

# SETs for online courses

**This Job Aid will address:** how students can access and complete online SETs in UWinsite Student.

## Business Process

Most Student Evaluations of Teaching (commonly known as SETs) are paper based and completed in class towards the end of each semester.

Online SETs are usually only available for distance education or online classes. They can be completed in UWinsite Student towards the end of each semester.

To access and complete an online SET:

1. In your web browser, preferably Google Chrome, go to [www.uwindsor.ca/uwinsitestudent](http://www.uwindsor.ca/uwinsitestudent)
2. Click the **LOG IN TO UWINSITE STUDENT** button.
3. On the login screen, enter your **UWin ID** and **Password**. Then click the green login button.
4. On the **Student Homepage** in UWinsite Student, click the **My Academic** tile.
5. Click **Student Evaluation of Teaching** in the left navigation menu.

1. Select the appropriate term and click the **Continue** button.
2. In the **STUDENT EVALUATION OF TEACHING** box, click the **Details** button.
3. Complete the online SET and then
  - Click the **Submit** button to submit your evaluation
  - Click the **Save** button to save your responses if you need to come back and complete the evaluation later.

The screenshot shows the 'My Academics' page in UWinsite Student. On the left, there is a navigation menu with the following items: 'Student Academic Summary', 'Enrollment Deadlines', 'Student Evaluation of Teaching' (highlighted in green), 'Self Service Letters', and 'Change of Program Application'. The main content area is titled 'My Academics' and contains a section for 'My Class Schedule'. Below this section, there is a table with the following data:

Select a term then select Continue.		
Term	Career	Institution
<input checked="" type="radio"/> Winter 2019	Undergraduate	University of Windsor
<input type="radio"/> InterSummer 2019	Undergraduate	University of Windsor

Below the table is a yellow 'Continue' button.