

SET Fall 2021 – Selection and New User Training

Dear Chairs and Course Evaluation Coordinators,

I hope everyone had a lovely Labor Day weekend and the semester is going well so far. Attached you will find a few helpful resources for Fall 2021. All of these resources can also be found online at <https://curricula.unc.edu/course-evaluations/for-coordinators/> or <https://curricula.unc.edu/course-evaluations/for-instructors/>.

Selection for this term's Student Evaluations of Teaching (SET) will be open to department September 20-24, 2021. I will be out of the office September 20 and 21, so please be aware that questions sent to me on those days won't be responded to until September 22.

For Existing Selection Users:

Please note that the selection instructions and quick guide (attached and online) have been updated to include one additional data point effective Fall 2021. You may have noted the Instructor Role field that has displayed for the past few terms. We are now going to ask that you fill this in for any instructor you are manually adding to the course. You will have three options to select from:

- PI = Primary Instructor
- SI = Secondary Instructor
- TA = Teaching Assistant

I will be available September 22-24 (the last three days of selection) to answer any questions that arise, or to provide refresher training if needed. Please email me at cas_evaluations@unc.edu to ask questions or arrange an appointment.

For New Selection Users:

Please review the attached instructions and quick guide. The instructions contain step-by-step instructions with screen shots. The quick guide is a two-page overview of the process and your tasks. You may also wish to consult with your chair, any instructions left by your predecessor, or other staff within the department about the department's internal policies around course selection for SET so you have a better idea of what courses and instructors should or should not be selected before selection opens.

I will be available to answer questions and for individual or small group training sessions September 22-24 (the last three days of selection). I've found training during the active selection period allows new users to complete the task during training (or close to it in most cases) and increases information retention since you have a chance to learn by doing. Please email me at cas_evaluations@unc.edu to ask questions or arrange a training appointment.

As always, please let me know if there are any questions from you, students, or instructors about this process. Please share our office's SET contact email cas_evaluations@unc.edu with any students and

instructors who have questions. That email is the best place to send any CAS SET related queries you may have as well.

Have a great day,

Heather Thompson

She/Her/Hers

[*Why are pronouns important?*](#)

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