



YourJCU Subject and Teaching Survey Handbook

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YourJCU Survey Calendar

The YourJCU survey calendar shows the scheduling for all study periods scheduled this year.

A survey will be conducted for all study periods listed.

The Data Load for each study period can occur up to 1 week prior to the Opt In start date. The data load comes from the TRDB and Staff Online Orgu Listing. It is very important that the TRDB and Staff Online Orgu is up to date at all times as this data identifies the Subject Coordinators, Lecturers, who can carry out OPT IN tasks and who receives the published survey data.

**** Once the data load has been performed, it is unable to be backdated or updated for the specified Study Period ****

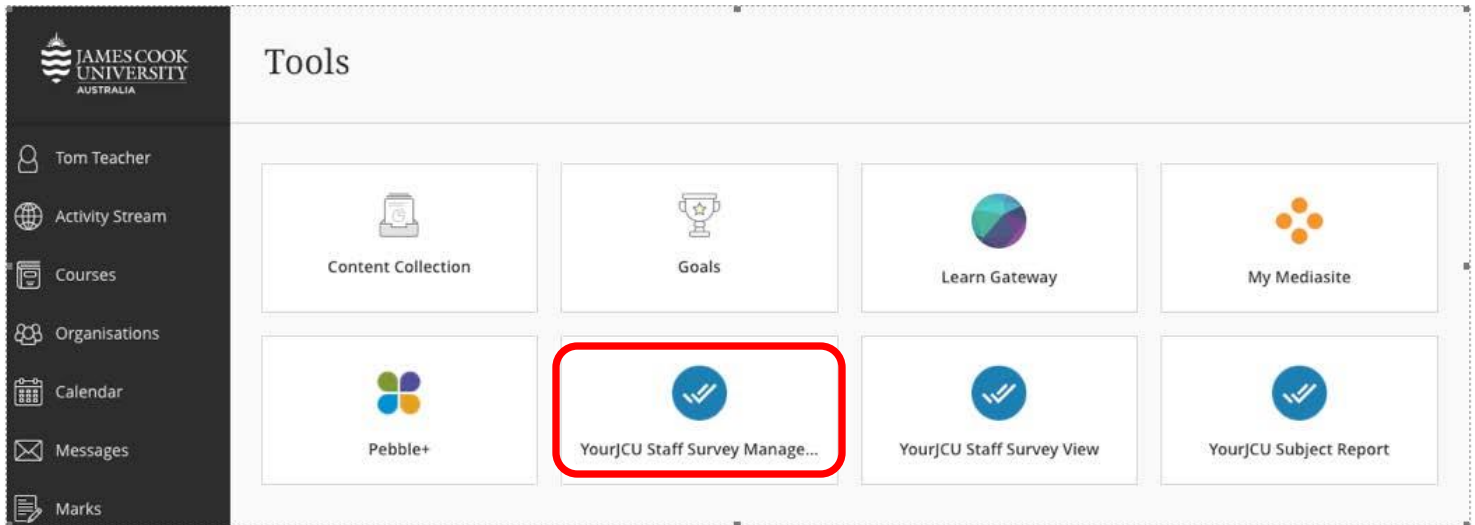
Study Period	Staff Survey Management (Opt In start date)	Staff Survey Management (Opt In end date)	Student Survey start date	Survey end date based on length	Results publication date	Reports release date
3	23-Jan-21	06-Feb-21	08-Feb-21	24-Feb-21	09-Mar-21	14-Mar-21
81	30-Jan-21	13-Feb-21	15-Feb-21	04-Mar-21	05-Mar-21	10-Mar-21
54	06-Mar-21	20-Mar-21	22-Mar-21	21-Apr-21	06-May-21	11-May-21
64	13-Mar-21	27-Mar-21	29-Mar-21	22-Apr-21	23-Apr-21	28-Apr-21
4	20-Mar-21	03-Apr-21	05-Apr-21	05-May-21	18-May-21	23-May-21
94	20-Mar-21	03-Apr-21	05-Apr-21	03-May-21	04-May-21	09-May-21
82	27-Mar-21	10-Apr-21	12-Apr-21	29-Apr-21	30-Apr-21	05-May-21
TR1	03-Apr-21	17-Apr-21	19-Apr-21	20-May-21	03-Jun-21	08-Jun-21
21	03-Apr-21	17-Apr-21	19-Apr-21	20-May-21	03-Jun-21	08-Jun-21
51	01-May-21	15-May-21	17-May-21	23-Jun-21	08-Jul-21	13-Jul-21
1	01-May-21	15-May-21	17-May-21	23-Jun-21	06-Jul-21	11-Jul-21
46	08-May-21	22-May-21	24-May-21	23-Jun-21	01-Jul-21	06-Jul-21
58	08-May-21	22-May-21	24-May-21	23-Jun-21	06-Jul-21	11-Jul-21
91	15-May-21	29-May-21	31-May-21	28-Jun-21	29-Jun-21	04-Jul-21
