

Student Instructions: Accessing and Completing SPI (Student Perception of Instruction) Forms

1. Log in to myUCF (<https://my.ucf.edu/>) using your NID and NID password.

[If you have forgotten your NID, visit the “NID Lookup” page (<https://my.ucf.edu/nid.html>). If you have forgotten your password, visit the “Change your NID Password” page (<https://extranet.cst.ucf.edu/PWSelfReset/pages/NidCheck.aspx>). For answers to myUCF FAQs, please visit the “myUCF Help” page (<http://portal-help.ucf.edu/>.)]

2. Once you have logged in to myUCF, click the “Student Self Service” link located near the top of the “myUCF Menu” column (on the left-hand side of the web page).
3. An in-browser page titled “Student Perception of Instruction” will display. This page will list the courses for which online evaluations are available. If you cannot see the “Student Perception of Instruction” page, click on the “Student Center” link in the “Student Self Service” list; the “Student Perception of Instruction” will be visible here.

[Note: If you wish to complete all available SPI evaluations now, follow steps 4–8. If you wish to complete the SPI evaluations at a later time, follow steps 9–11.]

4. Click the “Evaluate” button for the first class you would like to evaluate.
5. Fill out the evaluation and click “Submit” once you have answered all relevant questions.
6. Once you have clicked “Submit,” you will be automatically redirected to the “Student Perception of Instruction” page.
7. Fill out all remaining course evaluations using steps 4–6 above.
8. Once you complete all SPI evaluations, the “Student Perception of Instruction” page will disappear. You may now continue using myUCF as usual or log out of the portal.
9. If you wish to access other myUCF information before completing SPI evaluations, select the appropriate link from the left-hand column (for example, “Student Records”) as usual. You will be directed to the page you request.
10. To return to the “Student Perception of Instruction” page, simply click “Student Self Service” from the left-hand column. This page will list the courses for which online evaluations are available. If you cannot see the “Student Perception of Instruction” page,

click the “Student Center” link in the “Student Self Service” list; the “Student Perception of Instruction” will be visible here.

11. Follow steps 4–8 to complete all SPI evaluations. If you wish to complete only a few SPI evaluations at this time and return to the course listing later, follow steps 4–6 for each course evaluation. Then, when you are ready to complete your remaining SPI evaluations, follow steps 1–8.

[Note: Once you select the option to begin an SPI evaluation for a course, you must complete and submit it. You cannot save the form and submit it later.]

For additional FAQs and answers about filling out SPI evaluations, please click the following link and read the “Student Perception of Instruction (SPI) Student Questions” handout:

<https://publishing.ucf.edu/sites/itr/cst/Documents/service%20desk/StudentSPI.pdf>

Special Instructions for Accessing and Completing SPI Forms during Finals Week:

Information to come. SPI forms are available during the last two weeks of classes. Are they available during finals week? If so, does the SPI page display as before, or is there separate way to access them?