

Setup: New Question Set - Windows Internet Explorer

http://149.171.168.158/set/setup.survey\_edit?p\_session\_id=dvqbfkuRfNrsWa&p\_course\_code=FLINXXXX&p\_semester\_id=584&p\_survey\_id=31570&p\_fac=NA&p\_sch=C

File Edit View Favorites Tools Help

Topic: FLINXXXX  
Semester: 2013 NS MAR Flinders  
Question Set: L Lecturer

Survey Alternatives + Report Viewer Management + Survey Questions

If you intend for this survey form to be filled out by each and every student in the topic there is no need to "Add Survey Alternatives". Just review the Name and Viewers for the one Survey Alternative that already exists. This is typically the case Question Sets U and L. If you intend for students to make one and only one choice from a list of different Survey Alternatives (typically Question Sets T, E and S), then you must set up a Survey Alternative for each choice. The descriptions for each Survey Alternative are crucial in order to reduce the chances of students making the wrong choice.

+ Add New Alternative

Evaluate Julie Herraman as a Lecturer in Topic FLINXXXX

Lecturer's Name: Julie Herraman

Description: Evaluate Julie Herraman as a Lecturer in Topic FLINXXXX [example](#)

Total Students: 1

+ Add New Viewer

According to the ' [Policy on Evaluation of Teaching](#) ' report viewing rights should be provided **ONLY** to the staff member concerned and to his or her supervisor.

Viewer	Department/Faculty	Primary	Remove
Andrew Parkin	(Institutional Viewer)		
Julie Herraman	Planning Services Unit	✓	✗

Optional questions marked with a \*\* can be selected from a bank of alternatives. The remaining standard questions are fixed and cannot be changed.

Question 1: (Likert) Julie Herraman explained things clearly

Question 2: (Likert) Julie Herraman is an effective teacher

\*\* Question 3: (Likert) [Change this](#)

Local intranet | Protected Mode: Off | 100%

The green tab is the active tab. To work on another Survey Alternative simply click another tab

Click Add New Viewer to add the appropriate staff to the viewer list.

Select the person to be evaluated by either:  
Entering the person's name in the text box  
OR  
Selecting the staff member as the primary viewer

Enter the number of students that the teacher taught in the Total Students text box

The screenshot shows a browser window titled 'Setup: New Question Set - Windows Internet Explorer'. The address bar contains a URL with parameters for session ID, course code, semester ID, survey ID, faculty, and school. The page title is 'Setup: New Question Set'. The main content area has a breadcrumb 'Question Set: L Lecturer'. There are two tabs: 'Evaluate Julie Herraman as a Lecturer in Topic FLINXXXX' (inactive) and 'Evaluate (insert full name) as a Lecturer in Topic FLINXXXX' (active, highlighted in green). Below the tabs is a form with fields for 'Lecturer's Name' (with a red box and 'Please fill in this field'), 'Description' (with an 'example' link), and '\* Total Students' (with a red box and 'Please fill in the correct number of total students'). There is an 'Add New Viewer' button. Below the form is a table with columns 'Viewer', 'Department/Faculty', and 'Primary Remove'. The table contains one entry: 'Andrew Parkin' under 'Viewer' and '(Institutional Viewer)' under 'Department/Faculty'. Below the table is a note: 'According to the Policy on Evaluation of Teaching report viewing rights should be provided ONLY to the staff member concerned and to his or her supervisor.' At the bottom, there are six questions, with the last two marked with '\*\*' and having 'Change this' buttons. The browser status bar at the bottom shows 'Done', 'Local intranet | Protected Mode: Off', and '100%' zoom.

# SET User Guide – Multiple Alternatives (adding multiple tutors for a student to choose from)

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Survey Alternatives + Report Viewer Management + Survey Questions

If you intend for this survey form to be filled out by each and every student in the topic there is no need to "Add Survey Alternatives". Just review the Name and Viewers for the one Survey Alternative that already exists. This is typically the case Question Sets U and L. If you intend for students to make one and only one choice from a list of different Survey Alternatives (typically Question Sets T, E and S), then you must set up a Survey Alternative for each choice. The descriptions for each Survey Alternative are crucial in order to reduce the chances of students making the wrong choice.

**+ Add New Alternative**

Evaluate Julie Herraman as a Lecturer in Topic FLINXXXX Evaluate David De Bellis as a Lecturer in Topic FLINXXXX

Lecturer's Name: David De Bellis

Description: Evaluate David De Bellis as a Lecturer in Topic FLINXXXX [example](#)

\* Total Students: 10

**+ Add New Viewer**

According to the 'Policy on Evaluation of Teaching' report viewing rights should be provided ONLY to the staff member concerned and to his or her supervisor.

Viewer	Department/Faculty	Primary	Remove
Andrew Parkin	(Institutional Viewer)		
David De Bellis	Planning Services Unit	✓	✖

Optional questions marked with a \*\* can be selected from a bank of alternatives. The remaining standard questions are fixed and cannot be changed.

Question 1: (Likert) David De Bellis explained things clearly

Question 2: (Likert) David De Bellis is an effective teacher

\*\* Question 3: (Likert) [Change this](#)

\*\* Question 4: (Likert) [Change this](#)

Question 5: (Open Ended) Comment on the teaching of David De Bellis. What are the best aspects of their teaching?

Question 6: (Open Ended) Comment on the teaching of David De Bellis. How could their teaching be improved?

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# SET User Guide – Multiple Alternatives (adding multiple tutors for a student to choose from)

one and only one choice from a list of different Survey Alternatives (typically Question Sets T, E and S), then you must set up a Survey Alternative for each choice. The descriptions for each Survey Alternative are crucial in order to reduce the chances of students making the wrong choice.

**+ Add New Alternative**

Evaluate Julie Herraman as a Lecturer in Topic FLINXXXX   Evaluate David De Bellis as a Lecturer in Topic FLINXXXX

Lecturer's Name: Julie Herraman

Description: Evaluate Julie Herraman as a Lecturer in Topic FLINXXXX [example](#)

\* Total Students: 15

**+ Add New Viewer**

According to the ' [Policy on Evaluation of Teaching](#) ' report viewing rights should be provided **ONLY** to the staff member concerned and to his or her supervisor.

Viewer	Department/Faculty	Primary	Remove
Andrew Parkin	(Institutional Viewer)		
Julie Herraman	Planning Services Unit	✓	✗

Optional questions marked with a \*\* can be selected from a bank of alternatives. The remaining standard questions are fixed and cannot be changed.

Question 1: (Likert) Julie Herraman explained things clearly

Question 2: (Likert) Julie Herraman is an effective teacher

\*\* Question 3: (Likert) **Change this**

\*\* Question 4: (Likert) **Change this**

Question 5: (Open Ended) Comment on the teaching of Julie Herraman. What are the best aspects of their teaching?

Question 6: (Open Ended) Comment on the teaching of Julie Herraman. How could their teaching be improved?

**Add Teacher Question Set**   **Finalise Survey**

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Click on **Change this** if you wish to add additional questions

Click **Finalise Survey** to complete the survey