

YourJCU Teaching Survey

Quick Guide to Survey Management for Lecturers

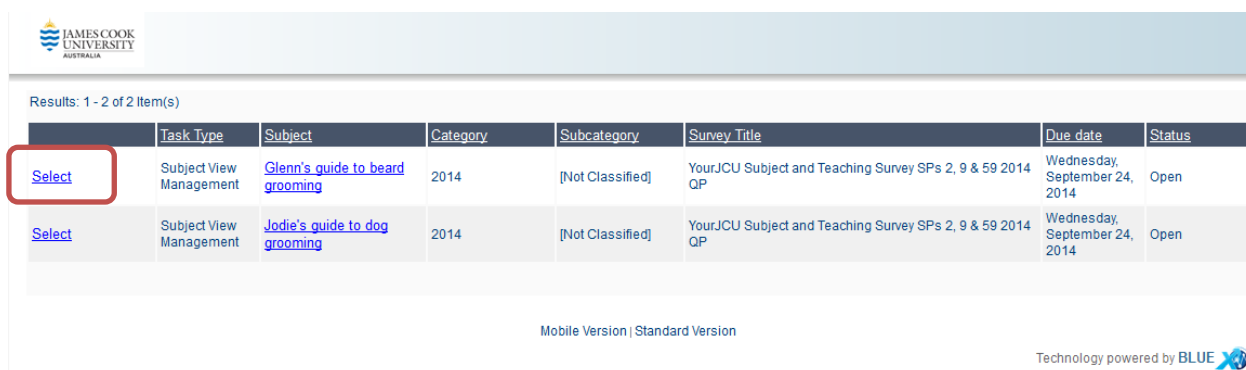
- **How to view your YourJCU Survey Status and track response rates.**
- **How to add questions to your Teaching Survey.**

Approximately two weeks before the YourJCU Subject & Teaching Survey is to open, Subject Coordinators and Teaching Staff will receive an automated email requesting that Subject Coordinators Opt In teaching staff. As a teaching staff member you can see if you have been “Opted In” to collect student feedback on your teaching, add questions to your Teaching Survey and view response rates by either:

- a) Clicking the link in the automated email and view your subject/s
or
- b) login to [LearnJCU](#) and click the **Tools Menu** to see your subject(s) listed in the Staff Survey Staff Management window.

OPTION A: EMAIL LINK (quickest & 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 X

- 2) If you have been correctly opted in by the Subject Coordinator there is **no further action required**, your teaching survey will open at the same time as the subject survey.

If **you haven't been opted in**, you need to contact your Subject Coordinator before the end of the opt in period indicated by the timing End Date.

Note for emergencies only: If your subject coordinator has not opted you in please contact teachingevaluation@jcu.edu.au before noon on the last Friday during the OPT IN period with your name and exact subject details for the subject you wish to be opted in for.

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 (Opted in)
- Jodie Simpson (Opted in)

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](#)

1

3) To track YourJCU Teaching Survey response rates once the surveys open, follow step 1.

Note: The "Timing" section refers to the length of time the Opt In task period is open for completion. The Opt In task must be completed by Subject Coordinators during the end date or staff will miss out on collecting feedback on their teaching.

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 (Opted in)
- Jodie Simpson (Opted in)

Medium Online

Timing Scheduled

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My Task

Response Rate



1

Task Type

Task Status

Due Date

Question Personalization

Open

Wed, Sep 24, 2014, 23:59

[Select](#)

1

4) Teaching Question Personalization: Select the subject QP task, choose up to 3 additional questions by clicking Select next to the question. 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

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

- Glenn Harrison (Opted in)
- Jodie Simpson (Opted in)

Medium Online

Timing Scheduled

- Start September 25, 2014, 11:15
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My Task

Response Rate



1

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

1

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

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)

Preview

Please rate the subject on the following criteria:

Subject Survey Question Personalisation

Preview

What were the best aspects of this subject?

Preview

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

Please click **Next** to continue

Teaching Evaluation (Jodie Simpson)

Preview

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

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).

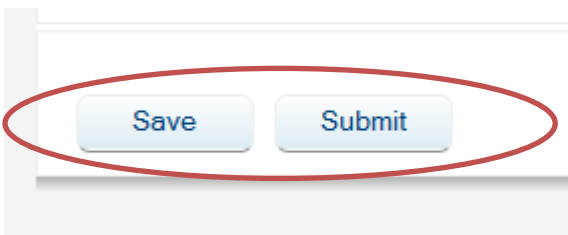
You can also write your own questions. Click Edit.

