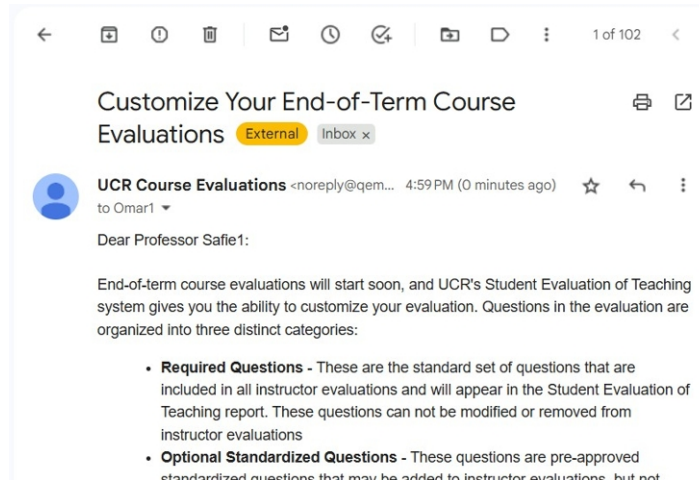


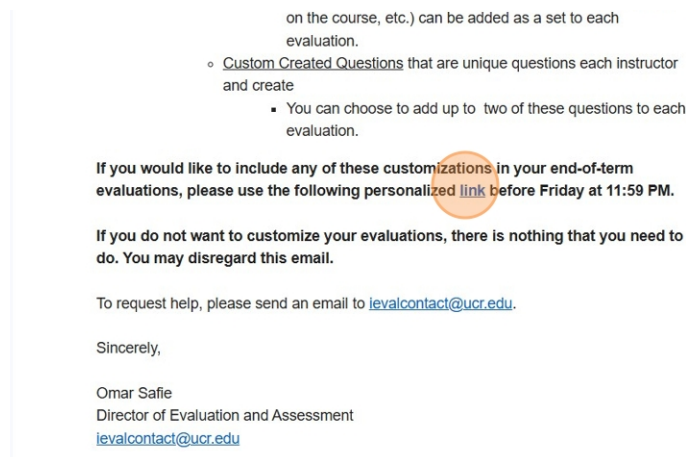
Customizing the End-of-Term SET

You can also use the following video as a guide: [Customizing the End-of-Term SET](#).

1. Every quarter, instructors will have the option to customize their End-of-Term evaluations. In the middle of the quarter, instructors will receive an email titled “Customize your End-of-Term Course Evaluations.”
 - If you do not wish to customize your evaluations, simply ignore the email.



2. The message will describe the different types of questions in the End-of-Term evaluation. As you read through the message, there will be a link towards the end of the message to take you to your customization survey.
 - If you have more than one course for the term, this link will give you the ability to customize any and all of your evaluations.



3. Once there, the following screen will pop up, again describing the different types of questions on the End-of-Term evaluation.



UCR's Student Evaluation of Teaching system organizes questions into three distinct categories:

- **Required Questions** - These are the standard set of questions that are included in all instructor evaluations and will appear in the Student Evaluation of Teaching report. These questions can not be modified or removed from instructor evaluations
- **Optional Standardized Questions** - These questions are pre-approved standardized questions that may be added to instructor evaluations, but not required, and will appear in the Student Evaluation of Teaching report.
- **Discretionary Questions** - These questions are optional questions that may be added to instructor evaluations, but not required, and will not appear in the Student Evaluation of Teaching report. These include the following:
 - Student Profile Questions that are standardized and cover general aspects of a course
 - Custom Created Questions that are unique questions each instructor can

4. Scroll down to begin customizing your End-of-Term Evaluation.
 - You will be able to customize your evaluation for each course for the term.
 - The course in this example is Test009, circled in red below.

If you do not wish to include any of these questions in any of your evaluations, there is nothing that you need to do. Simply close this browser window. If you would like to add any of these optional questions, please continue. You have any questions, contact the Director of Evaluation and Assessment at omar.safie@ucr.edu.

Optional Standardized Questions. You may select up to two for each course from the list of pre-approved questions. Results for these questions **will** be included in the official SET report which is automatically uploaded to eFile and also will appear on your course evaluations dashboard.

If you would like to include one of the Optional Standardized Questions for **Test009**, please select one of the following. All are Likert scale ("strongly agree" to "strongly disagree") questions. If you do not select any of these questions, your students will not see a question in their survey.

The instructor provided examples of real-world applications for the concepts taught in this course.

The instructor offered opportunities for hands-on exercises and/or activities during lectures and/or lab sessions.

