

# Online SET Instructions

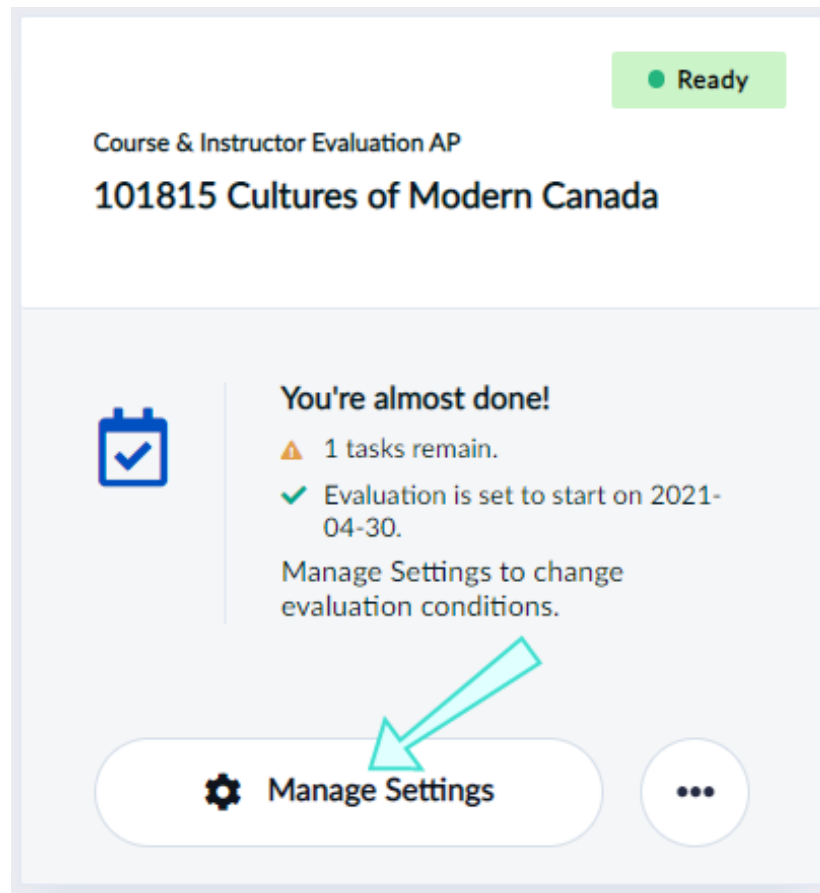
If you have not already done so, please check the [online SET screen guide](#) to familiarize yourself with the updated interface.

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 a course evaluation. At the top right, there is a green button labeled "Ready". Below this, the text reads "Course & Instructor Evaluation AP" and "101815 Cultures of Modern Canada". In the center, there is a blue calendar icon with a checkmark. To the right of the icon, the text says "You're almost done!" followed by a warning icon and "1 tasks remain." and a checkmark icon and "Evaluation is set to start on 2021-04-30." Below this, it says "Manage Settings to change evaluation conditions." At the bottom, there is a button labeled "Manage Settings" with a gear icon, and a circular menu icon with three dots. A red arrow points to the "Manage Settings" button.

## 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 Cancel

**101815 Cultures of Modern Canada**

Opt in to this evaluation? No

Manage by: 2021-06-01

✕ 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

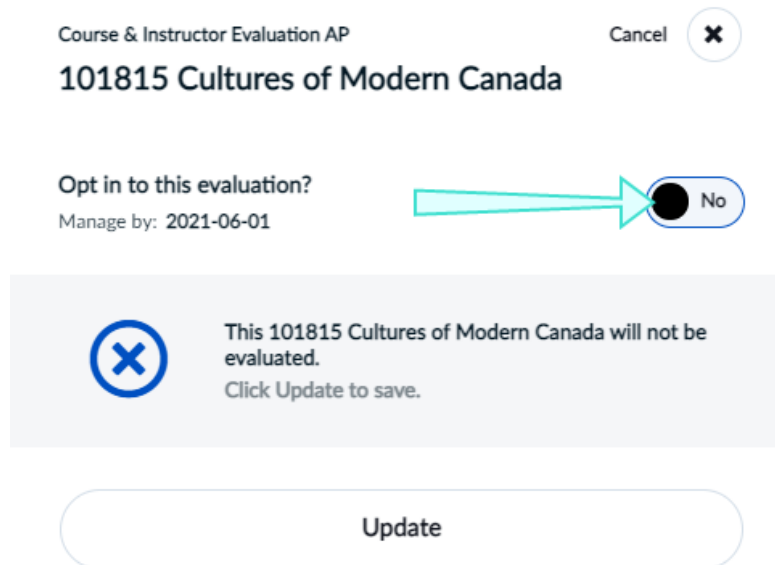
**101815 Cultures of Modern Canada**

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

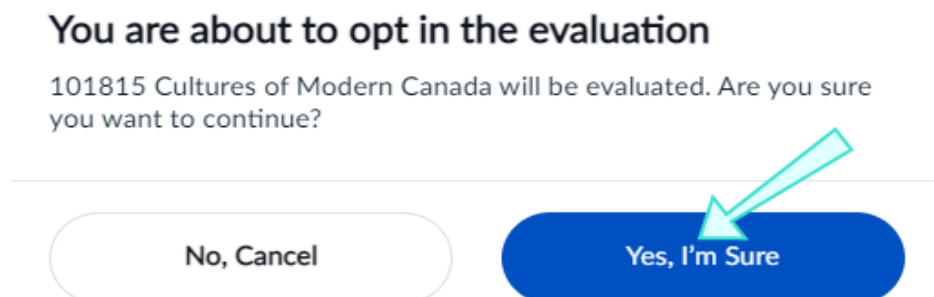
**Manage Settings**

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.

