SSI Online Process

The SSI is delivered through a widget which will automatically appear in the course at the beginning of the survey period. Course shells for all courses are enabled 4 days prior to their official start date. Faculty should ensure their own MyCourses shells are enabled. If the faculty member requires assistance, or the SSI widget does not appear at the beginning of the SSI Administration period, email MyCourses4Faculty@spcollege.edu or ssi_admin@spcollege.edu to request assistance. Instructors should also add their course syllabus into their MyCourses shell, and we suggest that the SSI administration dates be added to the course calendar to remind students that the survey period is approaching.

An SSI information webpage containing SSI administration dates, tutorials, copies of notification emails, FAQs, SSI Items, and general assistance is available at https://myresources.spcollege.edu/student-survey-of-instruction.

The SSI administration period will be the last 25% (plus one day) of each course (e.g., a sixteen week course would have a four-week SSI administration period).

Instructors will be provided three informational emails (from ssi_admin@spcollege.edu) containing links to overall response numbers for each class, a link to the SSI information webpage (with tutorial), and contact information. The emails will be sent:

- Five days before the opening of the SSI administration period,
- 50% into SSI administration period, and
- 75% into SSI administration period.

Faculty may encourage students to confirm that they accessed the SSI, by requesting a copy of the survey confirmation page which can be printed and submitted by students.

All Student Survey of Instruction (SSI) reports are provided through the online SSI Administration Site: https://webapps.spcollege.edu/ssi/. There are two ways to view the SSI results. The first is by course and the second is rolled up by instructor. Open-ended responses to the SSI are also available. Comparison information is included online and in the PDF reports.

Questions about the SSI administration process should be directed to ssi_admin@spcollege.edu, Robert Mohr (Ext. 3052) or Maggie Tymms (Ext. 3195) in Institutional Effectiveness.