

YourJCU Subject & Teaching Survey

Quick Guide to Survey Management for Subject Coordinators

- [How to Opt In teaching staff to the YourJCU Teaching Survey;](#)
- [How to add questions to the Subject Survey;](#) and
- [How to add questions to your Teaching Survey.](#)

Subject Coordinators will receive an automated email two weeks prior to the YourJCU Subject & Teaching Survey open date, requesting they **OPT IN** academic staff teaching the whole student cohort who've nominated to be evaluated for a teaching survey and advising them they can add questions to the Subject Survey.

Note: The Subject Survey runs automatically.

Coordinators can **OPT IN** teaching staff by either **using the direct email link in the automated email received** or through **LearnJCU (Tools Menu)**.

OPTION A: EMAIL LINK (quickest and easiest option)

1) Click the link provided in the email you received, click **select** next to the relevant subject name.

Results: 1 - 2 of 2 Item(s)

	Task Type	Subject	Category	Subcategory	Survey Title	Due date	Status
Select	Subject View Management	Glenn's guide to beard grooming	2014	[Not Classified]	YourJCU Subject and Teaching Survey SPs 2, 9 & 59 2014 QP	Wednesday, September 24, 2014	Open
Select	Subject View Management	Jodie's guide to dog grooming	2014	[Not Classified]	YourJCU Subject and Teaching Survey SPs 2, 9 & 59 2014 QP	Wednesday, September 24, 2014	Open

Mobile Version | Standard Version

Technology powered by BLUE

2) By default all academic staff are **OPTED OUT**. To opt in academic staff click the **OPT IN** button next to the staff member's name. Maximum of 5 staff per subject, however 2-3 is recommended. Please note the Subject Question Personalization (QP) task in the My Task tab.

[Finalize](#)

Status Jodie's guide to dog grooming (Opted in)

- Glenn Harrison → [Opt in](#) [Opted out](#)
- Jodie Simpson → [Opt in](#) [Opted out](#)

Medium Online

Timing Scheduled

- Start September 25, 2014, 11:15
- End November 23, 2014, 23:59

My Task [Response Rate](#)

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

Once a staff member has been selected to be evaluated the button will change to **OPTED IN**.

If you Opt yourself in, a QP second task will appear in the My Task tab, this is your Teaching Survey Question Personalization task.

YourJCU Subject and Teaching Survey SPs 2, 9 & 59 2014 QP for Jodie's guide to dog grooming Finalize

Status Jodie's guide to dog grooming (Opted in)

- Glenn Harrison Opted in Opt out
- Jodie Simpson Opted in Opt out

Medium Online

Timing Scheduled

- Start September 25, 2014, 11:15
- End November 23, 2014, 23:59

My Task Response Rate 1

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

Finalize button: If you click finalize, you will not receive Opt In reminder emails for this subject. You do not need to click finalize to apply the Opt In. You can still edit the Opt In after clicking finalize.

YourJCU Subject and Teaching Survey SPs 2, 9 & 59 2014 QP for Jodie's guide to dog grooming Finalize

Status Jodie's guide to dog grooming (Opted in)

- Glenn Harrison Opted in Opt out
- Jodie Simpson Opted in Opt out

3) **Subject Question Personalization:** Select the subject QP task, choose 2 additional questions by clicking Select next to the question/s. The core subject questions cannot be Deselected.

YourJCU Subject and Teaching Survey SPs 2, 9 & 59 2014 QP for Jodie's guide to dog grooming

Messages

 When this icon is visible, you can modify text.

Instructions [Hide]

The questions listed below define the framework for this questionnaire. Some questions are included by default, while others are optional and are available for selection. Click on "Edit" and customize their content.

Once you are done, click on the "Submit" button at the bottom to finalize your selections. If you are not ready to submit your selections, click on the "Save" button to safeguard your modifications.

Preview

View

All items

All options

Subject Evaluation (Jodie's guide to dog grooming)

✓ Selected

Deselect

Preview

Please rate the subject on the following criteria:

✓ Selected

Deselect

Subject Survey Question Personalisation

▲ Collapse Section

▼ Open All Questions

Preview

This subject promoted an understanding of Indigenous Australian issues and cultures.

