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”.

![Image showing the Student Evaluation of Instruction interface with instructions to disable comments.

Sign Out

Student Evaluation of Instruction Autumn 2018 for Class

Messages

When this icon is visible, you can modify text.
There are no errors to display

Instructions [Hide]

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

Preview Questionnaire

View Optional items • All options •

Comments

Preview Comments Enabled Disable comments

Update Exit

1.

2.
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.