



Students Feedback on Modules

Guide to Survey Setup

Version 2.5
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Guide to Survey Setup

1 Introduction

UCD Senior Management Team has approved the introduction of a university-wide on-line student module feedback system. This follows a major pilot project using the system in both semesters last year, the evaluation of which found the system to be reliable and robust and that it generated appropriate and positive feedback from students. The online questionnaire contains seven core questions and individual module coordinators can add up to six questions of their own. Feedback reports from each module are provided online; quantitative results are available to both module coordinator and head of school, with qualitative results available only to the module coordinator.

A small number of modules will be exempt from the process as follows:

- Overseas modules
- Research only modules
- Clinical placements
- Seminar-only modules in the School of Medicine and Medical Science
- Modules wholly based on Autonomous student learning
- Field trip only modules
- Distance education modules
- Executive Education
- Modules for the Institute of Bankers School of Professional Finance
- Modules with less than five students registered

2 Access

The administration of the Module Feedback Survey is available through the Teaching & Learning tab in UCD Connect.

Once logged onto connect you will find the “Feedback on My Modules” channel in the top right corner as follows:

This channel contains links to a number of documents:

1. **Survey Process:** Brief outline of the process
2. **Guide to Module Feedback Survey Setup:** this document
3. **Student Feedback Responding Constructively:** The role of this brief guide from UCD Teaching & Learning is to provide some advice on interpreting the Student Feedback on Module (SFM) reports and how the information generated can be used to develop teaching practice
4. **Student Feedback on Module Reports in Easy Steps:** This gives a quick guide to the reports available when the survey is completed and the results are processed and made available.

The tabular information shows a list of modules that are active under the criteria for the student feedback process.

- **Module/Programme:** The first column shows the module code



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- **Responses:** The next column labelled Responses shows the number of responses received. This figure will change when the survey is open to students and is completed. This column is useful to monitor response rates as it will also show the total number of students registered to the module.
- **Status:** The status will indicate the stage of the module feedback process and this will change over the weeks of the SFM.
 - **Stage 1: Open for Question Setup until DD/MM/YYYY** during this stage the module survey is available to the Module coordinator for review and customisation.
 - **Stage 2: Open for Responses until DD/MM/YYYY** the survey is available to students via Connect and SISWeb for completion. During this stage Module Coordinators have an opportunity to monitor response rates and should actively encourage their students to complete the survey. The system will issue a number of email reminders to students during this period. Throughout this stage Heads of School will have access to response rates from all modules within the school.
 - **Stage 3: Survey Closed** Students can no longer complete the survey
 - **Stage 4: Open for Results** Module Coordinators will be able to click on this link to access results and open Student Feedback on Module (SFM) reports. Reports will be available only after Gradebook closes.

3 Survey Set up

Seven core questions are automatically set-up in the survey for all UCD modules. If the Module Coordinator does nothing this standard university wide survey will be issued to registered students and results will be made available to the Module Coordinator and the Head of School.

The Module Coordinator can choose to customise the Student Feedback on Modules survey to address specific aspects of their own module/teaching by editing the Student Feedback on Module survey to include up to six additional questions either from the supplied question bank or of their own design.

4 Customising Student Feedback on Modules Survey

To customise the survey click on the '**Open for Setup**' link under the **Status** field

SISWeb will open and leads directly to the **Faculty Services** tab. From here a list of active modules for this semester is presented.

My Student Surveys

i Your modules listed below have been selected as part of the Student Feedback pilot. Click on any module to select the questions to appear on the questionnaire for the student.

Survey	Module / Programme	Invites	Responses	Status
YYYY/YY Semester X				
Module Feedback	My Module 1	0	0	Open for Question Setup until DD/MM/YYYY Preview
Module Feedback	My Module 2	0	0	Open for Question Setup until DD/MM/YYYY Preview
Module Feedback	My Module 3	0	0	Open for Question Setup until DD/MM/YYYY Preview

This window shows the:

- **Module / Programme:** Module code and title used in the student record system (Banner)
- **Invites:** The number of students registered to the module
- **Responses:** Shows the number of respondents. This will be zero during the set up stage but will change as students complete the survey.
- **Status:** Initially will state “Open for Question Setup” but will change through the survey process.



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4.1 Selecting Questions

Click on [Open for Question Setup](#) to customise the standard survey for a particular module.

The survey design window “[Questions for Module Feedback](#)” opens. There are three main parts to this window.

a) Core Questions

The top part of this webpage shows the Core Questions; these cannot be edited in any way and are compulsory for all modules. If Module Coordinators do not customise the standard survey, these questions will be made available to students for completion.

Results of the quantitative questions (questions 1-5) will be accessible by the Module Coordinator and Head of School. Responses from the open-ended questions (question 6-7) are only available to the Module Coordinator.