Select

X Deselected

Preview

This subject utilised contemporary, relevant research or clinical practice

Select

X Deselected

Preview

This subject had the different assessment tasks weighted appropriately.

Select

X Deselected

Subject Evaluation (Jodie's guide to dog grooming)

✓ Selected

Deselect

Preview

Please rate the subject on the following criteria:

✓ Selected

Deselect

Subject Survey Question Personalisation

▲ Collapse Section

▼ Open All Questions

Preview

This subject promoted an understanding of Indigenous Australian issues and cultures.

Select

X Deselected

Preview

This subject utilised contemporary, relevant research or clinical practice

✓ Selected

Deselect

Preview

This subject had the different assessment tasks weighted appropriately.

Select

X Deselected

You can also write your own questions. Click Edit.

Edit

TYPE IN YOUR CUSTOM SUBJECT LIKERT/COMMENT QUESTION HERE

Select

X Deselected

Edit

TYPE IN YOUR CUSTOM SUBJECT LIKERT/COMMENT QUESTION HERE

Select

X Deselected

Type in your Custom Subject Question making sure it is answerable to the Likert Scale. Click on **Select**, the wording will change to **Selected**.

Close ✓ Selected Deselect

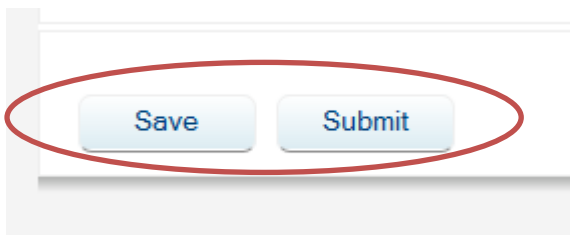
TYPE IN YOUR CUSTOM SUBJECT LIKERT/COMMENT QUESTION HERE

Comments

Strongly Disagree Disagree Neither Agree Agree Strongly Agree Not Applicable
 (radio buttons)

TYPE IN YOUR CUSTOM SUBJECT LIKERT/COMMENT QUESTION HERE Select X Deselected

Click the Save button to save your selection/s so you can come back later or click the Submit button to Save and Submit your selection/s. **You must click Submit for the QP selection to be applied.**



Repeat the process to customise your Teaching Survey if applicable.

YourJCU Subject and Teaching Survey SPs 2, 9 & 59 2014 QP for Jodie's guide to dog grooming Finalize

Status Jodie's guide to dog grooming (Opted in)

- Glenn Harrison Opted in Opt out
- Jodie Simpson Opted in Opt out

Medium Online


Timing Scheduled

- Start September 25, 2014, 11:15
- End November 23, 2014, 23:59

My Task Response Rate C

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

Messages

 When this icon is visible, you can modify text.

Instructions [Hide]

The questions listed below define the framework for this questionnaire. Some questions are included by default, while others are optional and are available for selection. Click on "Edit" and customize their content.

Once you are done, click on the "Submit" button at the bottom to finalize your selections. If you are not ready to submit your selections, click on the "Save" button to safeguard your modifications.

Preview

View All items All options

Subject Evaluation (Jodie's guide to dog grooming)

Selected

Preview

Please rate the subject on the following criteria:

Selected

Subject Survey Question Personalisation

Preview

What were the best aspects of this subject?

Selected

Preview

Are there any area(s) of this subject that could be improved ?

Selected

Please click **Next** to continue

Selected

Teaching Evaluation (Jodie Simpson)

Selected

Preview

Please rate the staff member's teaching on the following criteria:

Selected

Teaching Survey Question Personalisation

Preview

This staff member promoted an understanding of Indigenous Australian issues and cultures.

