

Online SET Instructions

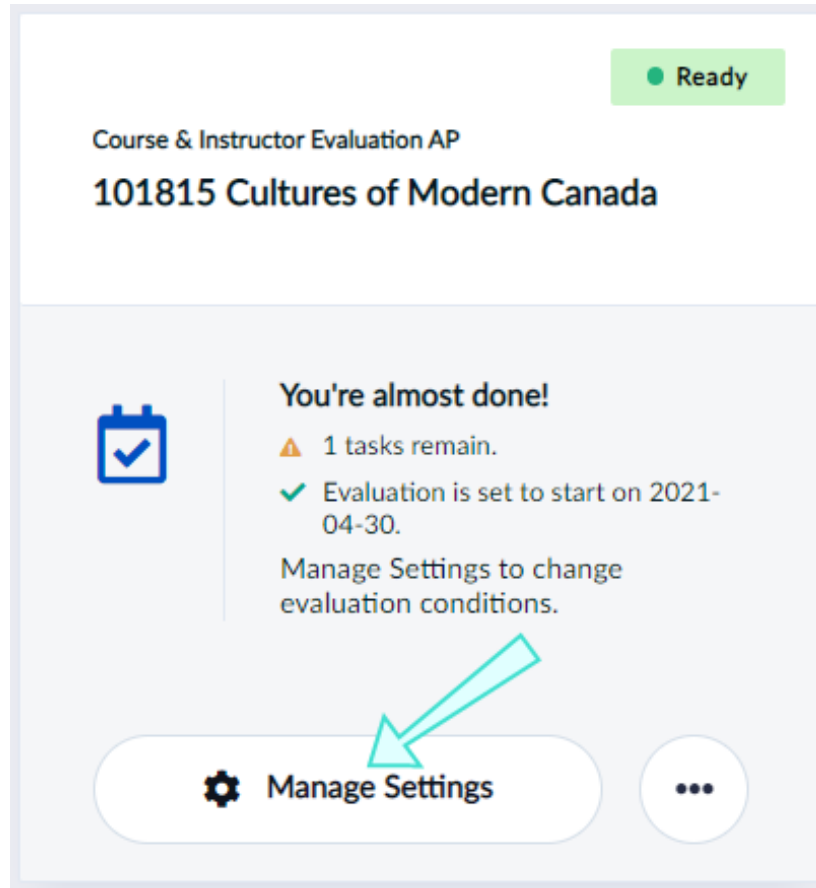
If you have not already done so, please check the [online SET screen guide](#) to familiarize yourself with the updated interface.

An evaluation has four statuses as listed below:

1. **Ready** - Ready means the evaluation is set to begin. Any changes to the evaluation period should be made now. You may still have some optional tasks to complete, so take note of on-screen instructions.
2. **Opted out** – All classes not meant to be evaluated should be opted out. No invitations will be released and no results will be collected for the evaluation. Failing to opt out will result in unwanted evaluations and distortion of the instructor's and department's statistics.
3. **Live** - The evaluation has started. Your respondents can access their tasks through email, Canvas, or by logging in directly to Online SET at <https://wayne.bluera.com/wayne/>.
4. **Completed** - The evaluation has ended and students will no longer be able to fill out the evaluation.

Ready status

You view or adjust settings to **Ready** evaluations by clicking **Manage Settings**. You adjust settings before it goes live on the start date. Once the evaluation begins you will not have the opportunity to make any additional adjustments.



The screenshot shows a user interface for managing course evaluations. At the top right, a green pill-shaped button contains a green dot and the word "Ready". Below this, the text "Course & Instructor Evaluation AP" is followed by the course title "101815 Cultures of Modern Canada". A central section features a blue calendar icon with a checkmark. To its right, the heading "You're almost done!" is followed by a warning icon and the text "1 tasks remain." and a checkmark icon with the text "Evaluation is set to start on 2021-04-30." Below this, it says "Manage Settings to change evaluation conditions." At the bottom, a large button with a gear icon and the text "Manage Settings" is highlighted with a red arrow. To its right is a circular button with three dots.

Course & Instructor Evaluation AP Cancel ✕

101815 Cultures of Modern Canada

a Opt in to this evaluation? Yes
 Manage by: 2021-06-01


b Select Instructors >

c Choose your questions for Courses ⌵ >
 To do - Due by 2021-04-29

d Choose timing Scheduled Manual

Start Date

End Date

 Share evaluation
 View QR code or copy short link to share this evaluation.

