

# SEI Reports for P&T Dossiers

Revised October 4, 2023

A new system for SEI reports, Blue, was initiated in Summer 2018. For current faculty, older reports are available in the [Faculty Center](#). Reports are available each term on the Tuesday after Commencement. There are three ways to access your reports:

1. An email with a link to view your reports will be sent when the reports available (if you've taught in the current quarter).
2. In the SEI Center in Carmen.
3. [Access Blue](#).

## Types of Reports (see attached samples)

### **A. SEI Cumulative Summary (Faculty Center): Use for Interfolio Cumulative Fixed-Response Survey Data section for courses up to Spring 2018**

This report contains responses for all classes from Summer Term 2018 and later.

1. Mean scores for each question for each class in order by term.
2. Number of responses, class size, and university comparisons by class size.

### **B. SEI Cumulative Report (Blue): Use for Interfolio Cumulative Fixed-Response Survey Data section for Summer 2018 onward**

This report contains responses for all classes from Summer Term 2018 and later.

1. Mean scores for each question for each class in order by term.
2. Number of responses, class size, and university comparisons by class size.

For classes prior to Summer Term 2018, cumulative reports are still available in the Faculty Center. See **SEI Reports for prior terms** below.

### **C. SEI Individual Class Report (Faculty Center): Use for Interfolio Fixed-Response Student Evaluation Data section for courses up to and including Spring 2018**

This one-page report is the historical version of the new SEI Overview Report and includes frequency analysis of all questions and comparisons for each question to college, university and unit

### **D. SEI Overview Report (Blue): Use for Interfolio Fixed-Response Student Evaluation Data section for Summer 2018 onward**

This one-page report is similar to the SEI Individual Class Report with a few changes:

1. Combined class reports now list all class information

2. Frequency Analysis: All SEI questions
3. Score Analysis table of your responses compared to the department, college and university

## **REPORTS FOR INSTRUCTOR USE ONLY:**

### **SEI Class Detail Report (Blue): Do NOT use for P&T dossiers!**

This multi-page report contains the information from the Overview Report along with additional data:

1. Response rate.
2. Frequency Analysis: All SEI questions, grouped by key elements of teaching.
3. Score Analysis:
  - Bar graph display of your responses compared to the department, and to same size classes in your college and the university.
  - Table containing the same comparisons including Standard Deviations.
4. Enrollment Reason: A breakdown of why students enrolled in this class. Old reports only listed the predominant reason students enrolled.
5. Comments: if enabled, now appear within the report. No more matching them up yourself.

### **SEI Instructor Summary Report (Blue): Do NOT use for P&T dossiers!**

All of your classes for a single term in [one report](#).

1. Combined response rate.
2. Frequency Analysis for all classes organized around the three key elements of teaching:
  - Overall analysis for all classes combined.
  - Each class listed separately giving a breakdown of combined class results.
3. Score Analysis for all classes combined:
  - Bar graph display of your overall responses compared to the department, your college and the university.
  - Since you might be teaching classes of different sizes, the college and university comparisons are not based on size like they are on the individual class reports.
  - Table containing the same comparisons including Standard Deviations.
4. Question Rankings - the three highest and three lowest rated items from all SEI responses.
5. Enrollment Reason - breakdown of what reasons students gave each semester for taking your classes.

### **Historical Data Report (Blue): Do NOT use for P&T dossiers!**

This report contains information from Summer 2009 through Spring 2018.

1. Question 10 results for all classes.
2. Frequency Analysis for each question for each class.
3. Comparison Scores - the results for each question for the university, and the college and/or department, if available.
4. Question Rankings - the three highest and three lowest rated items from all SEI responses.
5. Enrollment Reason - breakdown of what reasons students gave each semester for taking your classes.

## Access to SEI Reports in Faculty Center: Use for courses taught prior to Summer 2018

1. Go to [buckeyelink.osu.edu](http://buckeyelink.osu.edu).
2. Click on the Faculty/Staff (Logins and Resources) task.
3. Use your OSU username and password to log in to the [Faculty Center](#).
4. Click on the **Change Term** button; **select the term** for which you wish a report, and click **Continue**. **Note:** choose Spring 2018 for a cumulative report.
5. Click on the **SEI Info** button that **appears to the left** of the desired dates. **Note:** the icons for the Class Roster, Gradebook, Grade Roster, and SEI Info above your class list are not functional and merely serve to illustrate frequently-used buttons.
6. Scroll down to the SEI Reports section, click on **Generate New SEI Class Report** or **Generate New SEI Cumulative Report**.
7. Wait for the page to refresh until the report is generated.
8. Once the report is generated, click on **View Existing Class Report** to see the SEI report. **Note:** reports you previously generated remain available for you to view, print, or download for a two-week period. You can generate a fresh copy of the report at any time.
9. Repeat steps 3-7 for each class.

## Access to SEI Reports for in Blue: use for courses in Summer 2018 onward

Reports in Blue can be accessed at <https://osu.bluera.com/osu> or in Carmen.

[Sample Cumulative Report](#)

[Sample SEI Overview Reports](#) (Individual course report)

Prior term class reports are in blue but have been Archived. Click on the word "Archived" on the right side of the screen, above the class list, to see Archived reports.