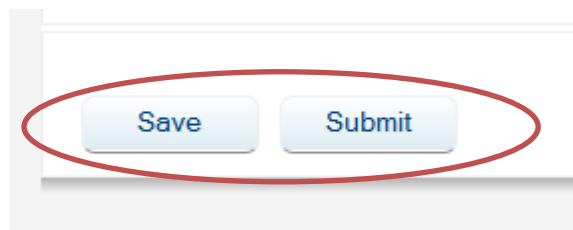
Preview

This staff member provided me with prompt assistance if required.

Preview

This staff member communicated clearly (e.g. was good at explaining concepts and assessments clearly).

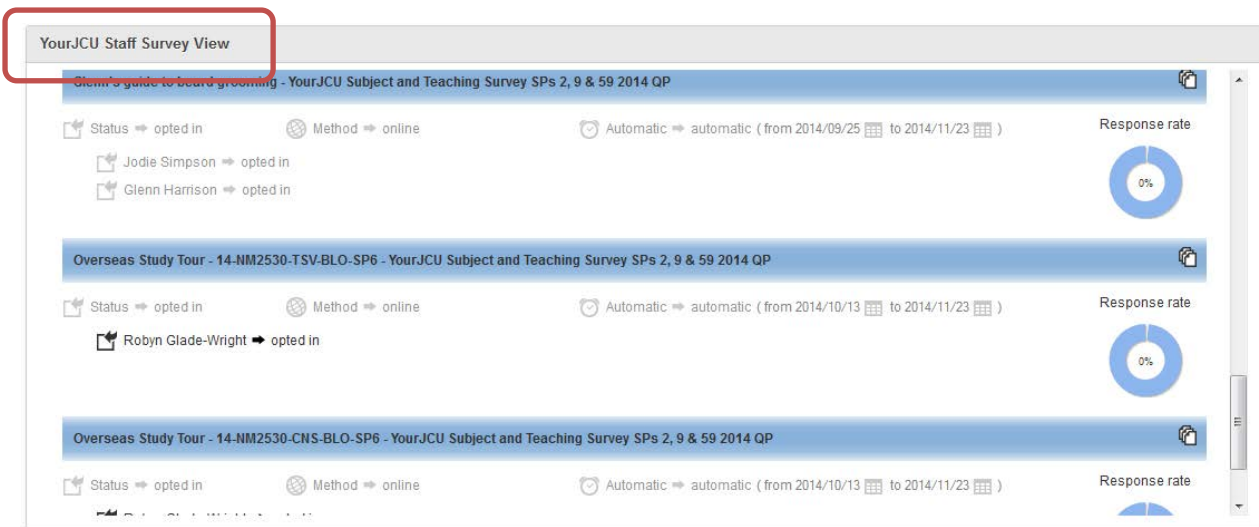
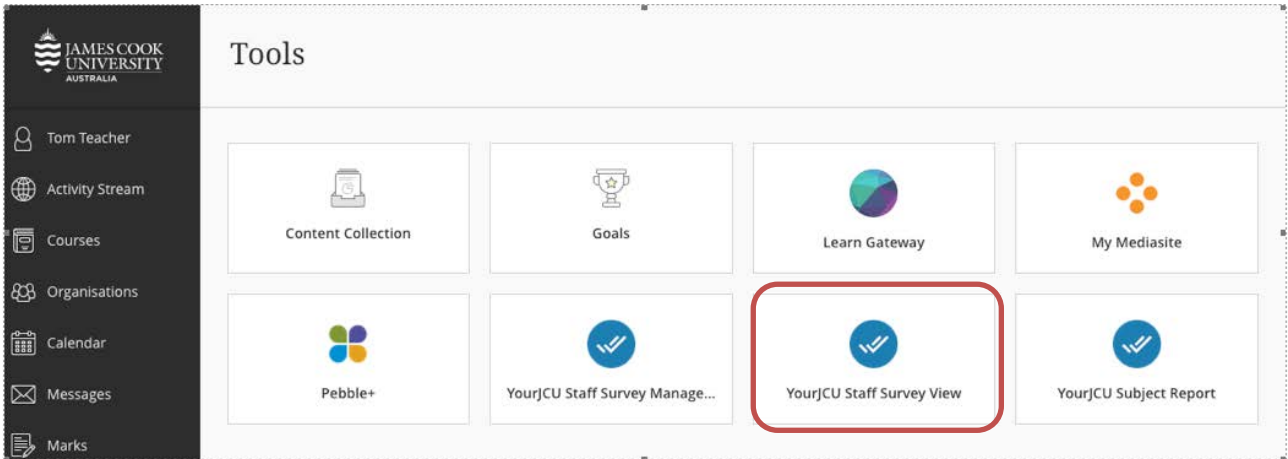
Click the Save button to save your selection/s so you can come back later or click the Submit button to Save and Submit your selection/s. **You must click Submit for the QP selection to be applied.**