[https://go.usa.glp/101815-Cultures-of-Modern-Canada](#)

e

f I have finished all my tasks, please stop sending me reminders

g

MANAGE SETTINGS WINDOW FOR READY EVALUATION

- a. **Opt into this evaluation?** - Choose whether the course will be evaluated or not. Default participation will typically be set to **Yes**. Once an evaluation goes Live, this cannot be modified.
- b. **Select Instructors** - Select the instructors that will participate in this evaluation. **Ensure that the instructors listed are paired with the right course**. Once an evaluation goes Live, this cannot be modified.
- c. **Choose your questions for Courses** - N/A
- d. **Choose timing** - Set the start and end dates to when students will be able to complete their evaluation. You may use the system default date or set your own.
- e. **Share evaluation** – N/A
- f. **Checkbox** - Check this box if you have finished all your tasks and wish to stop receiving reminders.

g. **Update** – Click update to save your setting changes.

Opted Out

To opt out of an evaluation:

- Toggle the **Yes/No** button to **No** from the manage settings window and click **Update**.

Course & Instructor Evaluation AP
101815 Cultures of Modern Canada

Cancel

Opt in to this evaluation?
Manage by: 2021-06-01

Yes **No**

This 101815 Cultures of Modern Canada will not be evaluated.
Click Update to save.

Update

The evaluation's status will become Opted Out.

Opted Out

Course & Instructor Evaluation AP
101815 Cultures of Modern Canada

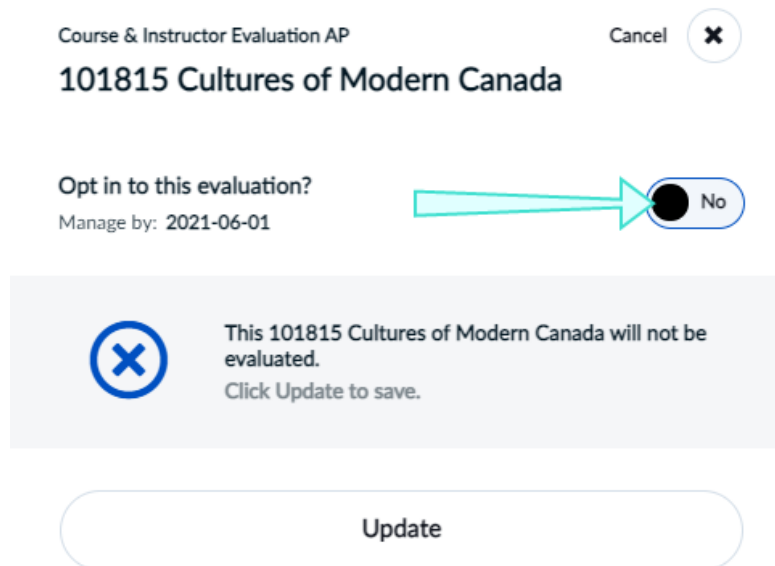
You have opted out of this evaluation.
Manage Settings to opt back in.
Before: 2021-06-01

Manage Settings

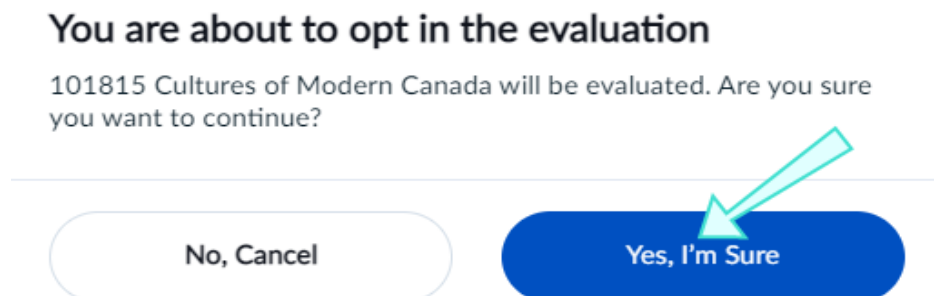
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If you change your mind and wish to opt back into an evaluation:

1. Click **Manage Settings**.
2. Toggle the **Yes/No** button to **Yes** from the manage settings window. A confirmation window will appear.