5. You will first decide on whether or not you want to include any of the Optional Standardized questions.
- You can select up to two questions out of the five. If you want to select two questions for the course, you will need to select each one separately. Below, you can see that the first one was selected.

If you would like to include one of the Optional Standardized Questions for Test009, please select one of the following. All are Likert scale ("strongly agree" to "strongly disagree") questions. If you do not select any of these questions, your students will not see a question in their survey.

The instructor provided examples of real-world applications for the concepts taught in this course.

The instructor offered opportunities for hands-on exercises and/or activities during lectures and/or lab sessions.

The instructor taught me how to formulate questions and solve problems in the context of the course subject.

The instructor set the pace of the course in a way that allowed me to comprehend the topics.

The amount of time I spent on this course was commensurate with the number of credit hours (units) for the course.

6. Scrolling down, you can select a second Optional Standardized question. In the example below, a second question was selected.
- Once you have selected the Optional Standardized questions, click Next. This will take you to the Discretionary Student Profile Questions section.

disagree") questions. If you do not select any of these questions, your students will not see a question in their survey.

The instructor provided examples of real-world applications for the concepts taught in this course.

The instructor offered opportunities for hands-on exercises and/or activities during lectures and/or lab sessions.

The instructor taught me how to formulate questions and solve problems in the context of the course subject.

The instructor set the pace of the course in a way that allowed me to comprehend the topics.

The amount of time I spent on this course was commensurate with the number of credit hours (units) for the course.



7. For the Discretionary Student Profile questions, you can only add them as a group.
- If you would like to include the Discretionary Student Profile Questions, simply select "Yes, I would like to add the Student Profile Questions to the evaluations for this course."
 - If you do not want to include them, leave it blank and click Next to move on to Discretionary Custom Questions section.



Discretionary Student Profile Questions. You may choose to add this set of four reflective questions to each course:

- How strong was your desire to take this course? (Very Low, Low, Moderate, High, Very High)
- Approximately how often did you attend class? (Less than 20%, 20-40%, 40-60%, 60-80%, 80% or higher)
- On average, how many hours per week did you put into this course including class time? (4 or less, 5-7, 8-10, 11-13, 14 or more)
- Approximately how much of the course content did you master? (Less than 20%, 20-40%, 40-60%, 60-80%, 80% or higher)

Results for these questions will **not** appear in the official SET report which is automatically uploaded to eFile but will appear on your course evaluations dashboard. You may use the responses to filter results for other questions on the dashboard.

If you would like to ask the Student Profile Questions for Test009, please indicate below. If you do not indicate below, your students will not see any of these questions in their survey.

Yes, I would like to add the Student Profile Questions to the evaluations for this course.

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8. For the Discretionary Custom Created questions, you can add up to two questions of your own creation. You can add one open-ended question of your own creation. You can also add one Likert-scale agreement question of your own creation.
- The first is the open-ended custom question. Simply type in the question you want to include in the blank space. If you do not want to include anything, leave it blank.

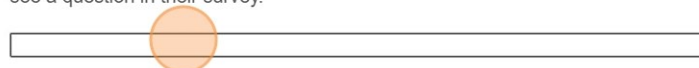
Discretionary Custom Created Questions. You may provide up to two for each course which you create yourself. One of these can be an open-ended (text response) question and the other can be a Likert scale ("strongly agree" to "strongly disagree") question. If you would like to ask a question about the overall effectiveness of the instructor and/or the overall learning experience of the course, you may ask it here. Results for these questions will not appear in the official SET report which is automatically uploaded to eFile but will appear on your course evaluations dashboard.

If you would like to ask an open-ended Custom Question for Test009, please type your question below. Your students will see your question with a blank text box below it to submit their response. If you do not enter a question below, your students will not see a question in their survey.



- The second is the Likert-scale agreement question. Scroll down, and type in your question in the blank space. If you do not want to include anything, leave it blank and click Next.
 - o Keep in mind that when you click Next here, you will not be able to go back to make any changes to your questions for this specific course. If you want to make any changes, do so before clicking Next here.

If you would like to ask a Likert scale Custom Question for Test009, please type your question below. Your students will see your question with a five point Likert scale (strongly agree - agree - neutral - disagree - strongly disagree) below it to submit their response. If you do not enter a question below, your students will not see a question in their survey.



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9. If you have any other courses for the term, the survey will automatically progress to the next course. If not, you will see the following screen. All you need to do is click Next and your customization selections will be applied.



To submit your questions, please click the "Next" button below.