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.**



4) Repeat for all subjects in your list.

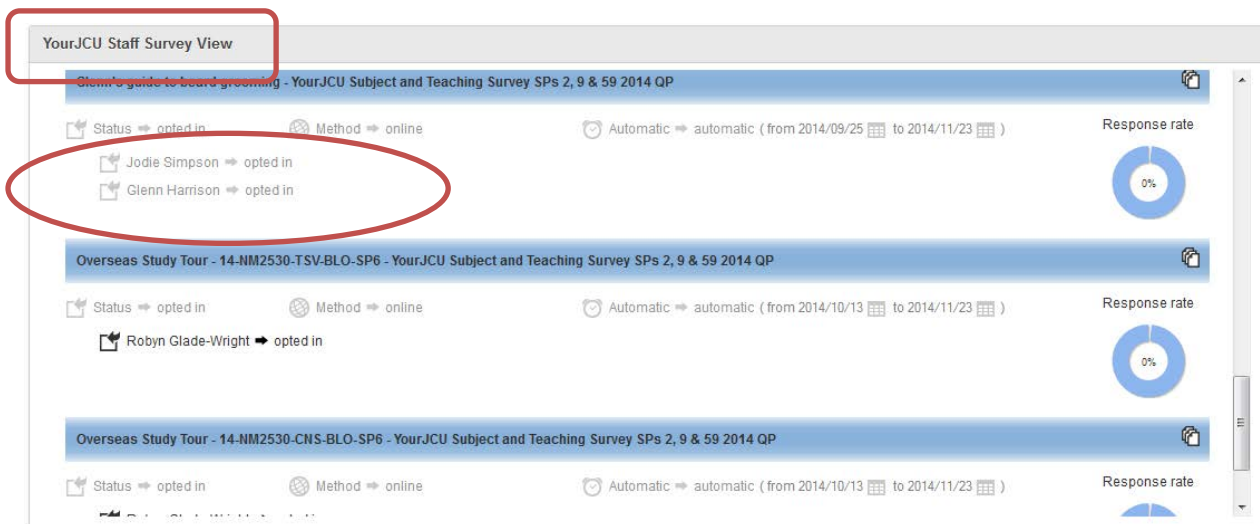
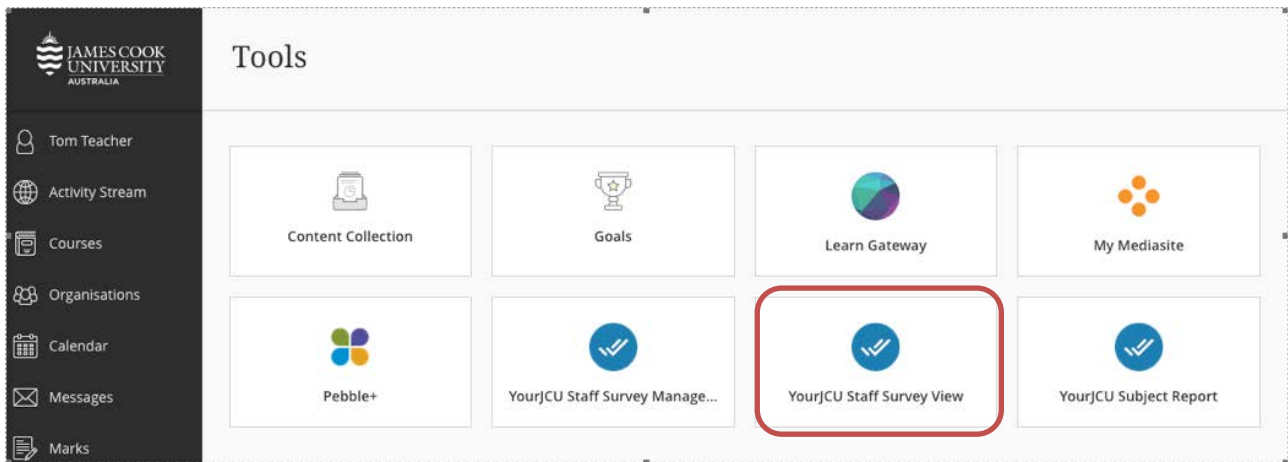
For more information please contact Jodie Simpson or visit the [teaching evaluation website](#).