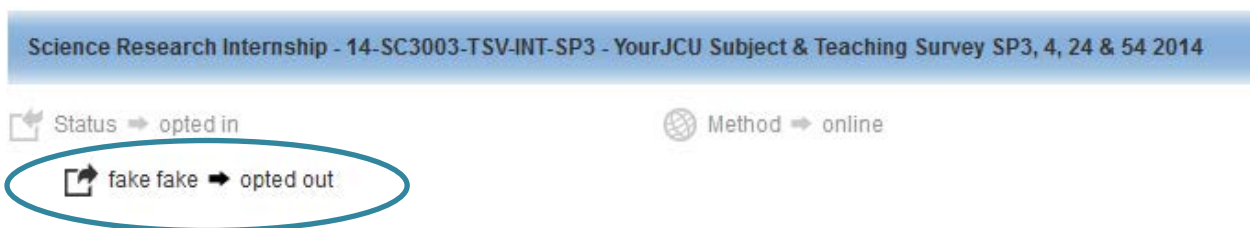
4) Repeat for all subjects in your list.

OPTION B: LEARNJCU – Tools Menu (Opt In ONLY)

- 1) Log into [LearnJCU](#), click on the **Tools Menu** and select the **YourJCU Staff Survey View** block.



- 2) By default all academic staff are **OPTED OUT**. To opt in academic staff click the **Staff Members Name (shown as “fake fake” in this example)**. Maximum of 5 staff per subject, however 2-3 is recommended.



- 3) Once a staff member has been selected to be evaluated the wording will change to **OPTED IN**.

Status ⇒ opted in

Method ⇒ online

fake fake ⇒ opted in

Changes will be saved automatically. Repeat for all subjects in your list.

4) Once the survey opens response rates can be reviewed for each subject in the **YourJCU Staff Survey View** block.

YourJCU Staff Survey Management

Subject coordinators and teaching staff please click on your listed subject(s) below to gain access to survey management tasks such as Teaching Survey Opt In, and Response Rate viewing. Maximum 5 staff per subject for Teaching Survey Opt In.


Australian Society: An Introduction to Sociology - 13-SY1001-SM-INT-SP53 - YourJCU Subject & Teaching Survey SP10, 11, 23, 27, 53 & 57 2013

Status ⇒ opted in Method ⇒ online Automatic ⇒ automatic (from 2013/12/24 to 2014/02/10)

