

SECTION 3: HOW TO USE

Overview of SETC EDITS Steps

The following is a brief description of the modules and the suggested order they should be used in for set up of evaluations:

Step 1: [Eval Changes by Department](#)

- This step sets the default setting for ALL courses to be either evaluated (Yes), or not (No). It is recommended you set this flag to 'Y' if you expect the majority of the courses in your department will be participating in SETC.
 - Note: this can be controlled separately for undergraduate and graduate level courses.
 - You can use the Eval Changes by Section component later to change specific sections to be included/excluded (Step 3).
- Evaluation inclusion/exclusion should be determined as early as possible in the term.

NOTE: Please exclude courses taught by TSSU instructors (until further notice) using Step 3 below.

Step 2: [SFU Departmental Queries](#)

- Running this query gives you a report that shows all course/instructor sections and their associated evaluation information (inclusion/exclusion, evaluation start and end, as well as "combinations" (see Step 3)).
- Review the information to see if the default settings need to be amended.
 - Even though the majority of your courses are being included, are there any that need to be excluded? (e.g. sections taught by TSSU instructors)
 - Are there any sections within the same course and taught by the same instructor that should be combined into one evaluation and report?
 - Do any of the evaluation periods need to be changed?

Step 3: [Eval Changes by Section](#)

- This step allows for the adjustment of evaluation information at the course section level. Using this component, you can:
 - Include/exclude specific course sections,
 - Combine course sections into one evaluation, and
 - Amend the evaluation dates.
- The default evaluation period is approximately 2 weeks from the last scheduled day of the class meeting for regular length courses.
- See Appendix B, "How Evaluation Length is Determined" for an explanation on how dates are set.

Step 4: [SFU Departmental Queries \(repeat of Step 2\)](#)

- Repeat "Step 2" to review changes made to the course evaluations.