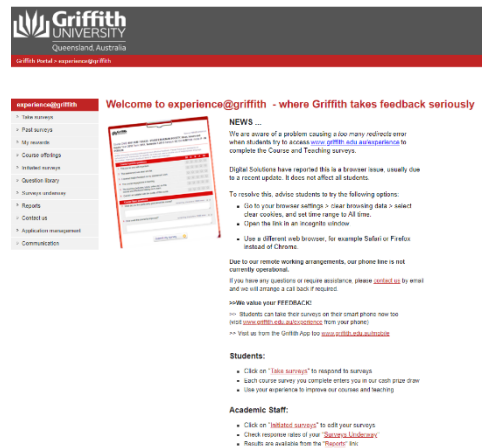


How to...

Add a teaching survey (SET)

Introduction

Experience@Griffith is an online system used to collect student feedback, which enables staff to improve course design and teaching practices. Teaching surveys (SET) need to be added manually by the course convenor for all teaching staff, including if the convenor wants a SET for themselves. Access the Experience@Griffith system via griffith.edu.au/experience or via the link received in emails.



Add a teaching survey (SET)

- Under the 'Initiated surveys' tab, locate your survey (search the course code and current trimester, leave all other filters on 'any'). Click the edit icon.

experience@griffith

- > Take surveys
- > Past surveys
- > My rewards
- > Course offerings
- > Initiated surveys 1**
- > Question library
- > Surveys underway
- > Reports
- > Contact us

Initiated surveys

Initialised surveys ready for editing and review

Term: 3225 - Trimester 2 2022

Element: any MoD: any Campus: any SETs with s-number: any Status: any

Course: 3033ESC Group: any

Display: 25 Refresh

Found 2 records. Page 1 from 1.

Edit button legend: Convenor, Head of School, my SET, Academic


	✓	Edit	Course	MoD	Course title	Cam	Elm	SET #	Course resp	Div End	Cls #	Opens	Closes	Term	Con	Sta tus	Info
1	<input type="checkbox"/>		3033ESC	P	Environ...	GC	ESC	1	18	18-Sep-22	2	29-Aug-22	12-Sep-22	3225	1	20	
2	<input type="checkbox"/>		3033ESC	P	Environ...	NA	ESC	2	4	18-Sep-22	2	29-Aug-22	12-Sep-22	3225	1	20	

< Previous 1 Next >

2 Click on ADD SET to add a teaching survey.

Close

Save



Course CN/ID: 1014MSC / 102544 - BIOLOGICAL SCIENCES, Cells, Tissues & Regulation
Year: 2022 Term: 3225, Trimester 2 2022 Campus: GC OU: PAM Instr. mode: MI - MIXED
MODE, INTENSIVE

Settings:

Classes: 10	Students: 164	Init templates: COR-7 + OU-0
Open date 29-08-2022		Close date 12-09-2022
Extra SEC question limit	3	<input type="checkbox"/> open questions allowed (needs form reloading)
Extra SET (all) question limit	3	<input type="checkbox"/> open questions allowed (needs form reloading)
Extra SET (class) question limit	3	<input type="checkbox"/> open questions allowed <input type="checkbox"/> personal questions allowed

Convenors:

ADD CONVENOR

Convenor name

SETS added to this SEC:

2 ADD SET

+ SEC Survey Questions

+ SET Common Questions - included in all SETs

3 Enter the staff member's s-number or name, and leave the 'Element' filter as 'any'. Hit refresh and click the green plus icon.
Note: Only course convenors can add SETs for themselves and their teaching staff. If a convenor wants a SET for themselves, this needs to be added manually. Being listed as a convenor does not automatically give you a SET.

Please clear the search fields then click Refresh to clear the previous search.

Element:
any

s-number: 3 Surname: Givenname:

Display: 10 Refresh

Found 1 records. Page 1 from 1.

Person ID	Surname, Givenname, Email	OU roles	Survey roles	Add
s-number	Staff member name		STUDENT TEACHER	

« Previous 1 Next »

- 4 Press okay when the pop-up window appears.

www125.secure.griffith.edu.au says

SET : created.

Do not forget to select class for this SET!

4 OK

- 5 Select a class or classes for the SET. Only students enrolled in those classes will get the SET for that teacher.
Repeat steps 2 to 4 for each staff member that needs a SET.

SETs added to this SEC:

ADD SET +

+ Staff member name

Select a class or classes for this SET:

☐ class: EXM/E102, class #:

☐ class: LAB/B101, class #:

☐ class: LAB/B102, class #:

- 6 Press save, enter a reason for saving and **press save again**.

Close Save

ENTER THE REASON FOR EDITING - THEN PRESS SAVE AGAIN:

Add SET

- 7 The number of SETs you added will be visible when you view the survey from the 'Initiated survey' tab.

	✓	Edit	Course	MoD	Course title	Cam	Elm	SET #	Course resp	Dlv End	Cls #
1	<input type="checkbox"/>		3033ESC	P	Environ...	GC	ESC	1	18	18-Sep-22	2
2	<input type="checkbox"/>		3033ESC	P	Environ...	NA	ESC	2	4	18-Sep-22	2