

FREQUENTLY ASKED QUESTIONS

Q What aspects of my teaching are evaluated?

A The lecturer, the module and the student effort are the three main categories.

Q Is it possible to customise the questionnaire to meet my own specific requirements?

A No, SET is a standardised evaluation.

Q When can I apply for a SET?

A During week 2 of semester the link to apply will be open and advertised on the CTL website. (SET runs opposite semesters to the MMS so please see our website for details).

Q I am currently off campus is it still possible to apply?

A Yes, please ensure that your username is in the following format (case insensitive).
UL\John.Doe

Q What happens after I submit my application.

A You will receive an email confirming what you have applied, this email provides confirmation as to the week you chose to schedule your request. On the week chosen by you, you will be copied on the email that goes to your students asking for their feedback. Finally you will receive a reminder one week later to check your response rate and encourage your students to respond.

Q How do I refresh my SET application and why do I need to do this?

A When you apply for SET in week 2 not all your students may be registered for your module. It is important therefore that you “refresh” your application a few days prior to it going out. You will receive an email reminding you to do this the Wednesday prior to your chosen SET week. When you log into your [application](#) to refresh go to the 2nd page and look for the green symbol below. Once you click on this symbol you will see your number of students change.



Q How long does the SET remain open?

The SET is open from the Monday of the week you chose and closes midnight at the end of the following week. e.g. a week 5 SET opens Monday of week 5 and closes midnight Friday of week 6 (please note an additional week is added to weeks affected by Charity Week and Easter Holidays).

Q My students don't use their UL email addresses, can you forward the survey request to a list of personal email addresses if I provide them?

A No, however you will be copied into the SET email that your students get, at which point you can then forward to the list of personal email addresses that you hold.

Q When my class has more than one module code what do I do.

A In this instance you need to submit an application for each code.

Q Are my results confidential?

A Yes only you and SET Coordinators of CTL are privy to this information.

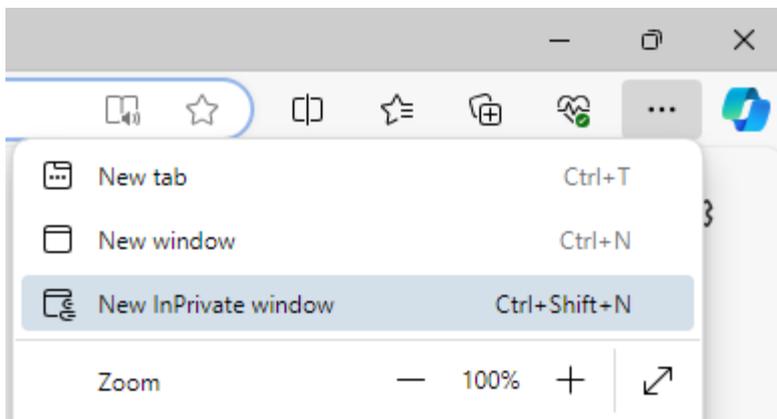
Q Can I see who has commented?

A No, the survey will not allow you to identify comments with a particular student. You will be able to see how many people have responded and we would encourage you to check this regularly whilst your survey is open.

Q I work in UL but I am also a student of UL. I have been asked to evaluate a lecture teaching me. When I open sharepoint using the link provided I do not see the module I have been asked to evaluate.

A The ULWorkflow will automatically sign you in using your UL account, the best way around this is to use an InPrivate or Incognito window. Here is how to open an InPrivate window in Edge:

- Open the Edge browser as normal
- Click the three dots in the top right hand corner
- Click **New InPrivate window**



- A new window will appear
- Paste the SET link in to the address bar in the InPrivate window and continue

From there you should be able to login as another user successfully.

Instructions are very similar for Chrome, except they call it an incognito window:

