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What is the SIR II Survey?
The SIR II survey is a course evaluation survey that quickly and objectively captures students' perceptions of their higher education learning experience. Based on 30 years of extensive research, the SIR II survey has helped faculty and administrators improve teaching effectiveness and learning quality.

Who should use the SIR II survey?
Faculty and administrators at two-year and four-year institutions nationwide use the SIR II survey to evaluate teaching effectiveness and learning quality. The comprehensive feedback provided in SIR II reports is especially helpful to faculty who are experimenting with new classroom practices and teaching methods.

How are results used?
Faculty and administrators use SIR II data to:

▪ assess course and instructional outcomes
▪ pinpoint teaching strengths and improvement opportunities across disciplines, courses and classes
▪ inform administrative decisions
▪ reward teaching excellence
▪ compare results to peer institutions nationwide
▪ measure instructor effectiveness for accreditation purposes

Important dates:
Evaluations periods are determined by the length of the term and are as follows:

**4 week term** - Evaluation period is open Monday of week 4, closes Saturday of week 4
**7 week term** - Evaluation period is open Monday of week 5, closes Saturday of week 7
**8 week term** - Evaluation period is open Monday of week 6, closes Saturday of week 8
**12 week term** - Evaluation period is open Monday of week 9, closes Saturday of week 11
**16 week term** - Evaluation period is open Monday of week 13, closes Saturday of week 15
(Please reference chart)

Please note:

*For Fall 2016 UG day the evaluation will be open an additional week (weeks 12-15) to accommodate Thanksgiving break*
<table>
<thead>
<tr>
<th>Term Code</th>
<th>Term Description</th>
<th>Term Begin Date</th>
<th>Drop/Add Deadline</th>
<th>Term End Date</th>
<th>Admin Date</th>
<th>Final Grades Due</th>
<th>Export Report &amp; Release Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>0M</td>
<td>Graduate Summer II (8)</td>
<td>06/27/2016</td>
<td>07/05/2016</td>
<td>08/25/2016</td>
<td>AUG-15</td>
<td>8/1/2016</td>
<td>8/20/2016</td>
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<tr>
<td>1</td>
<td>Fall UG (15)</td>
<td>08/29/2016</td>
<td>09/02/2016</td>
<td>12/16/2016</td>
<td>NOV-15</td>
<td>11/14/2016*</td>
<td>12/10/2016</td>
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<tr>
<td>1P</td>
<td>Evening UG – Fall I (8)</td>
<td>09/02/2016</td>
<td>09/05/2016</td>
<td>10/16/2016</td>
<td>OCT-15</td>
<td>10/5/2016</td>
<td>10/22/2016</td>
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<tr>
<td>12</td>
<td>Graduate Fall Semester (16)</td>
<td>09/02/2016</td>
<td>09/02/2016</td>
<td>12/16/2016</td>
<td>NOV-15</td>
<td>11/14/2016*</td>
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<td>01/23/2017</td>
<td>01/27/2017</td>
<td>05/12/2017</td>
<td>APR-17</td>
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<td>01/17/2017</td>
<td>03/04/2017</td>
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<td>01/27/2017</td>
<td>05/13/2017</td>
<td>APR-17</td>
<td>4/17/2017</td>
<td>5/6/2017</td>
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<tr>
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<td>05/08/2017</td>
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<td>JUL-17</td>
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<td>7/31/2017</td>
<td>8/19/2017</td>
</tr>
</tbody>
</table>
To access SIR II reports and for students to complete their evaluations:

- Navigate to http://sirii.cliksonline.com on your browser.
- Log in using your email address as your **User ID** and the password that was sent to you.

**PLEASE NOTE:** If you forgot your password click **Forgot Your Password?**
To access your student participation report:

This will be used to track the percentage of students who have completed their evaluations. It will not list names – just give a percentage.

The goal is to achieve a 75% participation rate.

• Click **Report Center**

![Image of Report Center]

• Choose **Student Participation Status Report** (NOT Class Report)

![Image of Student Participation Status Report]
• Enter the **Survey Administration Date** (This is the month and year the SIR II period opened) For this example, we will use November 16

• Enter the **Report Type** (SIR II Online is for **on-ground** courses/eSir is **online** courses)

• Click **Generate Report**

A list of your available Reports will be listed for courses in which 5 or more students completed evaluations.

• Select your course

• Click on Generate report
• Click **View Report**

Choose **Save As**

• Save the file on your H: drive name it with a year and your Course I.D so you can reference later.

• Click **Save**. Repeat for each report.
The Class Report

The Class Report (results) will be released on the Friday after grades are due. Faculty will receive an email notification from Lynn University with an email address of Courseevaluations@ets.org once the reports have been released. Please view an example of the email below.

**PLEASE NOTE:** Passwords will be sent in a separate email

```
From: CourseEvaluation@ets.org
To: <<instructor email id>>
Subject: Course Evaluation(s)

Dear<<Instructor Name>>,

The course evaluation class report(s) will be available for viewing. Please select **Admin Date: <<MON-YYYY>>** administration date to view the report(s). If you are not able to automatically open the login page by clicking on the link, please copy and paste the URL into your browser's address box. When logging into the SIR II System, kindly copy and paste the user id and password.

<Course name>

User ID: <<User Id>>

**Your password has been sent to you in a separate email.**

http://sirii.cliksonline.com

Thank you from the Online Evaluation Center

**PLEASE NOTE:** The dean will also have access to a copy of the Class Report.
After logging into http://sirii.cliksonline.com

- Go to the **Report Center**

- Choose **Class report**

- Enter the **Survey Administration Date** (This is the month and year the SIR II period opened) For this example, we will use November 16
• Enter the **Report Type** (SIR II Online is for **on-ground** courses/eSir is **online** courses)

• Click **Generate Report**

A list of your available Class Reports will be listed for courses in which 5 or more students completed evaluations.

• Select your course

• Click on Generate report
• Click **View Report**

![View Report Image]

• Choose **Save As**

![Save As Image]

• Save the file on your H: drive name it with a year and your course id so you can reference later.

![File Save Image]

• Click **Save**. Repeat for each report.