5	22-May-21	05-Jun-21	07-Jun-21	23-Jun-21	06-Jul-21	11-Jul-21
83	22-May-21	05-Jun-21	07-Jun-21	24-Jun-21	25-Jun-21	30-Jun-21
65	29-May-21	12-Jun-21	14-Jun-21	08-Jul-21	09-Jul-21	14-Jul-21
55	05-Jun-21	19-Jun-21	21-Jun-21	21-Jul-21	05-Aug-21	10-Aug-21
6	26-Jun-21	10-Jul-21	12-Jul-21	28-Jul-21	10-Aug-21	15-Aug-21
7	03-Jul-21	10-Jul-21	12-Jul-21	28-Jul-21	10-Aug-21	15-Aug-21
95	17-Jul-21	31-Jul-21	02-Aug-21	30-Aug-21	31-Aug-21	05-Sep-21
TR2	17-Jul-21	31-Jul-21	02-Aug-21	02-Sep-21	16-Sep-21	21-Sep-21
22	17-Jul-21	31-Jul-21	02-Aug-21	02-Sep-21	16-Sep-21	21-Sep-21
84	24-Jul-21	07-Aug-21	09-Aug-21	26-Aug-21	27-Aug-21	01-Sep-21
8	21-Aug-21	04-Sep-21	06-Sep-21	06-Oct-21	19-Oct-21	24-Oct-21
52	28-Aug-21	11-Sep-21	13-Sep-21	20-Oct-21	04-Nov-21	09-Nov-21
56	04-Sep-21	18-Sep-21	20-Sep-21	20-Oct-21	04-Nov-21	09-Nov-21
47	11-Sep-21	25-Sep-21	27-Sep-21	27-Oct-21	04-Nov-21	09-Nov-21
66	11-Sep-21	25-Sep-21	27-Sep-21	21-Oct-21	22-Oct-21	27-Oct-21
92	11-Sep-21	25-Sep-21	27-Sep-21	25-Oct-21	26-Oct-21	31-Oct-21
85	18-Sep-21	02-Oct-21	04-Oct-21	21-Oct-21	22-Oct-21	27-Oct-21
2	02-Oct-21	16-Oct-21	18-Oct-21	24-Nov-21	07-Dec-21	12-Dec-21
59	09-Oct-21	23-Oct-21	25-Oct-21	24-Nov-21	07-Dec-21	12-Dec-21
9	23-Oct-21	06-Nov-21	08-Nov-21	24-Nov-21	07-Dec-21	12-Dec-21
TR3	30-Oct-21	13-Nov-21	15-Nov-21	16-Dec-21	06-Jan-22	11-Jan-22
23	30-Oct-21	13-Nov-21	15-Nov-21	16-Dec-21	06-Jan-22	11-Jan-22
86	13-Nov-21	27-Nov-21	29-Nov-21	16-Dec-21	17-Dec-21	22-Dec-21
96	13-Nov-21	27-Nov-21	29-Nov-21	27-Dec-21	28-Dec-21	02-Jan-22
57	04-Dec-21	18-Dec-21	20-Dec-21	19-Jan-22	03-Feb-22	08-Feb-22
10	18-Dec-21	01-Jan-22	03-Jan-22	19-Jan-22	01-Feb-22	06-Feb-22
67	25-Dec-21	08-Jan-22	10-Jan-22	03-Feb-22	04-Feb-22	09-Feb-22
53	25-Dec-21	08-Jan-22	10-Jan-22	23-Feb-22	10-Mar-22	15-Mar-22
11	01-Jan-22	15-Jan-22	17-Jan-22	16-Feb-22	01-Mar-22	06-Mar-22
48	01-Jan-22	15-Jan-22	17-Jan-22	13-Feb-22	14-Feb-22	19-Feb-22
93	08-Jan-22	22-Jan-22	24-Jan-22	28-Feb-22	01-Mar-22	06-Mar-22

