

Disable Comments in the SEI

Comments are enabled by default. If you do not want comments as part of your SEI you must disable them. There are three ways to access this:

- In CarmenCanvas in your SEI Center
- [Directly in Blue](#)
- Link in an email sent to you from SEI Admin after classes begin

You must disable comments before the SEI is open for students to complete.

1. Log in to Blue or navigate to the SEI Center in Carmen. Choose the course you would like to update and click “Select”.

2. Click “Disable comments”, then click “Update”.

The screenshot shows the 'Student Evaluation of Instruction Autumn 2018 for Class' interface. At the top, there is a red header with 'THE OHIO STATE UNIVERSITY' on the left and 'Sign Out' on the right. Below the header, the main content area has a title 'Student Evaluation of Instruction Autumn 2018 for Class'. Underneath, there is a 'Messages' section with a note: 'When this icon is visible, you can modify text. There are no errors to display'. Below that is an 'Instructions [Hide]' section with text: 'SEI Comments are turned ON by default. If you do not want comments as part of your SEI you MUST change the option below. To make the same selection for all of your classes, use the Copy button at the bottom of the page and select 'Copy to All' and then click 'Submit All'. Do Not forget to **Submit**'. There are two buttons: 'Preview Questionnaire' and 'View' with dropdown menus for 'Optional items' and 'All options'. Below these is a horizontal line. Underneath the line, there are two buttons: 'Preview' and 'Comments'. To the right of these is a toggle switch for 'Comments Enabled' and 'Disable comments'. An arrow labeled '1.' points to the 'Disable comments' button. At the bottom of the interface, there are two buttons: 'Update' and 'Exit'. An arrow labeled '2.' points to the 'Update' button. In the bottom right corner, there is a 'Powered by blue' logo.

3. You will see the following confirmation message:

The questionnaire has been saved successfully. Please click on 'Exit' when you are no longer working on this task.



You can click “Update” to turn comments back on.

You can click the “Preview Questionnaire” button to see your SEI.

Click “Exit” when you are finished.