P: (07) 478 15417

E: Jodie.Simpson@jcu.edu.au

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

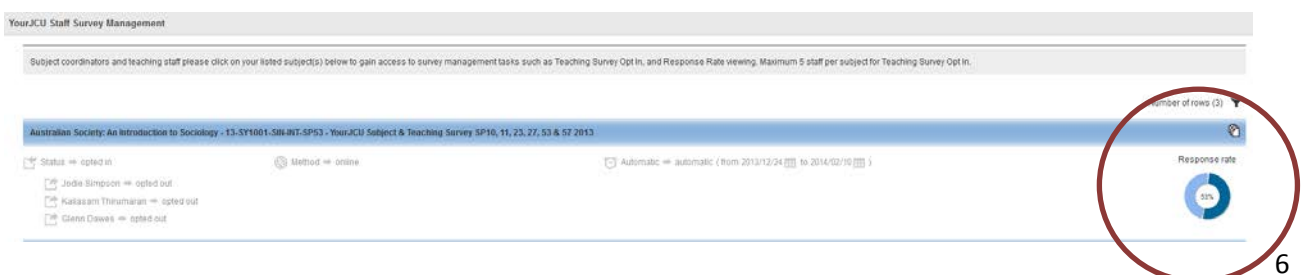
- 1) Log into [LearnJCU](#), click on the **Tools Menu** and scroll down to the **YourJCU Staff Survey View** block.



- 2) If you have been correctly opted in by the Subject Coordinator there is **no further action required**, your teaching survey will open at the same time as the subject survey. If **you haven't been opted in**, you need to contact your Subject Coordinator before the end of the opt in period indicated by the timing End Date.

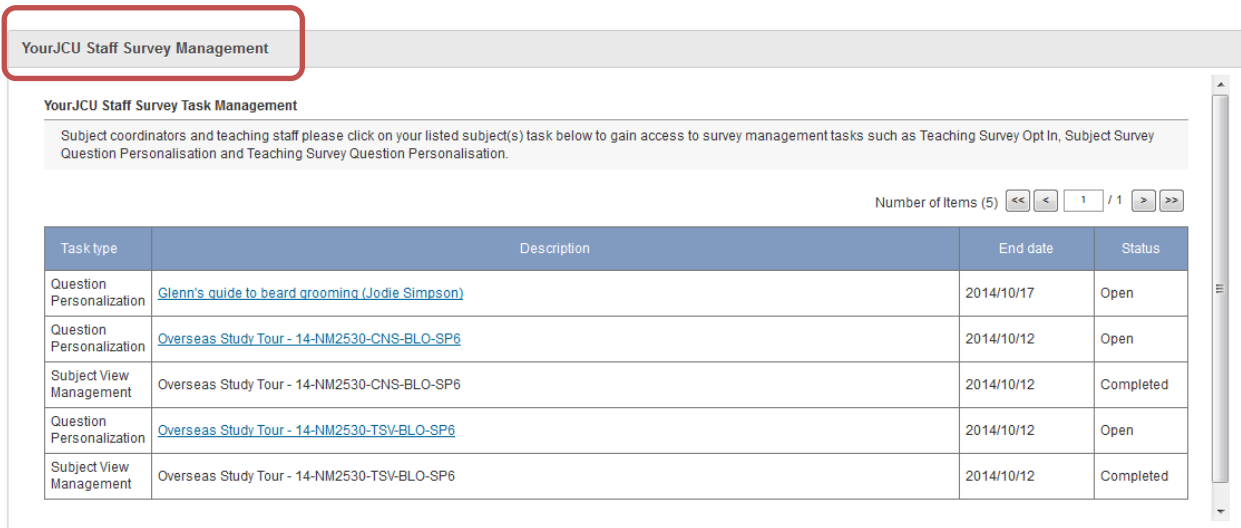
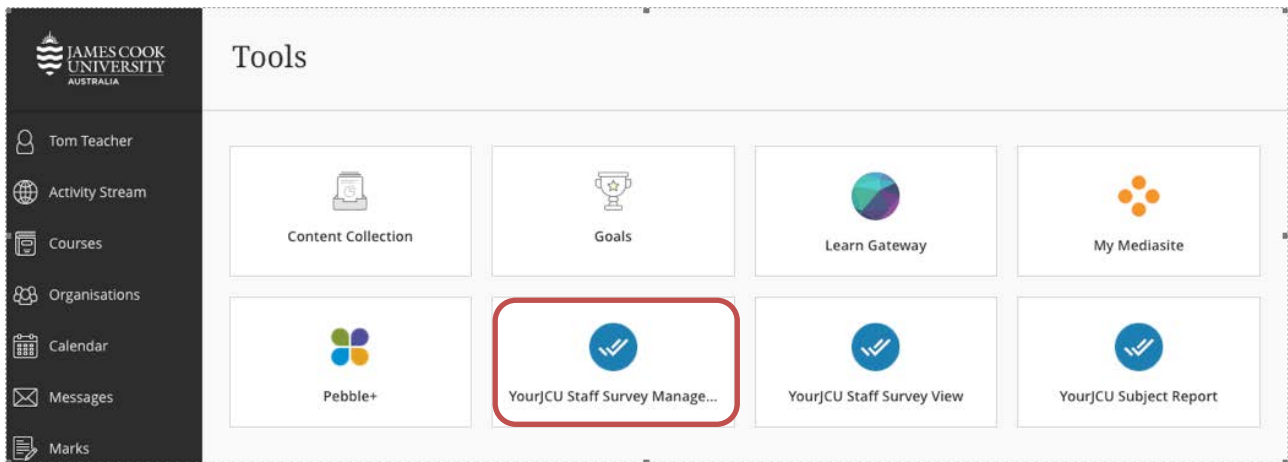
Note for emergencies only: If your subject coordinator has not opted you in by the end date, email teachingevaluation@jcu.edu.au with your name and exact subject details for the subject you wish to be opted in for and if the surveys have not opened we will opt you in.