 Select Instructors

101815 Cultures of Modern Canada

Kent Knightley

Yes

Mandy Bush

No

Philippe Holly

Yes

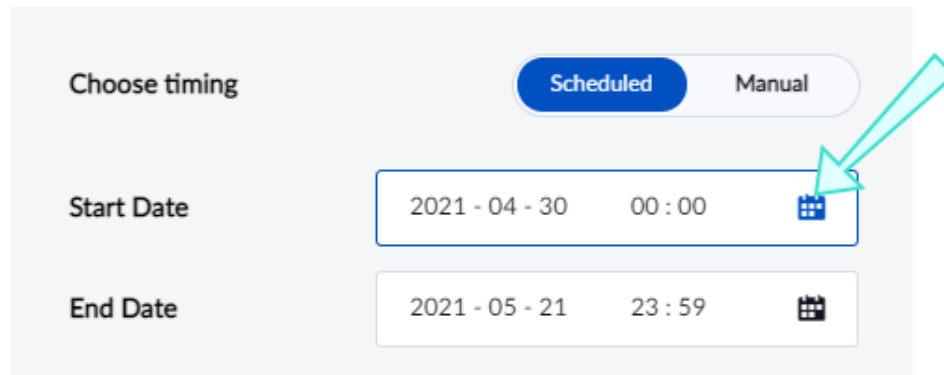
3. Go back to your **Manage** settings window.

## 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.



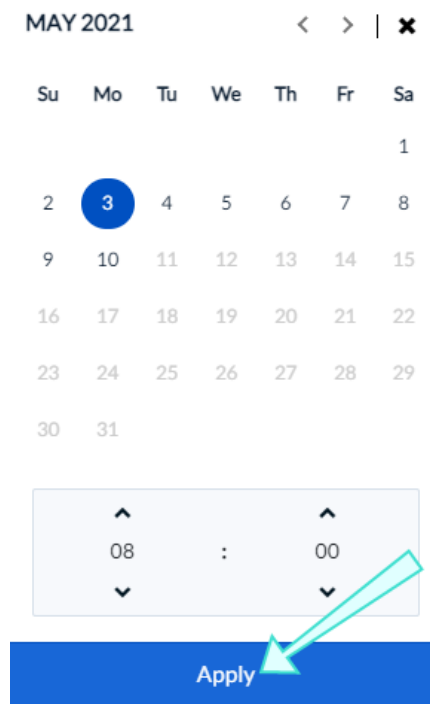
Choose timing

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.



MAY 2021

Su Mo Tu We Th Fr Sa

1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31

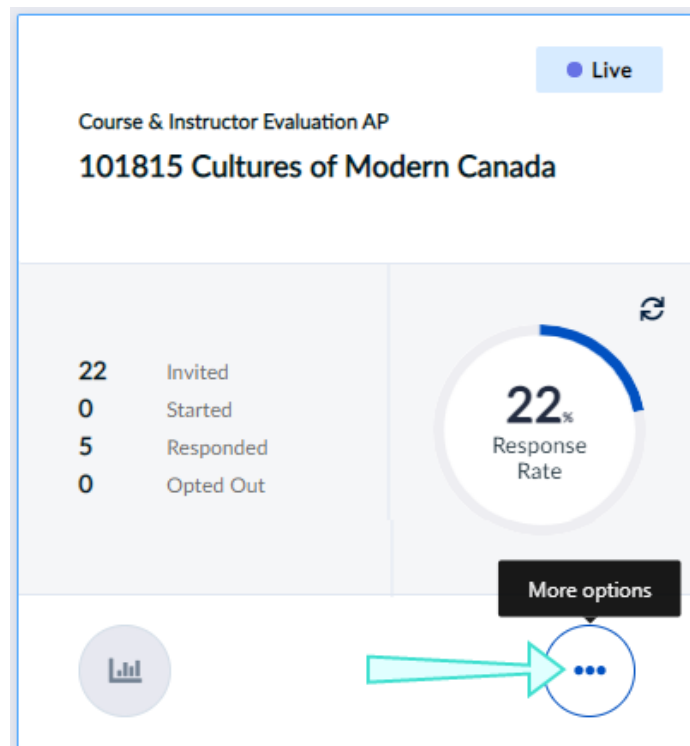
08 : 00

Apply

3. Click **Apply** when you are done.

## 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**.

