Students access online SEIs by logging in to their SIS Student Centers, available by clicking on the “My Student Center” link on Buckeye Link (www.buckeyelink.osu.edu).

The student then clicks on the “My Class Schedule” link.
On the resulting page, the evaluation column may contain a red “no” symbol, indicating that a class is ineligible for SEIs. See [http://www.ureg.ohio-state.edu/ourweb/scansurvey/sei/faqs.html#alluse](http://www.ureg.ohio-state.edu/ourweb/scansurvey/sei/faqs.html#alluse) for details on excluded classes and instructors.

Note that the evaluation column does not appear early in the term, but only during the active SEI period for that class, which is based on overall range of the start and end dates of its meeting patterns. See [http://www.ureg.ohio-state.edu/ourweb/scansurvey/sei/faqs.html#activetime](http://www.ureg.ohio-state.edu/ourweb/scansurvey/sei/faqs.html#activetime) for details.

If the Evaluation button is grayed out, the student has already submitted online SEIs for all instructors attached to that class number.

Students who click on an active Evaluation button see a list of all instructors for that class.
The list (below) clearly notes which instructors the student has already evaluated.

Student Evaluation of Instruction - Instructor List

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Offering Nbr</th>
<th>Term</th>
<th>Session</th>
<th>Section</th>
<th>Name</th>
<th>Instructor Role</th>
<th>Evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 103866</td>
<td>1</td>
<td>1098</td>
<td>1</td>
<td>0100</td>
<td>Childers, Terri</td>
<td>Primary Instructor</td>
<td>evaluate</td>
</tr>
<tr>
<td>2 103866</td>
<td>1</td>
<td>1098</td>
<td>1</td>
<td>0100</td>
<td>Krishnamurthy, Vyas</td>
<td>Primary Instructor</td>
<td>evaluate</td>
</tr>
<tr>
<td>3 103866</td>
<td>1</td>
<td>1098</td>
<td>1</td>
<td>0100</td>
<td>Doe, Jane</td>
<td>Primary Instructor</td>
<td>evaluate already submitted</td>
</tr>
</tbody>
</table>

Clicking the Evaluate button next to the instructor’s name brings up the SEI form, shown on the next 3 pages.
Student Evaluation of Instruction

Childers, Terri - PHYSICS 131 - Recitation

Please evaluate the instructor named above and the part of the course taught by that instructor. The results of the SEIs are reported back to instructors and their departments. They are important tools for giving feedback and are taken seriously. Please give thoughtful responses to the items on the form, as well as any additional items requested by the instructor. Mark the appropriate response by clicking on the circle.

### CLASS STANDING

- Rank 1 (Freshman)
- Rank 2 (Sophomore)
- Rank 3 (Junior)
- Rank 4 (Senior)
- Graduate
- Graduate Professional
- Other

### CUMULATIVE GRADE POINT AVERAGE

- 3.70 - PLUS
- 3.30 - 3.69
- 3.00 - 3.29
- 2.70 - 2.99
- 2.30 - 2.69
- 2.00 - 2.29
- Below 2.00

### I ENROLLED IN THIS CLASS BECAUSE...

- [ ] It is specifically required in my major/minor.
- [ ] It was one of several choices to meet a requirement in my major.
- [ ] It fulfills a GEC/BER requirement.
- [ ] It was a free elective choice.

Evaluate Items 1-9 using a scale where the range is from: Agree strongly to Disagree strongly. Fill in "Not Applicable" to indicate an item that does not apply to this instructional setting. Evaluate Item 10 using a scale where the range is from: Excellent to Poor.

1. The subject matter of this course was well organized
   - [ ] not applicable
   - [ ] strongly agree
   - [ ] agree
   - [ ] neutral
   - [ ] disagree
   - [ ] strongly disagree

2. This course was intellectually stimulating.
   - [ ] not applicable
   - [ ] strongly agree
   - [ ] agree
   - [ ] neutral
   - [ ] disagree
   - [ ] strongly disagree
3. This instructor was genuinely interested in teaching.
- not applicable  - strongly agree  - agree  - neutral  - disagree  - strongly disagree

4. The instructor encouraged students to think for themselves.
- not applicable  - strongly agree  - agree  - neutral  - disagree  - strongly disagree

5. The instructor was well prepared.
- not applicable  - strongly agree  - agree  - neutral  - disagree  - strongly disagree

6. The instructor was genuinely interested in helping students.
- not applicable  - strongly agree  - agree  - neutral  - disagree  - strongly disagree

7. I learned a great deal from this instructor.
- not applicable  - strongly agree  - agree  - neutral  - disagree  - strongly disagree

8. The instructor created an atmosphere conducive to learning.
- not applicable  - strongly agree  - agree  - neutral  - disagree  - strongly disagree

9. The instructor communicated the subject matter clearly.
- not applicable  - strongly agree  - agree  - neutral  - disagree  - strongly disagree

10. Overall, I would rate this instructor as ...
- excellent  - good  - neutral  - fair  - poor
Following submission, the student receives the following confirmation screen.

**Student Evaluation of Instruction**

Thank you for completing this survey!
Please repeat this process if there were other evaluation buttons on your schedule.

Go to:  [Instructors List](#)

Send Problems to:  [seiadmin@osu.edu](mailto:seiadmin@osu.edu)

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The confirmation page contains a link to return to the Instructor List (and the instructor list page contains a link to return to the student’s schedule). Students returning to the instructor list page will see that the Evaluation button for this instructor is now grayed out, further evidence that the SEI was submitted successfully.