

TAI & SEI Set Up

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Define Department Evals

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Academic Organization

Description

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

You need to set up security so you can run the report for your department. This is example is the THADEPT. Navigate here and search for your department's code using the magnifying glass. Then click Search.

Department SEI Options

Acad Org THADEPT Theatre Arts Department

Department Templates [Personalize](#) | [Find](#) | [🔍](#) | [📄](#) First 1 of 1 Last

Default Template	Template ID	Description
<input checked="" type="checkbox"/>	THADEPT_DFLT <input type="button" value="🔍"/>	THADEPT Default Template <input type="button" value="+"/> <input type="button" value="-"/>

THADEPT Authorized Users [Personalize](#) | [Find](#) | [🔍](#) | [📄](#) First 1-2 of 2 Last

*ID	Name	Permission	Added By	Date Added
100401825 <input type="button" value="🔍"/>	Shulka,Krista L	<input checked="" type="checkbox"/>	shulka.kris	04/02/2013 <input type="button" value="+"/>
100403641 <input type="button" value="🔍"/>	Anderson,Joseph K	<input checked="" type="checkbox"/>	shulka.kris	04/02/2013 <input type="button" value="+"/>

Click the plus symbol to add a new row and use the magnifying glass to look yourself up. Click Save when done.

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Instructor Mode

TAI Report

*From Term 2021 Spring

*To Term 2021 Spring

If you get an error when making this change or the report is blank, contact the Records Office.

Now you should be able to generate the TAI for anyone in your department. It will be emailed to you.

Message

TAI Report will be generated and emailed to . Please be patient. It may take several minutes. (0,0)