Access the SET system

https://set.flinders.edu.au

or

Access the SET Training environment

https://set-dev.flinders.edu.au

SET is connected to the Okta Single Sign On from March 2017.
If you are not already logged into Okta you will be redirected to the Okta page first.

Any questions? Contact Julie and Sharleena at set@flinders.edu.au
Select the **Surveys** module
Use the drop-down boxes to select the **Topic**, **Year + Half** and **Availability** that you want to evaluate.
Click on the green cross to create a new Survey for this topic.
Select Form: U Customisable.
Ensure that the default Survey Description is appropriate

If you need to change the Survey Description, you can do so by clicking on the radio button and filling in the text box.

Select start and end dates for the survey
Ensure that all staff that should be able to view the results are on the Viewer List.

Click Add New Viewer to add a report viewer.
Click on **Change this** if you wish to add additional questions.

Click **Add Teacher Question Set** to add Teacher Questions to the survey.

**NOTE:** You must add teacher questions to create a complete survey.
Select the appropriate teaching context. This will take you to a new page.
Click **Add New Viewer** to add the appropriate staff to the viewer list.

Select the person to be evaluated by either:
- Entering the person's name in the text box
- Selecting the staff member as the primary viewer

According to the "Policy on Evaluation of Teaching," report viewing rights should be provided only to the staff member concerned and to his or her supervisor.

If multiple Lecturers/Tutors/Demonstrators/Supervisors each taught a subset of the students, you will need to add multiple Survey Alternatives. See: [Multiple Alternatives guide](#)
Click on **Change this** if you wish to add additional questions

Click **Finalise Survey** to complete the survey

OR

If you wish to evaluate another teacher who taught all of the students enrolled in the topic click **Add Teacher Question Set**