



NEW YORK CITY
COLLEGE OF TECHNOLOGY
THE CITY UNIVERSITY OF NEW YORK
300 JAY STREET, BROOKLYN, NY 11201-1909

Dr. YONGCHAO “YIMI” ZHAO

Director, Office of Assessment, Institutional Research and Effectiveness

Namm 227

718.260.5696 | 718.260.5676

Date: April 23th, 2025

To: Faculty

Subject: Spring 2025 Student Evaluation of Teaching, Updated Process

Procedures for Student Evaluation of Teaching (SET)

For the Spring 2025 Student Evaluation of Teaching (SET), we will continue to use Brightspace as the place students will take the survey. Students will be able to access SETs for all of their sections by clicking on a single link through a widget on their Brightspace landing page. Please set aside a few minutes of class time so students can complete the SET survey.

The SET Survey will be open from Monday, April 28th to Thursday, May 15th

For Students:

Step 1. Go to [Brightspace page](#) or [Brightspace Pulse app](#) and log in with your CUNYfirst username and password.

Step 2. Click the SET widget on the Brightspace landing page. The widget will only be visible to students during the survey administration window. (Widget shown below)



Step 3. Enter your 8-digit EMPLID to retrieve the registered courses, select a course from the dropdown menu and complete the survey.

Note: Students will be returned to the landing page after completion, where they can choose another course

For Course Instructors:

- We recommend course instructors **set aside 10-15 minutes during class time** for students to complete the SETs; or post a reminder for students to complete the survey.

Student Evaluation of Teaching (SET) Notes

1. All students are able to log into Brightspace regardless if your course utilizes Brightspace or not.
2. Students will receive reminder emails to log into Brightspace to complete their surveys.
3. Additionally, students can utilize the Brightspace 'Pulse' app to complete their surveys.
4. You must not be in the room/meeting while the evaluation is taking place.
5. In asynchronous courses we recommend posting a reminder for students to check their Brightspace landing page.

Summary Reports

You will receive two email messages generated by CIS with links to view the SET results for each course that you teach (e.g., if you teach 5 courses, you will receive 5 email messages with 5 distinct links), as well as reports with student comments. CIS has indicated that the link will expire within 30 days of sending the initial email message to you, please make sure to save all of your reports. The two sets of links: 1) SET results and 2) student comment reports are scheduled to be sent within the first two weeks of classes during the Spring 2025 semester. Your Department Chair and OFSR will also receive a copy of the SET reports and will note if we did not receive the forms for your section.

Please direct any questions, comments, or feedback to: aire@citytech.cuny.edu

For more information, please go to: <https://www.citytech.cuny.edu/aire/set.aspx>