Jodie Simpson ⇒ opted out
Kakazam Thirumaran ⇒ opted out
Glenn Dawes ⇒ opted out

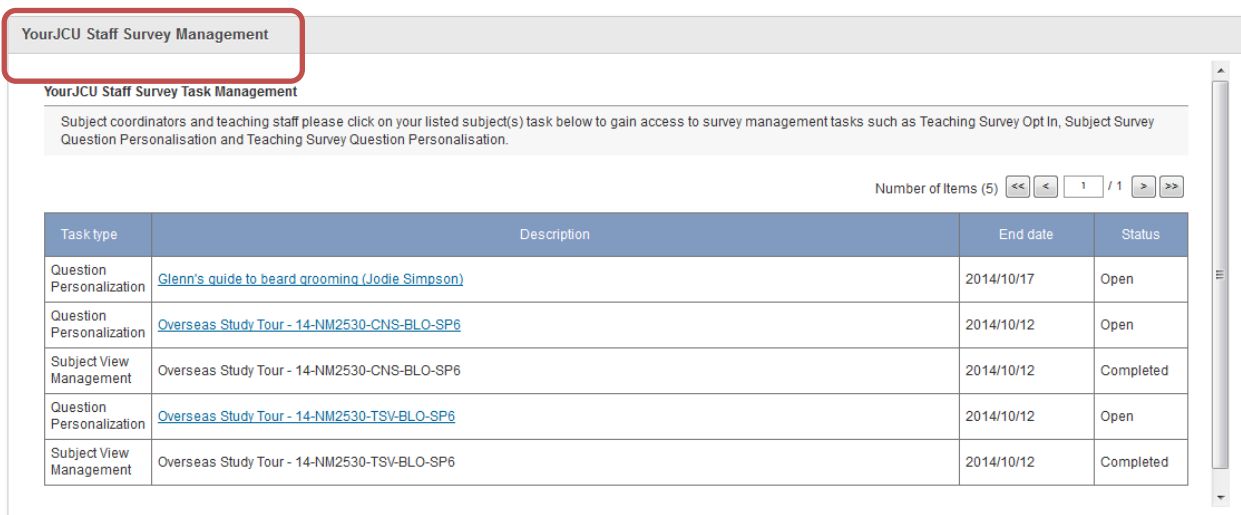
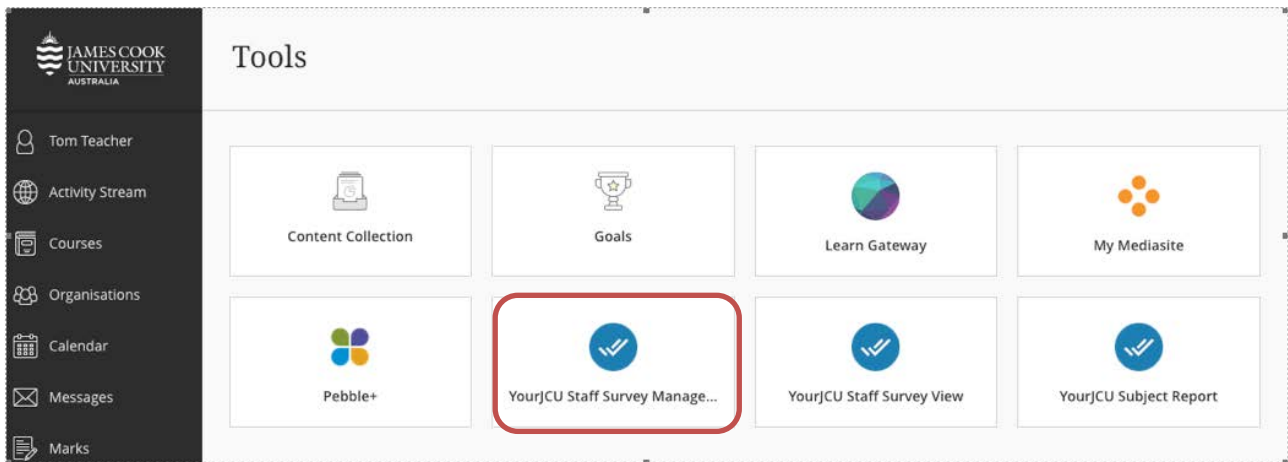
number of rows (2)

