

End-of-Term Questionnaires

Teaching and Admin staff guidance

The new End-of-Term Questionnaires are delivered entirely through Sussex Direct. There will be no administrative setup required from Schools, and all aspects of the process will be managed on Sussex Direct pages.

This guide covers the process for administrative staff and module convenors to manage the results for the end of term questionnaires via Sussex Direct.

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

This guide has been presented such that staff can understand the whole process, but feel free to skip ahead to the section relevant to your role:

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The following sections describe the aspects of the new system for each staff role.

Administrative Staff – Comment vetting

The new questionnaires include free-text comments, similar to the old Module Evaluation Questionnaires (MEQ). In the MEQ system, staff had to run a report on the comments (qualitative data) and note the Anonymous Response IDs for any inappropriate comments. This response ID could then be entered into CMS (yellow screens) and then individually edited.

Accessing survey results

The End-of-Term surveys have revised this comments vetting stage to now take place through a Sussex Direct interface, where all comments for the term are listed on one page and can be edited directly. You can access the comments vetting page through Sussex Direct -> Teaching -> Module Evaluation (see below):

The screenshot shows the Sussex Direct navigation menu with 'Teaching' selected. A dropdown menu is open, showing 'Module Evaluation', 'Event List', 'Teaching Admin', and 'Skillclouds'. Below the menu is the 'Module Evaluation List' page. It features a header with 'Department: Mathematics' and 'Year: 16/17'. The main content is a table listing modules with columns for Module, Code, Period, Issue Date, and Close Date.

Module	Code	Period	Issue Date	Close Date
Advanced Numerical Analysis	852G1	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017
Advanced Numerical Analysis	G1110	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017
Advanced Topics in Mathematics A	805G1	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017
Algebra	G5096	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017
Analysis 2	G5095	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017
Calculus	G5086	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017
Calculus of Several Variables	G5210	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017

The page will list all the modules for the department with an indication of the response rate and the status of the questionnaire. You can use the drop-down menu to select any other departments you oversee.

You should then be able to use the “Vet Student Comments” button on this page:

The screenshot shows the 'Module Evaluation List' page with a 'Related Links' dropdown menu. The 'Vet Student Comments' button is highlighted with a red arrow. The page displays a table with columns for Module, Code, Period, Issue Date, Close Date, Release Date, Status, Response Rate, and Feedback Entered?.

Module	Code	Period	Issue Date	Close Date	Release Date	Status	Response Rate	Feedback Entered?
Advanced Numerical Analysis	852G1	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017	04-Mar-2017	Closed	0/17 (0.0%)	✘
Advanced Numerical Analysis	G1110	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017	04-Mar-2017	Closed	0/7 (0.0%)	✘
Advanced Topics in Mathematics A	805G1	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017	04-Mar-2017	Closed	0/6 (0.0%)	✘
Algebra	G5096	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017	04-Mar-2017	Closed	0/89 (0.0%)	✘
Analysis 2	G5095	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017	04-Mar-2017	Closed	0/122 (0.0%)	✘
Calculus	G5086	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017	04-Mar-2017	Closed	0/144 (0.0%)	✘
Calculus of Several Variables	G5210	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017	04-Mar-2017	Closed	0/105 (0.0%)	✘

Viewing student comments

The Module Evaluation Comments page will show a list of all modules for the department with the free-text comments listed:

Vet Module Evaluation Comments



Vet Module Evaluation Comments		Help	—
Department:	Mathematics	Vetting Complete	
Year:	16/17		
Comments released to Convenors:	28-Feb-2017		
Module	Response		
G5124 Financial Mathematics	Good comment.		
G1032 Cryptography	Bad comment.		
G1032 Cryptography	Nice comment.		
G5106 Introduction to Maths Biology	Yet another test comment.		
G5106 Introduction to Maths Biology	Didn't like the tutor - she frowned a lot.		
G1107 Linear Statistical Models	Another comment.		

