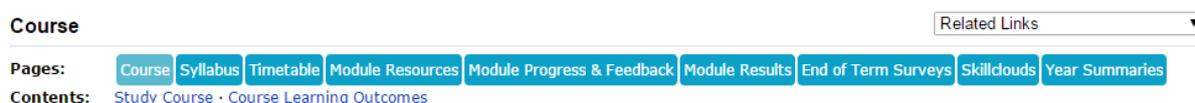


# End-of-Term Surveys Guidance for students

## Accessing the survey

Login to Sussex Direct and click to access your Study Pages. At the top of the page there are a number of pages that you can select. Choose 'End of Term Surveys'.



You will get two opportunities to feedback in this way throughout the year following autumn and spring teaching. The dates of when each of the surveys open will be displayed. When the surveys are open, there will be a 'complete survey' button for you to use and access the survey.

You can also access the survey through the 'Module Resources' tab from your Study Pages. This page shows each of the modules you are registered on by academic year and term. The 'Module Evaluation' column will show the status of the relevant survey. You will be able to use the link to complete, or edit a partially completed survey up to the close date.

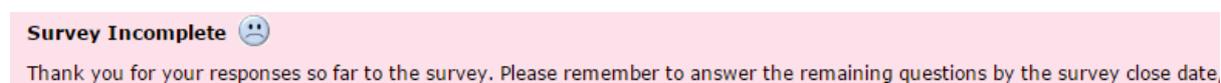
## Completing the survey

The survey should take less than 10 minutes to complete. If you do not want to, or are unable, to complete the survey all at once you can save your progress by using the 'save' buttons which appear at the top and bottom of the page.



In order to save data to return to you will need to have logged a module satisfaction response for each of the modules that you studied the previous term.

Until you have completed each of the survey questions, each time that you save your data a message will appear at the top of the screen to advise you that the survey is incomplete. This message will include a reminder to answer the remaining survey questions by the survey close date.



When you return to complete the remaining survey questions, you will be also be able to edit the responses you have already given.

Once you have answered all of the questions and saved your responses, you will see a message at the top of the page confirming that the survey is complete.

**Survey Complete!** 😊

Thank you for fully completing the end of term survey.

You will be able to edit your responses up until the survey close date.

## Accessing survey results

To access the module evaluation results, login to Sussex Direct and access your Study Pages. Select 'Module Resources' at the top of the page.

On the Module Resources page you can filter each of the modules you have studied by academic year and term. Identify the module you want to look at and use the link in the 'Module Evaluation' column to access survey results.

Module	Code	Terms	Reading List	Online Resources	Past Exam Papers	Module Evaluation	Credits
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If fewer than five students have completed the evaluation for the module, the median scores and the distribution of responses will not be displayed. However, you will still be able to see any comments the module convenor has provided. Module satisfaction results will normally be available 3 weeks after the survey has closed. Module convenors have the opportunity, and are encouraged, to respond the results in order to complete the feedback loop.

To access a summary of the rest of the survey results, from your Study Pages choose 'End of Term Surveys' at the top of the page. Where a survey has closed, the date for release of results will be displayed. Once this date is reached you will be able to view a summary of survey results summary by using the link.

Wider analysis of the survey results will be undertaken by the University's Planning Team and shared with Schools. Schools will determine the best way of sharing these results with students.