Opting In – For Subject Coordinators

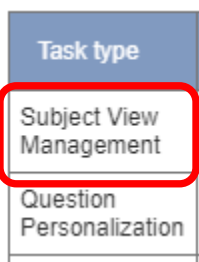
When the OPT IN period opens, you will receive an email advising that you can now OPT IN your team for a teaching survey.

How to OPT IN your team members for a teaching survey: –

1. Log in to LearnJCU and select Tools from the navigation menu on the left
2. Click on the YourJCU Staff Survey Management icon



3. Select the Subject View Management task for the required subject



By default, all academic staff are OPTED OUT.

4. To OPT IN a team member, click the Staff Members Name (shown as “fake fake” in this example).



Once OPTED IN, you will see the change reflected, as below;



The changes will be saved automatically

OPTing IN – For Lecturers

To help manage student survey fatigue, you are not able to OPT IN yourself for teaching surveys.

Talk to your Subject Coordinator about when you would like to be OPTed IN for a teaching survey – policy requires teaching staff to OPT IN at least once per year.

Monitoring Response Rates

How to view your response rates once your student surveys open: -

1. Log in to LearnJCU and select Tools from the navigation menu on the left
2. Click on the YourJCU Staff Survey View icon

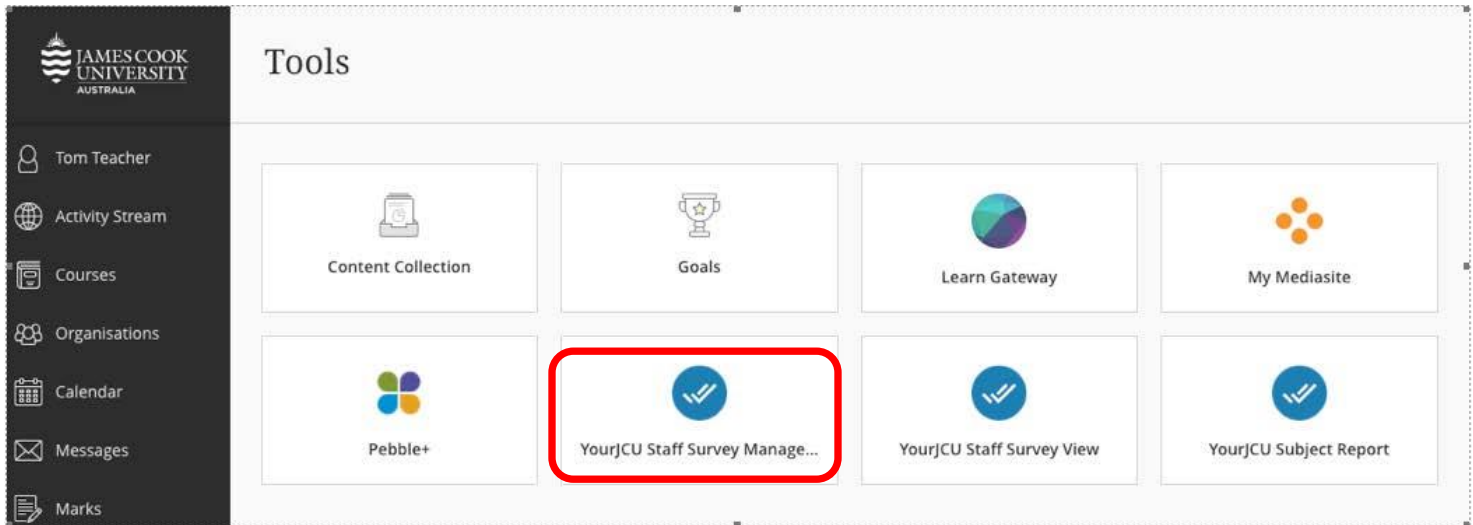
Tip: Giving your students time within class to complete the survey is a great way to help increase response rates.