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

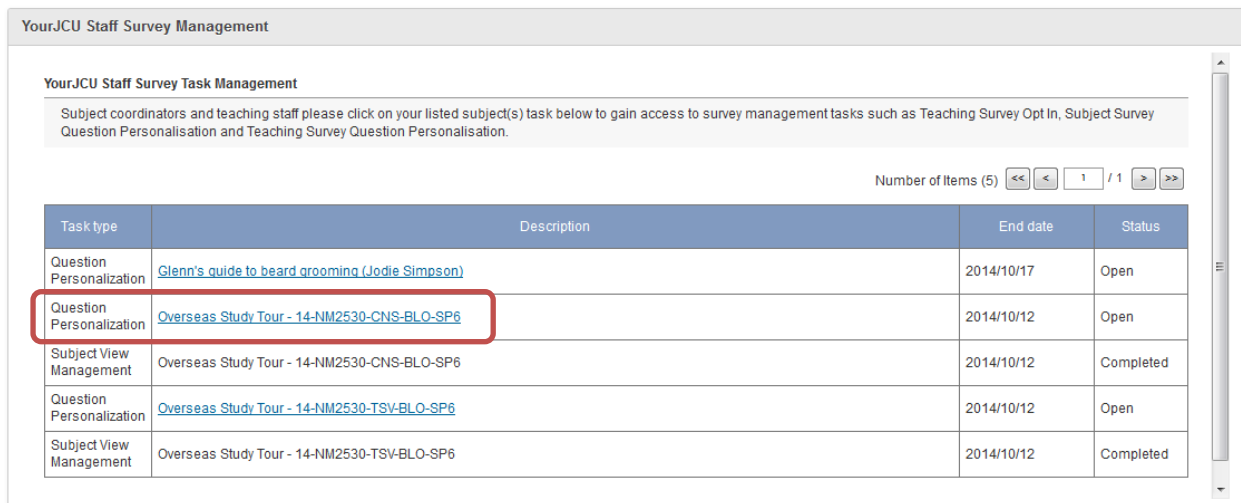


OPTION C: LEARNJCU – Tools Menu (Question Personalisation)

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



- 2) Select the QP task, choose 3 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 (Jodie Simpson)

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

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

Preview

What were the best aspects of this subject?

Selected Deselect

Preview

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

Selected Deselect

Please click **Next** to continue

Selected Deselect

Teaching Evaluation (Jodie Simpson)

Selected Deselect

Preview

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

Selected Deselect

Teaching Survey Question Personalisation

Preview

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

Deselected

Preview

This staff member provided me with prompt assistance if required.

Deselected

Preview

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

Deselected

Teaching Survey Question Personalisation

Preview

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

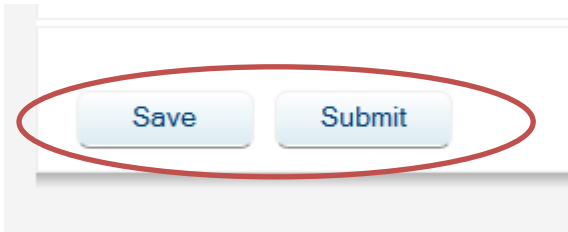
Deselected

Preview

This staff member provided me with prompt assistance if required.

Selected

3) 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.

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-SY1061-SIN-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
Kasaram Thirumaran = opted out
Glenn Cowles = opted out

number of rows (3)

Response rate

50%