E-mail that went out to all faculty last evening

Subject: Fall 2009 Student Perception of Instruction

Dear Faculty and Staff,

Please announce to your students that the Student Perception of Instruction (SPI) evaluation period for Fall 2009 is November 23 through December 7.

All SPIs will now be online. When students enter the myUCF portal during the evaluation period, they will receive a notice to complete the SPI forms for their course(s). This notice will continue to appear until they complete the assessment for all enrolled courses or the evaluation period ends.

Troubleshooting - Students having difficulty accessing the form or who do not get the option to fill out an evaluation for your class should be directed to contact the Service Desk at (407) 823-5117, via e-mail at servicedesk@mail.ucf.edu, or via the web at http://servicedesk.ucf.edu.

Adding questions - If you wish to use evaluation items 17 through 25 to collect additional information, share the questions with your students during class and ask students to answer them in the order you provide them when completing the SPI for your course.

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E-mail going to students Monday, November 23rd

Subject: Evaluate Your Faculty Online

It's time to complete the Student Perception of Instruction (SPI) for your courses. Your comments on the evaluation forms are collected outside of each course and CANNOT be viewed by your professor until after grades are posted. In addition, the process has been designed so that your answers are completely anonymous.

All SPIs are online and may be accessed via Student Self-Service through the myUCF portal. Login to https://my.ucf.edu and navigate to the Student Self-Service folder. A list of courses to be evaluated will appear. Click on the "Evaluate" button next to each course listed and the form will open. You will return to the list of courses until evaluations are completed for ALL of your courses.

Warning: Once you select the option to begin the evaluation for a course, you must complete and submit it. You cannot save the form and submit it later. Submission of the evaluation form is final.

If you have difficulty accessing the form or do not get the option to fill out your evaluations, please contact the Service Desk at 407-823-5117, or by e-mail at servicedesk@mail.ucf.edu. You can also contact them via the web at http://servicedesk.ucf.edu.

Remember, instructors cannot see your comments until AFTER grades are posted.
Student Perception of Instruction Online

Faculty Senate – 11/19/2009

• Faculty Notifications:
  o College Deans, Directors and Chairs memo
  o Instructors of record were sent email thru Campus News
  o Instructors of record were sent email to their email address recorded in myUCF

• Student Notifications:
  o Email sent to their Knights E-mail address
  o myUCF login pop-up
  o To Do item within myUCF notifications pagelet
  o Reminder page when accessing the Student Center
  o Online Courses tab has SPoI reminder pagelet
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