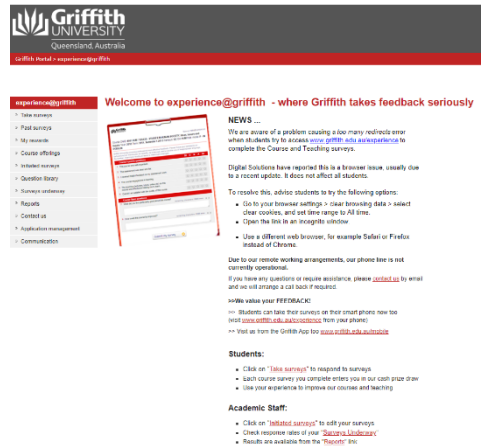


Introduction

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.

Initiated surveys
Initialised surveys ready for editing and review

Term: 3225 - Trimester 2 2022 Course: 3033ESC Group: any
 Element: any MoD: any Campus: any SETs with s-number: Status: 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 | 16 | 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 | |

2 Click on ADD SET to add a teaching survey.

Close Save

Griffith UNIVERSITY

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 s-number or staff members name, 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

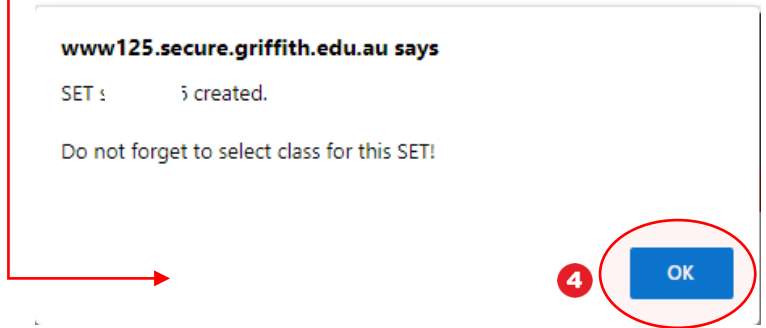
s-number: 3 Surname: Givenname: Display: 10 Refresh

Found 1 records. Page 1 from 1.

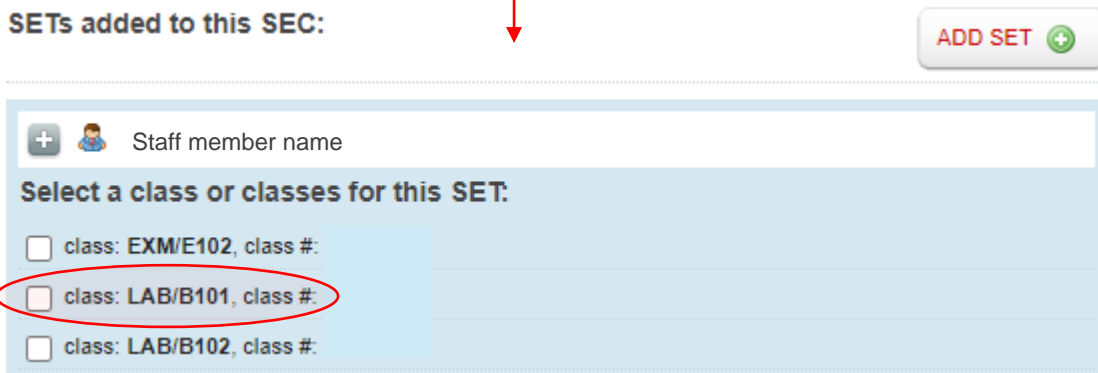
| Person ID | Surname, Givenname, Email | OU roles | Survey roles | Add |
|-----------|---------------------------|----------|-----------------|----------------|
| s-number | Staff member name | | STUDENT TEACHER | + |

« Previous 1 Next »

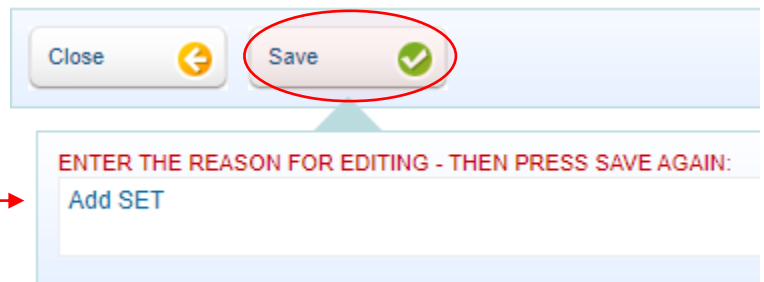
4 Press okay when the pop-up window appears.



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.



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



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 | Div 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 |