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](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.

![Student Evaluation of Instruction 2016 v3 - Captivate for Accounting-202-003](image)