Response rate

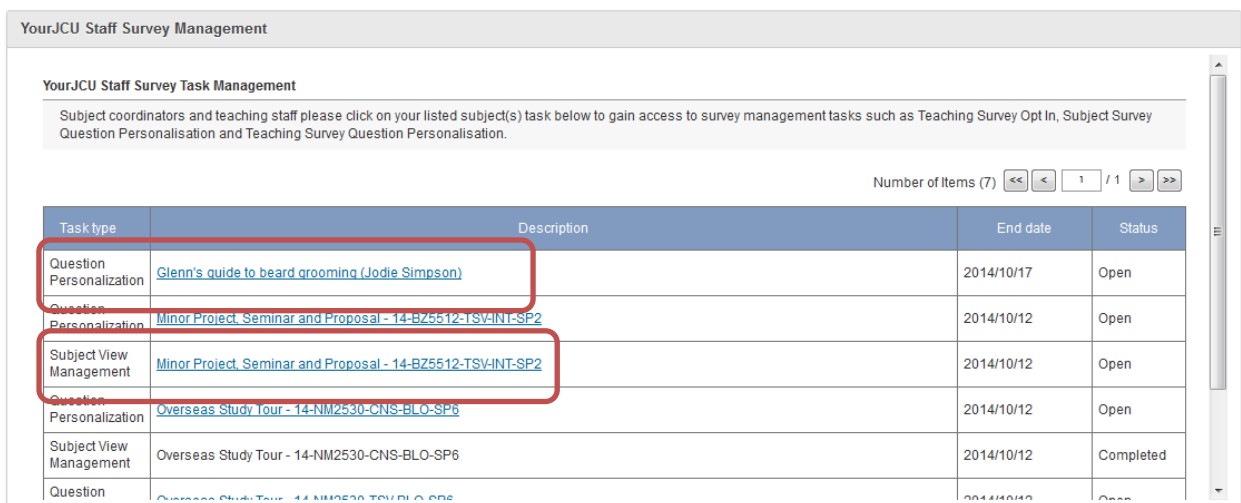


OPTION C: LEARNJCU – Tools Menu (Opt In & Question Personalisation)

1) Log into [LearnJCU](#), click on the **Tools Menu** and scroll down to the **YourJCU Staff Survey Management** block.



2) **Opting In:** Select the **Subject View Management** task for the subject. By default all academic staff are OPTED OUT. To opt in academic staff click the **Staff Members Name (shown as “fake fake” in this example)**. Maximum of 5 staff per subject, however 2-3 is recommended.



YourJCU Subject and Teaching Survey SPs 2, 9 & 59 2014 QP for Jodie's guide to dog grooming Finalize

Status: Jodie's guide to dog grooming (Opted in)

- Glenn Harrison →
- Jodie Simpson →

Medium: Online

Timing: Scheduled

- Start: September 25, 2014, 11:15
- End: November 23, 2014, 23:59

Once a staff member has been selected to be evaluated the button will change to **OPTED IN**.

YourJCU Subject and Teaching Survey SPs 2, 9 & 59 2014 QP for Jodie's guide to dog grooming Finalize

Status: Jodie's guide to dog grooming (Opted in)

- Glenn Harrison →
- Jodie Simpson →

Medium: Online

Timing: Scheduled

- Start: September 25, 2014, 11:15
- End: November 23, 2014, 23:59

Finalize button: If you click finalize, you will not receive Opt In reminder emails for this subject. You do not need to click finalize to apply the Opt In. You will not be able to edit the Opt In after clicking finalize. However, if you use the Click Here link in your email you will be able to edit the Opt In.

YourJCU Subject and Teaching Survey SPs 2, 9 & 59 2014 QP for Jodie's guide to dog grooming

Status: Jodie's guide to dog grooming (Opted in)

- Glenn Harrison →
- Jodie Simpson →

3) **Subject Question Personalization:** Select the subject QP task, choose 2 additional questions by clicking Select next to the question/s. The core subject (and teaching) questions cannot be Deselected.

YourJCU Subject and Teaching Survey SPs 2, 9 & 59 2014 QP for Jodie's guide to dog grooming

Messages

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Once you are done, click on the "Submit" button at the bottom to finalize your selections. If you are not ready to submit your selections, click on the "Save" button to safeguard your modifications.

View

Subject Evaluation (Jodie's guide to dog grooming)

Selected

Please rate the subject on the following criteria:

Selected

Subject Survey Question Personalisation

This subject promoted an understanding of Indigenous Australian issues and cultures.

This subject utilised contemporary, relevant research or clinical practice

This subject had the different assessment tasks weighted appropriately.

Subject Evaluation (Jodie's guide to dog grooming)

Selected

Please rate the subject on the following criteria:

Selected

Subject Survey Question Personalisation

This subject promoted an understanding of Indigenous Australian issues and cultures.

