

Student Evaluation of Teaching User Guide – Customisable Survey

Access the SET system

<https://set.flinders.edu.au>

or

Access the SET Training environment

<https://set-dev.flinders.edu.au>

SET is connected to the Okta Single Sign On from March 2017.

If you are not already logged into Okta you will be redirected to the Okta page first.

Any questions? Contact Julie and Sharleena at set@flinders.edu.au

SET Portal - Windows Internet Explorer
http://149.171.168.158/set/SYSTEM_PORTAL.main?p_session_id=DMPQXMYRotKButr

File Edit View Favorites Tools Help

Flinders UNIVERSITY

Student Evaluation of Teaching (SET)

portal surveys reports manage users % response rate admin

FLINDERS UNIVERSITY | SET
You are logged in as Julie Herraman (herr0018) logout

Welcome Julie Herraman (herr0018)

USER MANAGEMENT
ADMIN

SURVEYS
STUDENTS ONLY
REPORTS
ANALYZE IT!
MY SAVED REPORTS
HOS REPORTS
FEEDBACK TO STUDENTS

Local intranet | Protected Mode: Off 100%

SET Portal: survey summary - Windows Internet Explorer

http://149.171.168.158/set/setup.main?p_session_id=DMPQXMYRotKButr

File Edit View Favorites Tools Help

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Student Evaluation of Teaching (SET)

portal surveys reports manage users % response rate admin

FLINDERS UNIVERSITY | SET
You are logged in as Julie Herraman (herr0018) logout

Show me surveys from

Faculty: Other clear

School: Planning Services Unit clear

Topic: All Topics

Year + Half: All Year Half

Availability: - Select -

Legend

- paper
- online
- warning
- error
- create new survey
- delete survey

Use the drop-down boxes to select the **Topic**, **Year + Half** and **Availability** that you want to evaluate.

Done Local intranet | Protected Mode: Off 100%

SET Portal: survey summary - Windows Internet Explorer
http://149.171.168.158/set/setup.main?p_session_id=DMPQXMYRotKButr

File Edit View Favorites Tools Help

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Student Evaluation of Teaching (SET)

portal surveys reports manage users % response rate admin

FLINDERS UNIVERSITY | SET
You are logged in as Julie Herraman (herr0018) logout

Show me surveys from

Faculty: Other [clear](#)
School: Planning Services Unit [clear](#)
Topic: All Topics
Year + Half: 2013 Full Year
Availability: 2013 NS MAR Flinders
[Show Filters](#)

Legend

- paper
- online
- warning
- error
- create new survey
- delete survey

Survey Description	Question Set	Type	Status	Validity	Action
Other - Planning Services Unit					
FLINXXXX - Planning Services Unit					

Done

Local intranet | Protected Mode: Off

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Click on the green cross to create a new Survey for this topic.

The screenshot shows a web browser window displaying the SET Portal. The page title is "SET Portal: survey summary". The URL is "http://149.171.168.158/set/setup.main?p_session_id=DMPQXMYRotKButr###". The browser's address bar shows "Search the web (Babylon)". The page header includes the Flinders University logo and the text "Student Evaluation of Teaching (SET)". The navigation menu includes "portal", "surveys", "reports", "manage users", "response rate", and "admin". The user is logged in as Julie Herraman (herr0018). The main content area shows a "Show me surveys from" section with filters for Faculty, School, Topic, Year + Half, and Availability. A "Create New Survey: FLINXXXX" dialog box is open, showing a "Form" dropdown menu with options: "-- Select Form --", "U Customisable", and "CF Flexible". A red arrow points from a text box "Select Form: U Customisable." to the "U Customisable" option in the dropdown menu. Below the dialog box, a table lists surveys with columns: Survey Description, Question Set, Type, Status, Validity, and Action. The table contains two rows: "Other - Planning Services Unit" and "FLINXXXX - Planning Services Unit".

The screenshot shows the 'Setup: New Survey' page in a Windows Internet Explorer browser. The page title is 'Setup: New Survey - Windows Internet Explorer'. The address bar shows the URL: http://149.171.168.158/set/setup.survey_edit?p_session_id=DMPQXMYRotKButr&p_course_code=FLINXXXX&p_semester_id=584&p_survey_id=31561&p_fac=NA&p_sch. The browser's search bar contains 'Search the web (Babylon)'. The page has a navigation bar with links for 'portal', 'surveys', 'reports', 'manage users', 'response rate', and 'admin'. The user is logged in as Julie Herraman (herr0018).

New Survey
Please complete the following form.
NOTE: * indicates a required field

Faculty: Other
School: Planning Services Unit
Topic: FLINXXXX
Semester: 2013 NS MAR Flinders
Question Set: U Customisable

Survey Details
Please provide a description to help identify the survey.

* **Description:** Evaluate the Topic FLINXXXX
 [example](#)

Note: If this description is adequate please do not change it apart from replacing text inside the parenthesis. If it does not adequately describe the survey we strongly recommend you choose from the example provided above and modify it if necessary. This description NEEDS to make sense to the student.

* **Survey Type:** Online [Change to Generic Paper Survey](#)

Select start and end date of online survey.

* **Start Date:** Send Email Reminder to students.
* **End Date:** **Schedule:** 01/04/2013, 26/12/2013, and every Wednesday between start date and end date.

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 (usually Question Sets T, F and S), then you must set up a Survey Alternative for

Callout Boxes:

- Red box: Ensure that the default Survey Description is appropriate (points to the 'Evaluate the Topic FLINXXXX' radio button).
- Blue box: If you need to change the Survey Description, you can do so by clicking on the radio button and filling in the text box. (points to the 'example' radio button and its text input).
- Purple box: Select start and end dates for the survey (points to the 'Start Date' and 'End Date' fields).