Questions for Module Feedback of My Module 1



Please select your questions and click Save.

CORE QUESTIONS

These are pre-defined and cannot be altered.

1.	I have a better understanding of the subject after completing this module.
2.	The assessments to date were relevant to the work of the module.
3.	I achieved the learning outcomes for this module.
4.	The teaching on this module supported my learning.
5.	Overall I am satisfied with this module.
6.	Identify up to three aspects of the module that most helped your learning.
7.	Suggest up to three changes to the module that would enhance your learning



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b) Optional Question

Module Coordinators have the opportunity to add up to six additional questions to the survey. Responses to optional questions are not shared with Head of School. These can be:

- (i) Drawn from the **Optional Questions** provided
- (ii) Defined by the Module Coordinator from the **Free Choice** section
- (iii) A combination of (i) and (ii) above

Scroll down the page to see the **Optional Questions** provided.

To add any of these questions to the survey simply check the tick box beside the desired question and Click on the **Save** button.

OPTIONAL QUESTIONS

Tick any additional questions you wish to include in your questionnaire.

Assessment	The criteria used in marking were made clear to me in advance.	<input checked="" type="checkbox"/>
	Marking was fair in this module.	<input type="checkbox"/>
	Feedback on my work was prompt.	<input type="checkbox"/>
	Assessment allowed me to show that I have thought about the course material for myself.	<input type="checkbox"/>
	Feedback on my work has helped me clarify things I did not understand.	<input type="checkbox"/>
	I know how the assessments related to the module's learning outcomes.	<input checked="" type="checkbox"/>
	To do well on the assessment for this module all you needed was a good memory.	<input type="checkbox"/>
Attendance	Approximately, what percentage of this module's classes (including all contact hours) did you actually attend?	<input type="checkbox"/>
Outcomes and Expectations	The outcomes of the module were clearly stated.	<input type="checkbox"/>
	I always knew the standard of work that was expected of me in this module.	<input checked="" type="checkbox"/>
	The aims and learning outcomes of this course were made clear to me.	<input type="checkbox"/>
	I usually had a clear idea of where I was going and what was expected of me in this module.	<input type="checkbox"/>
Resources	I have been able to access general IT resources when I need to.	<input type="checkbox"/>



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c) Free Choice Question

To define a question go to the **FREE CHOICE QUESTIONS** at the bottom of the webpage.

FREE CHOICE QUESTIONS

Click "Add a New Question" to add your own questions or tick any pre-defined questions.

Click on the **Add a New Question** button

The **Survey Question Setup** window will open

HOME | PRIVACY | HELP | LOGOUT
Nov 01, 2010 09:29 pm

Personal Information Faculty Services Curriculum Management Assessment Menu InfoHUB

Survey Question Setup

Name for the Question: * *(used for reporting purposes)*

Full Text of the Question: * *(250 characters max, no formatting or HTML tags)*

Question Format: *

Question Category:

Mandatory Question: Yes No

Advanced Options

Number of Ranges: *Only complete for "range" type questions*

Title for Range 1:

Title for Range 2:

Title for Range 3:

Title for Range 4:

Title for Range 5:

Title for Range 6:

Title for Range 7:

Title for Range 8:

Question HTML Formatting: *Use only if the question requires additional HTML tags. (250 characters max)*

Save [Return to Survey Question Selection](#)

To create a question all fields marked with * must be completed.

- **Name for the Question ***: Up to 9 characters can be used as a shorthand for the question which will be used in reporting. In the example below 'TutAttend' has been used as shorthand for 'Tutorial Attendance'

Name for the Question: *

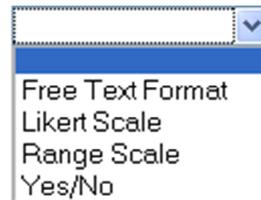
- **Full Text of the Question ***: Next the full text for the question must be entered. This can be up to 250 characters long. No HTML tags should be used. In the 'TutAttend' example the question is seeking to establish student's attendance at tutorials. The following text is entered "On average, what percentage of tutorials do you attend?"

Full Text of the Question: *

(250 characters max, no formatting or HTML tags)

- **Question Format ***: Questions can be formatted in four different ways

Question Format: *



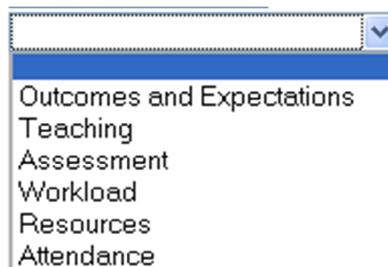
A dropdown menu with a blue header bar and a downward arrow. The menu is open, showing four options: Free Text Format, Likert Scale, Range Scale, and Yes/No.

