Advice for Administering SETs

How can you and your students make the most out of the SETs?

As you get ready to administer the SETs this semester, how you frame it for students can shape the process and increase response rates. Consider these suggestions for making it as useful to you and your students as possible.

> Add course-specific questions to the open-ended comments. Perhaps you tried something new, you can ask students to provide their thoughts on how well it worked. Use this section as an opportunity to direct students to a question you have about the design and implementation. Considering students' feedback might be really helpful to you.

> Help students to see the value of the SETs. Remind students that their comments will be helping future generations. Explain how you use the SETs when developing the course for the next time you teach it. Be specific about how prior comments have helped to shape the syllabus. Give an example of one or two changes you made.

> Encourage students to take stock of their learning over the course of the semester. Recap for them what they've accomplished and the important concepts they tackled. Particularly if the course has changed the way they think, it's hard to remember how they thought before the course. Help your students understand that this is an opportunity for them to step back and think about what worked for them and their learning in the course.

> Rather than at the end of the class period, administer the SETs at the beginning of the class and then teach the remainder. This way students aren't enticed to leave class without completing the form. If you're using an electronic format, set aside class time for the SETs.

The SET is administered by the Office of Testing, Evaluation, and Research Services, not the Office for Teaching & Learning. However, the OTL provides confidential, developmental consultations on making the best use of your SET results to improve teaching. We can help you aggregate multiple semesters of SET data, look for themes in the responses, and strategize ways to implement the feedback. For specific questions on how to access your SETS or the process, contact the Office of Testing, Evaluation, and Research Services.