Question Personalisation

You can include two additional questions in your Teaching and Subject surveys by following the steps below:

1. Log in to LearnJCU and select Tools from the navigation menu on the left
2. Click on YourJCU Staff Survey Management


Note: Core subject questions cannot be deselected



3. Select the Question Personalisation task

Task Type	Task Status	Due Date	
Question Personalization	Open	Wed, Sep 24, 2014, 23:59	Select
Question Personalization	Open	Wed, Sep 24, 2014, 23:59	Select

Adding additional non-core questions to your survey

To include additional non-core question to your survey, click the  button next to the question so that it changes to ✓ Selected

Adding your own personalised questions to your survey

To include your own personalised questions in the survey, click the **Edit** button and type in your text – you **must** ensure that your question conforms to the Likert scale



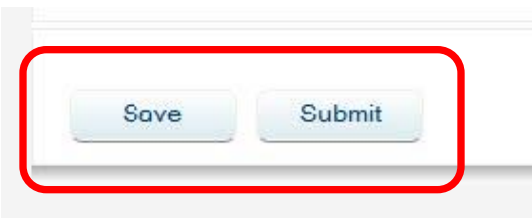
The screenshot shows a survey editor interface. At the top left is a 'Close' button. At the top right is a 'Deselect' button and a '✓ Selected' button, which is highlighted with a red box. Below this is a text input field containing the placeholder text 'TYPE IN YOUR CUSTOM SUBJECT LIKERT/COMMENT QUESTION HERE'. Below the input field is a 'Comments' section. In the center, a 'Likert Scale' is displayed, consisting of a horizontal row of six radio buttons. Above the buttons are the labels: 'Strongly Disagree', 'Disagree', 'Neither Agree Nor Disagree', 'Strongly Agree', and 'Not Applicable'. The 'Neither Agree Nor Disagree' label is highlighted with a red box. Below the Likert scale is another text input field with the same placeholder text. At the bottom left is an 'Edit' button. At the bottom right is a 'Select' button and an 'X Deselected' button.

Click the **Select** button next to the question so that it changes to **✓ Selected**

Click the Save button to save your selections and come back later for further editing.

Click the Save and Submit button to submit your questions.

**** You MUST click Submit for the Personalised Questions to be applied ****



The screenshot shows two buttons, 'Save' and 'Submit', side-by-side. Both buttons are highlighted with a red box.