- **Free Text format**: Respondents can type open ended response into a text box. These are useful to establish student opinion
- **Likert Scale**: The default is a five point scale from Strongly Agree to Strongly Disagree. This scale cannot be changed and therefore the question must be framed in a way so that responses will make sense.
- **Yes/No**: simple yes or no response
- **Range Scale**: options based on ranges, categories or to design a scale other than the default Likert.

In the "TutAttend" example a range scale question format would suit.

- **Question Category**: optional but allows the results to be organised by category

Question Category:



A dropdown menu with a blue header bar and a downward arrow. The menu is open, showing five options: Outcomes and Expectations, Teaching, Assessment, Workload, Resources, and Attendance.

In the "TutAttend" example the question falls into the "Attendance" category.



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- **Mandatory Question:** Select yes if the question is required or compulsory. If so, students will not be able to submit the survey until they have answered all mandatory questions.

Mandatory Question: Yes No

d) Advanced Options - Range Scale questions only

Advanced options are only to be used where questions are set up as “Range Scale”. If advanced options are completed for any other question formats the details will not be registered by the system.

Advanced Options

Number of Ranges:

Title for Range 1:

Title for Range 2:

Title for Range 3:

Title for Range 4:

Title for Range 5:

Title for Range 6:

Title for Range 7:

Title for Range 8:

- **Number of Ranges:** First choose the number of ranges from the drop down menu; up to 8 ranges are possible. In the “TutAttend” example six ranges are used.
- **Title for Range:** Wording for each of the ranges should be filled in the spaces provided.

The ‘TutAttend’ example is completed below

Advanced Options

Number of Ranges:

Title for Range 1:

Title for Range 2:

Title for Range 3:

Title for Range 4:

Title for Range 5:

Title for Range 6:

Title for Range 7:

Title for Range 8:

Click on the  button to add the new question to the survey.



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You will be returned to the [Questions for Module Feedback](#) window.

Scroll to the [FREE CHOICE QUESTIONS](#) at the bottom of the page.

Any user defined questions will be listed.

FREE CHOICE QUESTIONS (6 extra questions in total allowable between OPTIONAL and FREE CHOICE)

Click "Add a New Question" to add your own questions or tick any of your existing free choice questions to include them in the survey.

To edit or delete a question - you must untick and save it first. **Note, you cannot edit or delete questions which were included in past surveys.**

1. Sample Question text	<input type="checkbox"/>	Edit Delete
2. Sample Question text	<input checked="" type="checkbox"/>	

[Save](#) [Add a New Question](#)

Beside each additional question there is a tick box for selecting the question. By default this is ticked after the user has added the question to the module survey. There is also a link to [edit](#) the question and a link to [delete](#) the question. If you wish to edit a question then you must deselect it, save, edit it as required and then reselect.

Added questions are available for use in all module surveys. Once a question has been associated with a particular module survey it cannot be edited for use in another survey. A new question must be formulated and saved in the usual way.

Click on [Return to My Surveys](#) to revisit to the main set up screen



My Student Surveys

Your modules listed below have been selected as part of the Student Feedback pilot. Click on any module to select the questions to appear on the questionnaire for the student.

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Under the status column there is a link to [Preview](#) the survey. This allows the Module Coordinator to see the survey as it is presented to students.

The image below shows the standard survey with one additional free choice added.

Preview of Module Feedback for My Module 1

This should take approximately 3 minutes to complete. Click on the module code above to see details of this module. Your responses will remain anonymous and the results will not be made available to your lecturer or Head of School until after this semester's examination results have been issued.

Please complete all questions.

- 1 I have a better understanding of the subject after completing this module. Strongly Agree Agree Not Sure Disagree Strongly Disagree
- 2 The assessments to date were relevant to the work of the module. Strongly Agree Agree Not Sure Disagree Strongly Disagree
- 3 I achieved the learning outcomes for this module. Strongly Agree Agree Not Sure Disagree Strongly Disagree
- 4 The teaching on this module supported my learning. Strongly Agree Agree Not Sure Disagree Strongly Disagree
- 5 Overall I am satisfied with this module. Strongly Agree Agree Not Sure Disagree Strongly Disagree
- 6 Identify up to three aspects of the module that most helped your learning.
- 7 Suggest up to three changes to the module that would enhance your learning
- 8 On average, what percentage of tutorials do you attend? 0 - 50% 51 - 60% 61 - 70% 71 - 80% 81 - 90% 91-100%

5 Results

A report will be automatically generated and made available to module coordinators online. Results from the first five core questions will be shared with the Head of School, while qualitative student comments and results from any optional questions added will remain confidential to the module coordinator.

6 Further Assistance

If you have any queries or need any further support please contact modulefeedback@ucd.ie