

Set Dates to Deliver SEI

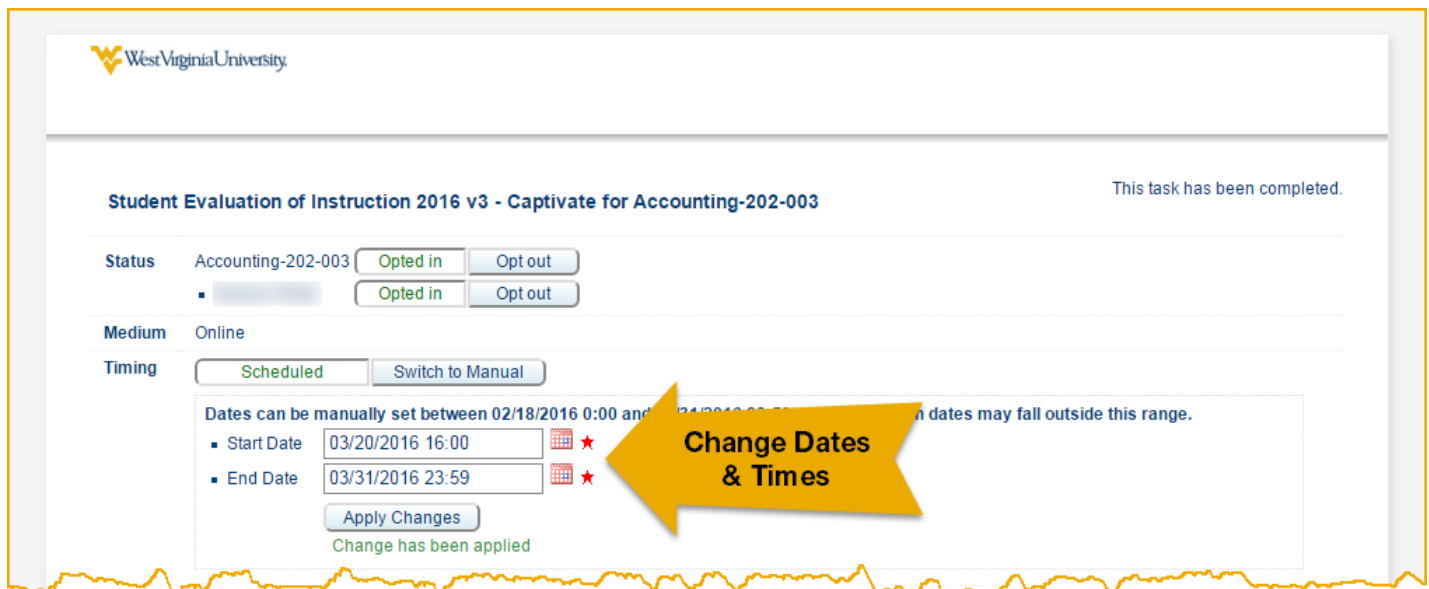
Some instructors may want to choose a time period for students to take their evaluation or allow additional time for absent students. Follow the steps below to assign a date and time for an evaluation to be given.

Edit Options

1. Open a web browser and go to <http://it.wvu.edu/sei> , **Login** using your WVU credentials.
2. **Select** the **Section** you wish to update.
3. In the timing section, **Scheduled** should be selected; if not **Select Scheduled**.
4. **Select** the **Calendar Icon** next to Start Date, then choose the date and time you want to allow students to begin taking the evaluation.
5. **Select** the **Calendar Icon** next to End Date, then choose the date and time you want students to stop taking the evaluation.
6. **Select Apply Changes**, to save your dates.

Tips

- By default, every evaluation will already have dates and be adjusted according to their start and end dates.
- Students can only take the evaluation during the time you set.
- Mention the importance of the evaluation in class prior to the dates of the evaluation.



West Virginia University

Student Evaluation of Instruction 2016 v3 - Captivate for Accounting-202-003 This task has been completed.

Status Accounting-202-003
▪

Medium Online

Timing

Dates can be manually set between 02/18/2016 0:00 and 04/30/2016 23:59. In dates may fall outside this range.

- Start Date ★
- End Date ★

Change has been applied

Change Dates & Times