YourJCU Survey Results and Distribution

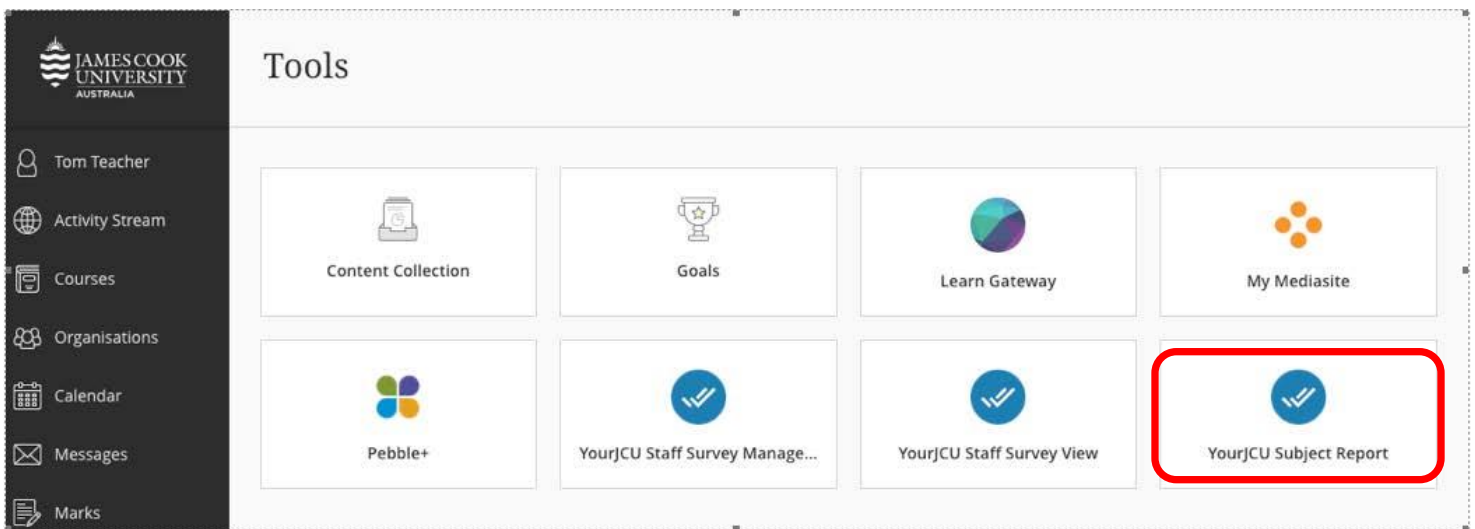
YourJCU Survey reports are distributed on the dates identified on the YourJCU Survey Calendar and to the roles identified in the YourJCU [Distribution List](#).

To ensure you receive the correct results, it is important that the TRDB and Staff Orgu Listing on Staff Online correct and up to date at all times.


Survey reports will only be published for subjects that receive a minimum of 5 survey responses.

How do I view my survey reports?

1. Log in to LearnJCU and select Tools from the navigation menu on the left
2. Select YourJCU Subject Report



3. Ensure that your filters are set to ALL, this includes Category and Display

Search Description Search Button [-] Filters 

Description	All <input type="text"/>	Category	All <input type="text"/>
End date	All <input type="text"/>		
Items per page	All <input type="text"/>	Display	All <input type="text"/>

**** Survey reports will only be published for subjects that receive a minimum of 5 survey responses ****

What should I tell my students?

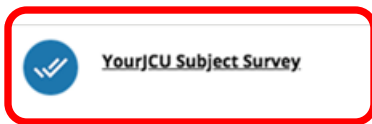
All students should know how valuable their feedback is to JCU – be it positive, negative or in between.

Advise your students that you use the information received to enhance the quality of teaching and learning at JCU, and share with them changes you have made to the subject outline in response to the data received from YourJCU Surveys.

How can students provide their feedback?

Students working in Original

1. Log in to LearnJCU and access your subject from the [Subjects](#) page
2. Select [Tools](#) from the navigation menu on the left
3. Select [YourJCU Subject Survey](#)
4. All surveys available to the student will be listed here to complete



Students working in Ultra

1. Log in to LearnJCU and access your subject from the [Subjects](#) page
2. Select the YourJCU Subject Survey link at the top of your [Subject Content](#) area

Subject Content



YourJCU Subject Survey *Requirements for access*

Please fill out a survey about your experiences in this subject. The results of these surveys help us to improve the quality of our subjects.