You can then look down the list of free-text comments and, using the pencil icons on the right, you can edit comments individually. Please ensure that you click “Save” once you have made any changes.

We do not have any specific guidance on the type of comments that should be vetted, this should be agreed within Schools.

Please note: it is not a requirement for vetting to take place. The free-text student comments, whether vetted or not, will be taken at the comments release deadline and published to convenors.

Schools can use the “Comments vetting complete” button to confirm that no further edits to free-text comments will take place.

Vet Module Evaluation Comments



Vet Module Evaluation Comments		Help	—
Department:	Mathematics	Vetting Complete	
Year:	16/17		
Comments released to Convenors:	28-Feb-2017		
Module	Response		
G5124 Financial Mathematics	Good comment.		
G1032 Cryptography	Bad comment.		
G1032 Cryptography	Nice comment.		
G5106 Introduction to Maths Biology	Yet another test comment.		
G5106 Introduction to Maths Biology	Didn't like the tutor - she frowned a lot.		
G1107 Linear Statistical Models	Another comment.		

Module Convenors – Responding to students

The next stage in the process allows module convenors to consider the satisfaction score and free-text comments submitted by students, and to provide a response back to students. This takes place in the same way as the old Module Evaluation Questionnaires (MEQs) via Sussex Direct.

Viewing module results

Once the survey has closed and the comments vetting deadline has passed, the student responses will be available to you on Sussex Direct -> Teaching -> Module Evaluation.

The screenshot shows the top navigation bar of the Sussex Direct system. The 'Teaching' dropdown menu is open, showing options: Teaching, Convening, Moderating, Timetable, Academic Advisees, Email my Students, Module Evaluation, Teaching Admin, and Student Support List. A red arrow points from the 'Teaching' menu to the 'Email my Students' option.

Select the module you are convening this term to see the summary evaluation page for that module.

You should see the overall satisfaction results in the summary evaluation page, and you should be able to use the “Student Comments” button to view all the free-text comments submitted for that module.

The screenshot shows the 'Module Evaluation Results Summary' page for G1032 Cryptography (Autumn Teaching 16/17). The page includes a 'Show me:' section with radio buttons for Details, Courses, Outline, Learning Outcomes, Assessments, Coursework Assessments, Roles, Students, Past Exam Papers, Timetable, and Evaluation. A warning message states: 'The University considers that a response rate of at least 50% is desirable in terms of providing representative data. The response rate achieved for this module is lower than 50% so results should be treated with caution.' A legend shows satisfaction levels: Strongly disagree, Disagree, Neither agree nor disagree, Agree, and Strongly agree. The 'Module Evaluation Results Summary (q_occ_id = 2217)' section shows 'G1032 Cryptography (Autumn Teaching 16/17)' with a 'Student Comments' button and '6/47 (12.8%) students have done the questionnaire'. Below this is a 'Teaching Convenor's Comments' text area with a red arrow pointing to it. At the bottom, a bar chart shows satisfaction levels: 0%, 17%, 33%, 33%, and 17%. The chart also indicates 'Median 3.5, Mean 3.5'.

Student Comments on Module Evaluation

Module Evaluation Student Comments: G1032 Cryptography (Autumn Teaching 16/17) Help

Do you have any comments you would like to add about this module

- Bad comment.
- Another comment.
- Comments.
- Commenting here.
- Test comment.
- Nice comment.

Providing a response

Once you have considered the satisfaction score and comments submitted, you can provide your response back to students in the “Teaching Convenor’s Comments” text box.

Module Evaluation: G1032 Cryptography (Autumn Teaching 16/17) Related Links

Show me: Details Courses Outline Learning Outcomes Assessments Coursework Assessments Roles
Students Past Exam Papers Timetable Evaluation

The University considers that a response rate of at least 50% is desirable in terms of providing representative data. The response rate achieved for this module is lower than 50% so results should be treated with caution.