Local intranet | Protected Mode: Off | 100%

* Start Date: 01/04/2013 Send Email Reminder to students.
 * End Date: 28/12/2013 Schedule: 01/04/2013, 26/12/2013, and every Wednesday between start date and end date.

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 the Topic FLINXXXX

* Name: Evaluate the Topic FLINXXXX [example](#)

Note: If this description is adequate please do not change it. If it does not adequately describe the survey alternative and you wish to change it please be aware that the description needs to make sense to the student. In the case of multiple Survey Alternatives being set up, it should be easy for the student to select the Survey Alternative that applies to them by specifying teacher names, class times, or any other relevant information in the description (eg - Evaluate Joe Bloggs as a Tutor, Mon 9am, Fri 2pm).

Total Students:

[+ Add New Viewer](#)

Viewer	Department/Faculty	Remove
Andrew Parkin	(Institutional Viewer)	

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) I had a clear idea what was expected of me

Question 2: (Likert) I developed my ability to think critically and analytically

Local intranet | Protected Mode: Off 100%

Total Students:

[+ Add New Viewer](#)

Viewer	Department/Faculty	Remove
Andrew Parkin	(Institutional Viewer)	

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) I had a clear idea what was expected of me
- Question 2: (Likert) I developed my ability to think critically and analytically
- Question 3: (Likert) The feedback I received helped me to learn
- Question 4: (Likert) The learning resources were of a high quality
- Question 5: (Likert) Overall, I have had a worthwhile learning experience
- ** Question 6: (Likert) [Change this](#)
- ** Question 7: (Likert) [Change this](#)
- ** Question 8: (Likert) [Change this](#)
- ** Question 9: (Likert) [Change this](#)
- ** Question 10: (Likert) [Change this](#)
- Question 11: (Open Ended) What aspects of this topic most helped you learn?
- Question 12: (Open Ended) In what ways could your learning have been better supported?

[Cancel](#) [Add Teacher Question Set](#)

Local intranet | Protected Mode: Off | 100%

The screenshot shows a web browser window titled "Setup: New Survey - Windows Internet Explorer". The address bar contains a URL with session and course identifiers. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the menu bar, there are icons for "Favorites", "Sign In", and "Business Analytics". The main content area displays a survey configuration page. At the top, it shows "Total Students: 1" and an "Add New Viewer" button. Below this is a table with columns for "Viewer", "Department/Faculty", and "Remove". The table contains one entry: "Andrew Parkin" under "Viewer" and "(Institutional Viewer)" under "Department/Faculty". Below the table, a note states: "Optional questions marked with a ** can be selected from a bank of alternatives. The remaining standard questions are fixed and cannot be changed." The survey questions are listed below:

- Question 1: (Likert) I had a clear idea what was expected of me
- Question 2: (Likert) I developed my ability to think critically and analytically
- Question 3: (Likert) The feedback I received helped me to learn
- Question 4: (Likert) The learning resources were of a high quality
- Question 5: (Likert) Overall, I have had a worthwhile learning experience
- ** Question 6: (Likert) [Change this](#)
- ** Question 7: (Likert) [Change this](#)
- ** Question 8: (Likert) [Change this](#)
- ** Question 9: (Likert) [Change this](#)
- ** Question 10: (Likert) [Change this](#)
- Question 11: (Open Ended) What aspects of this topic most helped you learn?
- Question 12: (Open Ended) In what ways could your learning have been better supported?

A dialog box titled "Create New Teacher Question Set" is open in the foreground. It has a "Context:" label and a dropdown menu. The dropdown menu is open, showing options: "-- Select Context --", "L Lecturer", "T Tutor", "E Demonstrator", and "S Supervisor". A red arrow points from a text box to the dropdown menu. The dialog box also has "Ok" and "Cancel" buttons. At the bottom of the dialog box, there are "Cancel" and "Add Teacher Question Set" buttons.

Select the appropriate teaching context. This will take you to a new page.

New Question Set

Please complete the following form.
NOTE: * indicates a required field

Faculty: Other
School: Planning Services Unit
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 (insert full name) as a Lecturer in Topic FLINXXXX

Lecturer's Name: Please fill in this field

Description: Evaluate (insert full name) as a Lecturer in Topic FLINXXXX [example](#)

Total Students:

[+ 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)		

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

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

If multiple Lecturers/Tutors/Demonstrators/Supervisors each taught a subset of the students, you will need to add multiple Survey Alternatives.
See: [Multiple Alternatives guide](#)

Setup: New Question Set - Windows Internet Explorer

http://149.171.168.158/setup/setup_survey_edit?p_session_id=DMPQXMYRotKButr&p_course_code=FLINXXXX&p_semester_id=584&p_survey_id=31562&p_fac=NA&p_sch

File Edit View Favorites Tools Help

Sign In Business Analytics

Setup: New Ques... X http://planning.flind...

+ Add New Alternative

Evaluate (insert full name) as a Lecturer in Topic FLINXXXX

Lecturer's Name: Please fill in this field

Description: Evaluate (insert full name) as a Lecturer in Topic FLINXXXX [example](#)

Total Students:

+ 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)		

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) (blank) explained things clearly

Question 2: (Likert) (blank) is an effective teacher

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

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

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

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

Done

Add Teacher Question Set Finalise Survey

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

Click **Finalise Survey** to complete the survey OR
If you wish to evaluate another teacher who taught all of the students enrolled in the topic click **Add Teacher Question Set**