This subject utilised contemporary, relevant research or clinical practice Selected

This subject had the different assessment tasks weighted appropriately.

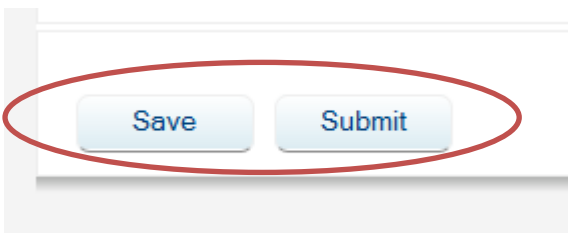
You can also write your own questions. Click Edit.

TYPE IN YOUR CUSTOM SUBJECT LIKERT/COMMENT QUESTION HERE

TYPE IN YOUR CUSTOM SUBJECT LIKERT/COMMENT QUESTION HERE

Type in your Custom Subject Question making sure it is answerable to the Likert Scale. Click on **Select**, the wording will change to **Selected**.

Click the Save button to save your selection/s so you can come back later or click the Submit button to Save and Submit your selection/s. **You must click Submit for the QP selection to be applied.**



Repeat the process to customise your Teaching Survey if applicable.

Messages

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Once you are done, click on the "Submit" button at the bottom to finalize your selections. If you are not ready to submit your selections, click on the "Save" button to safeguard your modifications.

Preview

View All items All options

Subject Evaluation (Jodie's guide to dog grooming)

Selected

Preview

Please rate the subject on the following criteria:

Selected

Subject Survey Question Personalisation

Preview

What were the best aspects of this subject?

Selected

Preview

Are there any area(s) of this subject that could be improved ?

Selected

Please click **Next** to continue

Selected

Teaching Evaluation (Jodie Simpson)

Selected

Preview

Please rate the staff member's teaching on the following criteria:

Selected

Teaching Survey Question Personalisation

Preview

This staff member promoted an understanding of Indigenous Australian issues and cultures.

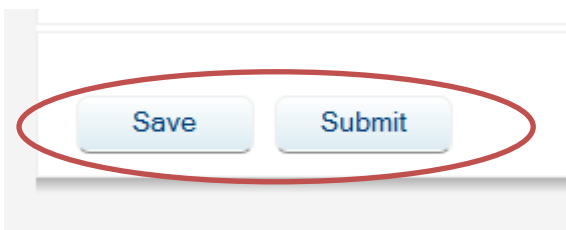
Preview

This staff member provided me with prompt assistance if required.

Preview

This staff member communicated clearly (e.g. was good at explaining concepts and assessments clearly).

Click the Save button to save your selection/s so you can come back later or click the Submit button to Save and Submit your selection/s. **You must click Submit for the QP selection to be applied.**



4) Once the survey opens response rates can be reviewed for each subject in the **YourJCU Staff Survey View** block.

The screenshot displays the 'YourJCU Staff Survey Management' interface. At the top, a grey header reads 'YourJCU Staff Survey Management'. Below it, a light blue banner contains the text: 'Subject coordinators and teaching staff please click on your listed subject(s) below to gain access to survey management tasks such as Teaching Survey Opt In, and Response Rate viewing. Maximum 5 staff per subject for Teaching Survey Opt In.' The main content area features a blue header for the subject: 'Australian Society: An Introduction to Sociology - 13-SY1001-SM-INT-SP53 - YourJCU Subject & Teaching Survey SP10, 11, 23, 27, 53 & 57 2013'. Below this, there are several status indicators: 'Status ⇒ opted in', 'Method ⇒ online', and 'Automatic ⇒ automatic (from 2013/12/24 to 2014/02/10)'. A list of staff names is shown, each with a status of 'opted out': Jodie Simpson, Karisam Thirumaran, and Glenn Clawek. On the right side, a circular gauge labeled 'Response rate' shows a 51% completion level. The gauge is highlighted with a red circle.

For more information please contact Jodie Simpson or visit the [YourJCU Subject & Teaching Survey website](#).

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