Strongly disagree Disagree Neither agree nor disagree Agree Strongly agree

Module Evaluation Results Summary (r_occ_id = 2217) Edit Help

G1032 Cryptography (Autumn Teaching 16/17) **Student Comments** 6/47 (12.8%) students have done the questionnaire

Teaching Convenor's Comments: (can enter comments between 16-Feb-2017 and 03-Mar-2017)

I was satisfied with this module

Median 3.5, Mean 3.5

Satisfaction Level	Percentage
Strongly disagree	0%
Disagree	17%
Neither agree nor disagree	33%
Agree	33%
Strongly agree	17%

Once the convenor comments deadline has passed then the summary evaluation results (satisfaction scores) and your response to students will be published.

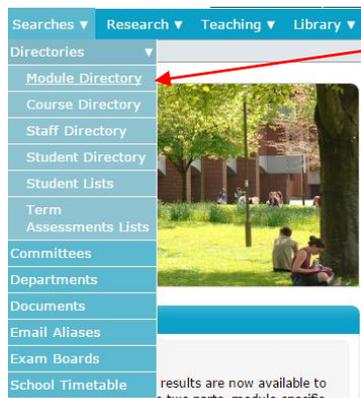
Please note: the free text student responses from the survey will not be published.

You should also note that the questionnaire results will be published at the release date, regardless of whether you have entered a response. Please check this release deadline on the summary results page and ensure that you have entered your response by this date. All teaching convenors are strongly encouraged to respond to the students prior to the results publication.

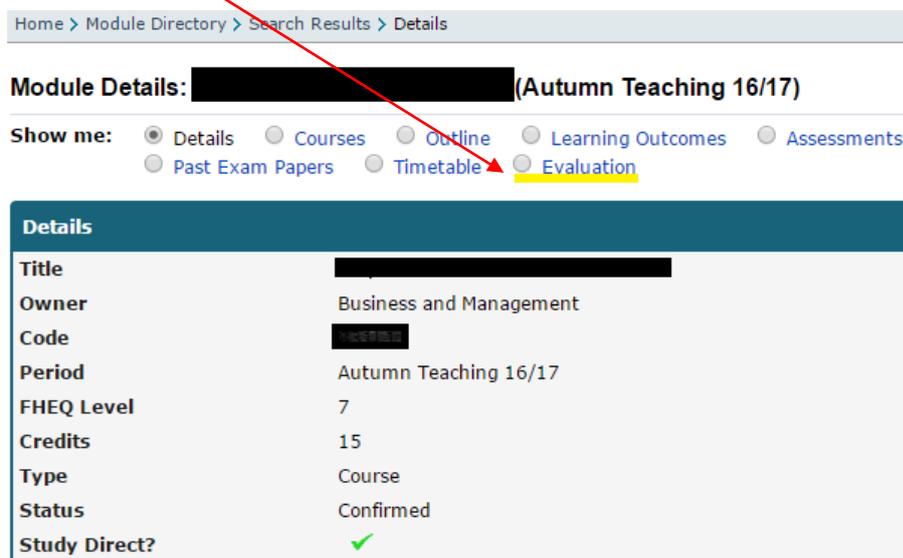
Why can't I see a module?

If you have followed the directions to the Module Evaluation list on Sussex Direct -> Teaching -> Module Evaluation, but are unable to see a module you convene in this list, here are instructions to view the module results.

You can find individual module results by searching for the module in the Module Directory, which is available at Sussex Direct -> Searches -> Directories -> Module Directory:



Search for the module title or module code, and select the module in the directory to view the Module Details page. On this page, you should be able to change to the Module Evaluation tab to view the results:



Why can't I see results for a module?

If fewer than five students have completed the evaluation for the module, the median scores and the distribution of responses will not be displayed, the same as the old MEQs. For this reason, we recommend that staff encourage students to complete the survey to provide results for convenors to consider.