: (Likert) [Change this](#)
- ** Question 5: (Likert) [Change this](#)
- ** Question 6: (Open Ended) [Change this](#)
- ** Question 7: (Open Ended) [Change this](#)
- ** Question 8: (Open Ended) [Change this](#)

Click on **Change this** to add questions

Cancel Finalise Survey

Done Local intranet | Protected Mode: Off 100%

Choose Question - Windows Internet Explorer

Change This Question!

Create a new question:

Selected Question:

[Clear](#)

OR

Search:

Search for another question by:

Category: **Select Category**

- and / or -

keyword:

Search Results:

- Select Category
- Assessment
- Outcomes
- Resources
- Set U Questions
- Student Engagement
- Teacher Questions

Save **Cancel**

Type question text into the box and click **Save**

OR
Select Category to access questions in the Question Bank.

Setup: New Survey - Windows Internet Explorer

http://149.171.168.158/set/setup.survey_edit?p_session_id=HtmQAwQBNUyqSnm&p_course_code=FLINXXXX&p_semester_id=584&p_survey_id=31563&p_fac=NA&p_sc

File Edit View Favorites Tools Help

Search the web (Babylon)

Setup: New Survey

* Name: Evaluate the Topic FLINXXXX [example](#)

Note: If this description is adequate please do not change it. If it does not adequately describe the survey alternative and you wish to change it please be aware that the description needs to make sense to the student. In the case of multiple Survey Alternatives being set up, it should be easy for the student to select the Survey Alternative that applies to them by specifying teacher names, class times, or any other relevant information in the description (eg - Evaluate Joe Bloggs as a Tutor, Mon 9am, Fri 2pm).

Total Students: 1

+ Add New Viewer

Viewer	Department/Faculty	Remove
--------	--------------------	--------

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) [Change this](#)
- ** Question 2: (Likert) [Change this](#)
- ** Question 3: (Likert) [Change this](#)
- ** Question 4: (Likert) [Change this](#)
- ** Question 5: (Likert) [Change this](#)
- ** Question 6: (Open Ended) [Change this](#)
- ** Question 7: (Open Ended) [Change this](#)
- ** Question 8: (Open Ended) [Change this](#)

Cancel Finalise Survey

Click **Finalise Survey** to complete the survey

Local intranet | Protected Mode: Off 100%