


## Faculty Center Student Evaluation of Instruction (SEI)

### Navigation Path:

- Open a browser window and go to <http://buckeyelink.osu.edu/> .
- Select Faculty Center and authenticate using your name.n and password.
- Click  (SEI icon) on the Faculty Center page to access your SEI reports.
- Click Generate New SEI Class Report in the SEI Reports Section
- Click View Existing Class Report to see previously generated SEIs for up to 2 weeks.
- Click Generate New SEI Cumulative Report to create cumulative SEI summary report.
- Contact <http://sei.osu.edu> for additional details and assistance.

### Faculty Center

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#### SEI Information

**17824 - ARABIC 102.01 - Elm Mdn Std Arab 2**

Class Overview			
Course	ARABIC 102.01	Institution	The Ohio State University
Description	Elm Mdn Std Arab 2	Term	Summer 2010
Class Number	17824	Session	Five Week - First Summer
Class Section	10	Career	Undergraduate
Component	Lecture		
Day	Mon Tues Wed Thurs Fri	Instructor	Smith, John
Time	8:30AM 12:18PM		
Location	Hagerty Hall 0186		


#### [About SEI Reports](#)

#### SEI Reports

We have an SEI Cumulative Report on file for you. Click the 'View Existing SEI Cumulative Report' link to view this report. You must have your pop-up blocker turned off to view the report. If the report on file is out of date, you can click on the 'Generate New SEI Cumulative Report' link to update the report data.  
[View Existing SEI Cumulative Report](#)  
[Generate New SEI Cumulative Report](#)

Report for this class is not available. Please visit [sei.osu.edu](http://sei.osu.edu) for more information.

#### SEI Options

<input checked="" type="checkbox"/> Allow Comments	SEI Activation Date: 03/02/2012 	Num of Days SEI Active: 8
	Default Activation Date: 03/02/2012	Deactivation Date: 03/09/2012

Field	Definition/Action
About SEI Reports	Provides information about SEIs and OAA promotion and tenure guidelines, viewing and printing requirements, and a contact link for questions.
View Existing SEI Cumulative Report (or View Existing SEI Class Report)	Link to view SEI report after it has been generated.
Generate New SEI Cumulative Report (or Generate New SEI Class Report)	Click link to generate a new SEI Report for this class.
Allow Comments	Check box to allow comments on the SEI.
SEI Activation Date	Select a date to set the SEI activation date to a later date than the Default Activation Date
Default Activation Date	Shows the 90% point of the class
Num of Days SEI Active	Shows the number of days students can respond to SEIs; cannot be set to less than 5
Deactivation Date	Shows last day for students to respond to SEIs

## Student Evaluation of Instruction (SEI) Timeline

### **Week 1:**

SEI ADMIN emails general information and action items to all current instructors. Visit the <http://registrar.osu.edu/faculty/sei/onlineseelist.asp> to see SEI activation dates for your class(es). If a class is missing from the list, email [seiaadmin@osu.edu](mailto:seiaadmin@osu.edu).

### **Week 3:**

Friday is the deadline for instructors to choose an SEI activation date that falls after the default value set to the 90% point of the class.

### **End of week 9:**

SEIs are activated for nearly all classes. SEIs are activated when 90% of the class is over, unless the instructor chose a later date. SEI ADMIN emails instructors two days before SEIs go live, and emails students the day SEI forms are available to complete.

### **Week 10:**

SEI ADMIN emails students with reminders to complete SEIs, and emails instructors with the response rates for each of their participating classes.

### **Day before final exams begin:**

SEIs are deactivated at midnight for ALL classes. Exceptions are not possible. Note that posting a grade immediately removes a student's access to the SEI for that class.

### **Tuesday after Commencement:**

Reports are available for instructor download.