

Student Feedback Quick Guide

Create course and teaching surveys

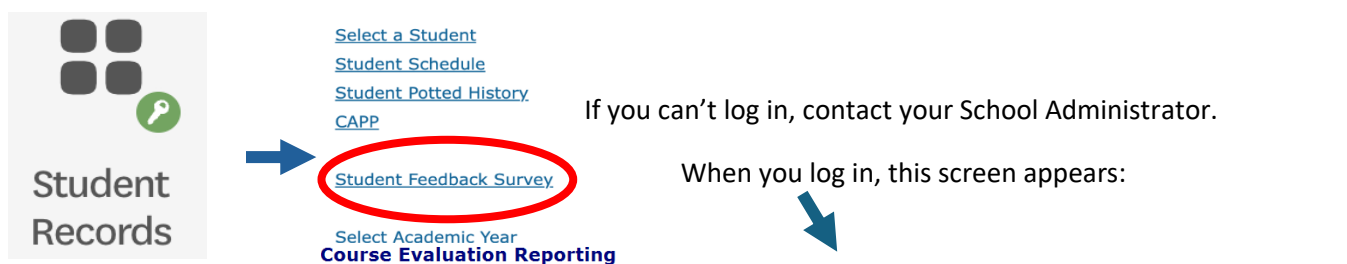
Why are student feedback surveys encouraged or required? In Quality & Policy, we aim to nourish feedback systems for all of us to learn from – students, lecturers, and staff. Surveys provide a safety net to catch issues, a tool for self-evaluation, and a conversation with learners. When we use these tools well, it saves time and makes teaching and learning efforts far more fruitful.

Understand why you want to run the survey before you launch it. Make sure students know why you're sending it to them, and how you will use the results.

Students are more likely to complete your survey IF:

- you communicate to them how you regularly use students' feedback, and
- you set aside lecture time for them to complete it.

You create your survey in our software, called SurveyDig. Look under [MyTools for staff](#):



If you can't log in, contact your School Administrator.

When you log in, this screen appears:

Courses for: Stephen Marshall

CRN Trimester Faculty School

§ [2016 Academic Year Term 1] [No Faculty]

Schedule Code Instr. Method Campus Faculty Type 2

Sort By 1 Output Records Excel

Teacher Course Summary 500 Search

Show Only Courses **with** Responses Show Group Summary Only

Show Only Courses **without** Responses Show Min / Max / Median

Show Number Response Counts Show Question Code


Hide Text Entry / Comments

Hide Instructor Supplied Questions

Do not use Report Cache

If no results are listed below, clear the fields above, select a term, and press search.
If you change any fields in the above input or checkboxes, press the search button to refresh.
Move the mouse over any underlined prompt above to get more detailed help for that option.
Click on the number under "Evaluations Taken" to see the results for that class.
If the "Reporting Disabled" checkmark is present, detailed results are not available yet.

To use Instructor Supplied Questions for your Course Evaluations:

- 1) Click on the "Add" or "Edit" link under the "Instructor Questions" column below.
- 2) Select the "scope" of the questions - how and when they will be asked.
- 3) Select the questions from the pre-defined list for the particular course evaluation.
- 4) You can preview the evaluation by clicking on the  link next to the course.

Trimester	Course End Date	Course Weeks	Faculty	School	Sch	Inst	Camp	Stat	Fac Typ	Course Level	Instructor Questions	Set Up Feedback	Pre	Course	CRN	Description	Teacher	Evals Taken	Total Enroll	% Comp	Reporting Disabled
2016 Academic Year Term 1	29-Jun-2016	18	No Faculty Designated	CAD	L	1	Y	CC	Masters		+ Add	+ Add		HELT 506 L1	27043	ST: L&T Digital Technology	Stephen Marshall	n/a	6	n/a	<input checked="" type="checkbox"/>
Total:																			6		

Records: 1 Time: 0.94 Seconds

This screen defaults to the current Trimester – adjust it as necessary. All of the surveys you have access to under that Trimester will be listed.

- **Course survey?:** Only the course coordinator can create a course survey.
- **Full year course?:** You may find it under T1, T2, or T3. Keep looking - it is there.
- **Closing date?:** The system automatically sets the survey to close 10 days from the opening. Therefore, you must launch the survey at least 10 days before the course closing date. The course completion date is set in Banner and there is no override for this in SurveyDig.
- **Does it appear on Nuku?:** Your survey must be activated in SurveyDig in order for Nuku to retrieve that survey and display it in Nuku. Only students who are enrolled in that offering of the course will be able to see the survey.
- **Overnight system refresh:** When your survey ready, any changes need to refresh in the system overnight. Confirm it's correct the next morning.
- **NEVER DISABLE YOUR SURVEY:** It is not possible to reactivate a disabled survey. Disable is delete. Yes, we agree that's annoying. Contact us if you want to retract one.
- **Need more help?:** See [our webpage](#) for more guidance. You can also contact us at studentfeedback@vuw.ac.nz.