

## The Student Course Survey Process

### 1. Survey invites will be emailed directly to students beforehand

Students will be sent emails on Monday 14 October to invite them to partake in the course survey for each course they have attended in Semester 2 2019. The email will be sent to the students 'preferred' email address (saved in the student portal) and it will have come from 'Unitec Course Evaluation Team' with the subject heading 'Unitec Course Evaluation - please save email for your evaluation of [course name]'. Students will receive an email for each course they are enrolled in this semester. They need to complete them all but these can be completed on different days. They will have three weeks to complete the surveys (surveys will close on Sunday 3 November).

### 2. Each teacher to allocate a 15min time slot in class for the evaluation and let the students know beforehand

It is essential that the students are given time during the course lessons to conduct the evaluation survey. Carrying out the survey in class time greatly increases the number of responses we will get from students. It's up to the course teacher to decide the best time to do this. The teacher needs to let their students know when the survey will be completed beforehand, so that the students know to bring a device on that day. The survey will work on laptops, desktop computers, tablets and phones.

### 3. Course Evaluations Conducted

Allow 15mins for the students to conduct their evaluations in class. Ask them to go to their email inboxes on their device and open the email invite that is specific to your course (they will have more than one email invite due to other courses to be evaluated). The email will make it clear which invite is for which course and provide information to the students on what to do. The information provided by the students is confidential. We recommend that you ask another staff member such as an AAQ to take your place in the room for the time taken by the survey. Please share these instructions with them. We are unable to supply staff to supervise the process in classrooms.

Please make sure you thank students for their time in answering the questions. We thank you for supporting this process.

### 4. Results to be analysed and reported back to you via your APM/ AL.

Te Korowai Kahurangi will analyse the results and provide course level reports by Monday 18 November. Your Academic Programme Managers/ Academic Leaders will send you your results directly. It is recommended that the information is saved to the programme H Drive and then is used in course evaluation and planning (CEP) and PEP reports and as part of moderation processes.

## FAQs

Below are some questions that you may have. All queries can be sent to [tkkinsights@unitec.ac.nz](mailto:tkkinsights@unitec.ac.nz)

### **What if the student doesn't have the email invite in their inbox?**

If the student has not received the email invite for your course evaluation, this could be due to the fact that they are not looking in what was saved as their 'preferred' email address in the student portal or the message may be in their spam/ junk folder. In the event they cannot find the email invite for your course, ask them to try other email addresses that they have or check their spam/ junk folder. If they still can't find it, note down their email address and send this (with the students name, ID, email address and course number to [tkkinsights@unitec.ac.nz](mailto:tkkinsights@unitec.ac.nz). We can email them a new invite later that they can then complete before the end date.

### **What if a student doesn't have a device on the day to conduct the survey?**

Please let them know which day you intend doing the in-class evaluation and encourage them to bring a device on the day that they can use to do the online survey. The survey can be done on a mobile phone. For those without devices on the day, encourage them to use the COWs (if available) in class or as a last resort, ask them to conduct the survey after the class has finished in their own time (either at home or using the available devices at the hub).

### **What if the student hasn't finished the survey in time?**

Let them know that they can go back into the survey at any time (using the same link when they started) to complete all the questions. We will make this clear in the invite also. The survey links will remain open for 3 weeks and a reminder will be sent to students who have not completed the evaluation survey a few days prior to the survey closing.

### **What happens for online courses that have no physical classes?**

The students will still be emailed the survey invite and they can complete the evaluation in their own time. We will make it clear when they need to complete the survey by. It would be great if you can still encourage your students to fill the survey out to help increase response rates.

### **How will they know if they have won the prize draw?**

This is the first time we have provided a chance to win 1 of 4 \$100 prezzy cards as an incentive to participate. Each course survey completed will be entered into the prize draw so the more surveys completed by each student, the more chances to win. Te Korowai Kahurangi will randomly select the winners from all completed surveys and contact the student directly before 18 November 2019.