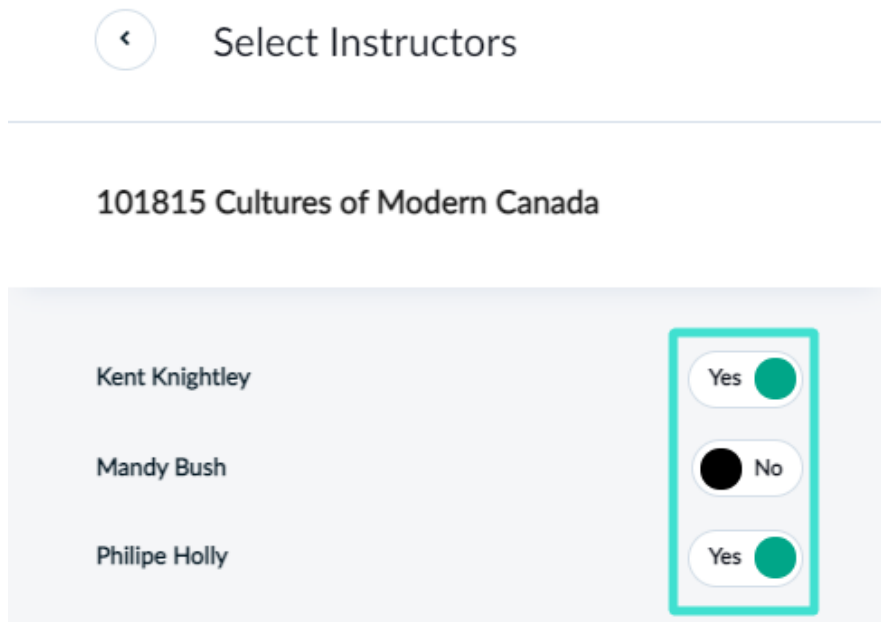


3. Click **Yes, I'm Sure**. Your evaluation's status will become **Ready** again.



Select Instructors

1. Click **Select Instructors** from the manage settings window.
2. Select the instructors you wish to participate in the evaluation by toggling **Yes/No** next to their name.



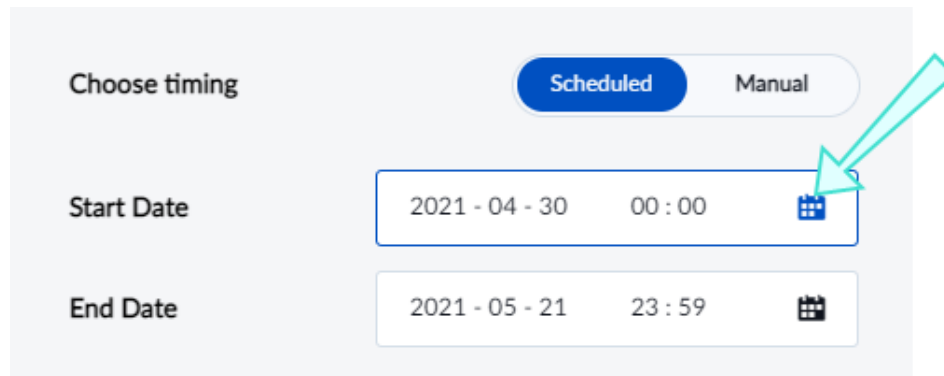
3. Go back to your **Manage** settings window.

Choose Timing

To change the start and end dates to your **Ready** evaluations.


Schedule Timing


1. Click the calendar icon next to **Start Date** or **End Date** from the manage settings window.



Choose timing

Scheduled Manual

Start Date 2021 - 04 - 30 00 : 00 

End Date 2021 - 05 - 21 23 : 59 

2. Select the date and time from the monthly calendar view. You may see that some dates are unavailable for selection since a date range has been predefined for you to choose from.
3. Click **Apply** when you are done.

MAY 2021

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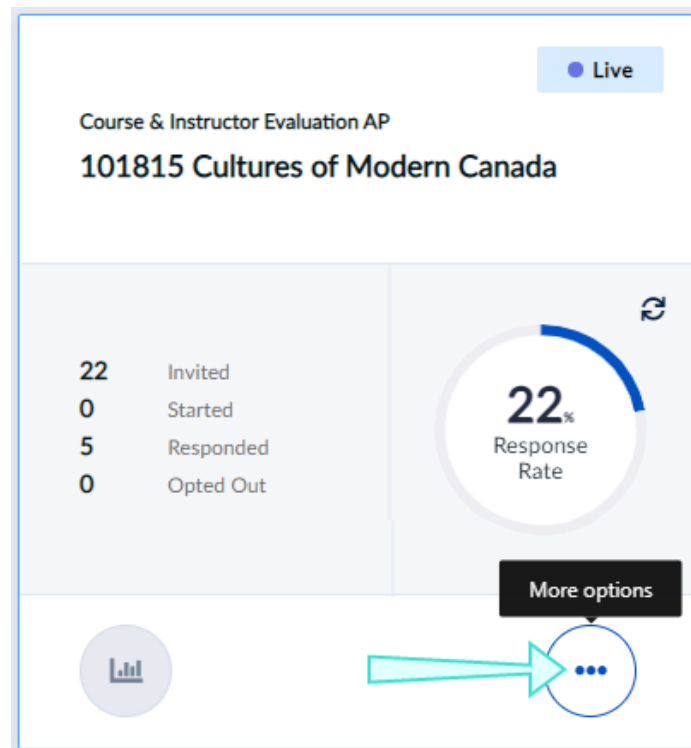
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Apply

Live status

The evaluation has started and your respondents can access their tasks through email, Canvas, or by logging on directly to Online SET at <https://wayne.bluera.com/wayne/>. You can view or adjust your End Date to Live evaluations by clicking the **More Options** button and selecting **Manage Settings**. Some settings will be locked for changes since the evaluation has already started.



Completed status

The evaluation has ended and students will no longer be able to fill out the evaluation. You can view settings for Completed evaluations by clicking the **More Options** button and selecting **Manage Setting**.

