

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 turn on 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' page. 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 page title is 'Student Evaluation of Instruction Autumn 2018 for Class'. There are two main sections: 'Messages' and 'Instructions'. The 'Messages' section contains a message about modifying text and a note that there are no errors to display. The 'Instructions' section explains that SEI comments are turned on by default and provides instructions on how to change this setting. Below the instructions, there are several buttons and dropdown menus. A 'Preview Questionnaire' button is on the left. On the right, there are 'View', 'Optional items', and 'All options' dropdown menus. Below these, there are 'Preview' and 'Comments' buttons. To the right of these, there are two buttons: 'Comments Enabled' and 'Disable comments'. An arrow labeled '1.' points to the 'Disable comments' button. At the bottom left, there are 'Update' and 'Exit' buttons. An arrow labeled '2.' points to the 'Update' button. The bottom right corner of the page features the '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.