“How to” for Students: SELFI Form Fill Out Instructions

Students we value your input! Your feedback is vital to identifying strengths and weaknesses of courses, programs, and faculty instruction. Completing your course evaluations allows faculty, department chairs, and deans to learn about your experience in the classroom. It is up to you to make the university learning experience the best it can be.

A few important items we want you to know!
- Your feedback will be used and very likely will result in change. Faculty use the results to make improvements in their own course curriculum. Departments use the results in faculty performance evaluations and in tenure and promotion decisions.
- Your feedback and comments can't be traced back to you, (unless your written comments make you identifiable).
- Take the time to provide constructive feedback. This can help improve the usefulness of the results for your instructor.

The following outlines the steps to access the form to enter your responses.

A) Email Notification
You will receive an email inviting you to evaluate your instructors and courses and submit your SELFI.

Dear Firstname,

As your course comes to an end, please be sure to submit your SELFI and evaluate your instructors and courses.

Please click on the link to evaluate your courses now  Note that this link will take you to a NDUS sign-in page.

You can complete your SELFI evaluations on your laptop, tablet, or mobile device. Each SELFI takes approximately 5-10 minutes. Confidentiality is central to our system. To read about confidentiality and other FAQ's, check out the link below.

Thank you!
UND Office of Institutional Research
Link to SELFI information http://UND.edu/research/institutional-research/selfi/index.cfm

B) Accessing the SELFI form
Three different ways are available to access the SELFI form.
1. Click on the link provided in the above email.
2. From your Blackboard account “Task List”.
3. Sign in directly (https://evals.und.edu/)
All three selections will bring you to the NDUS Login page. Enter your IDM firstname.lastname and password.

C) Filling out the form
The courses will appear that are ready for “Form Fill Out”, click SELECT.

You will see the first page of your form, with a welcome message and instructions

You can use the navigation buttons to save, go to the next or previous page:
Once you answer all the questions...

And entered all your comments

The final process is to select submit.