Directions to Release or Opt-Out of your Online SET Survey

Login into Academica

- Click on or copy paste the link https://academicapps.prod.wayne.edu/student-eval/ into your browser.
- The Academica Login screen below will display.
- Enter your Access ID and Password.

![Academica Login Screen](https://example.com/academica_login.png)
The following screen will display all of the courses you are teaching within the given semester.

The evaluation period may be different for each course. It is calculated automatically based on the length of your course:

- Greater than 8 weeks, opens 4 weeks before the last day.
- Between 4 and 8 weeks, opens 2 weeks before the last day.
- Less than 4 weeks, opens 1 week before the last day.

The release status is identified as numbered above.

1. If your course is not within the evaluation period, the date displayed is the earliest date to release your survey or opt-out of using the online evaluation.
2. If the last day of your course has passed, you will not be able to release your survey.
3. If you are within your evaluation period, you may release your survey.
4. If you are within your evaluation period, you may opt-out of using the online system for distributing evaluations.
5. You may opt-out of using the online evaluation system for all courses in a given academic term.
Releasing a Survey

- Click “Release Survey”
- You will be required to input an end-date for evaluation of the course (this is the date email links sent to your students will expire).

Opting-Out of a Survey

This option is to change the evaluation status for instructors who are teaching courses that at one time were identified to be evaluated online, but have decided to use pencil paper, or not be evaluated at all.

- You may opt-out of using the online evaluation system for any course that is not yet released.
- Choose either the “Opt-Out” button next to a course or the “Opt-Out All” button at the top of the screen.

Opting-Out of One Course
Opting-Out of All Courses

Survey Opt-Out Confirmation

Online survey opt-out

Course: All Unreleased Courses for Spring/Summer 2017

Confirm Opt-Out

Cancel