

## Manually Deliver SEI

To manually give an evaluation in class, complete the following steps. To stop receiving email reminders for SEI, you will need to complete the edit options section of this document.

### 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 **Select Switch to Manual**.
4. **Select Finalize** to save your settings.
5. To confirm the settings have been saved, **This task has been completed** will appear instead of the Finalize button.

### Deliver Evaluation

1. Open a web browser and go to <http://it.wvu.edu/sei>, **Login** using your WVU credentials.
2. **Select** the **Section** you want students to evaluate.
3. In the timing section **Select Start Date**, then leave the room. Assign a student to come get you once the students have completed their evaluations.
4. Once you enter the class **Select Stop**, to prevent evaluations from being completed.

### Reminders

- Increases response rate.
- Instructor must leave the room during evaluations.
- SHOULD allow an additional time period to complete evaluations for absent students.
- Students will not receive an email notification if set to manual

