Welcome to the

STUDENT EXPERIENCE OF COURSE AND TEACHING (SEC/SET) SURVEYS

Promotional Pack for Convenors

What is this pack for?
The goal of this pack is to assist you in boosting your response rates for your course.

What do I get?
The Surveys and Engagement team have created a section of our website dedicated to providing you with material you can use to promote the SEC/SET surveys. It contains images and videos you can use with social media, email and in class.

The Promotional Pack includes:
- This welcome document
- An image created for social media
- A 20 second short video for social media
- A large banner image to be used for email

Other resources available on our webpage include:
- In-class announcement video
- PowerPoint Presentation

Did you know?
Giving your students 5 minutes to complete the surveys in class could boost your response rates to as high as 80%!

What do I do?

Step 1 – talk to your students
Here are a few points to share when discussing student experience of course and teaching surveys with your classes:

- We conduct student surveys to improve their experience – perhaps include examples of how you have used past feedback to improve their course
- Confidentiality - information is provided to academic staff in a "class summary" only, individual respondents cannot be identified
- Completing the survey is easy, on-line and takes only a few minutes www.griffith.edu.au/experience. Students can also complete their surveys from their smartphones.
- Students can choose to nominate teaching staff for an award (if a teaching survey has been added)
- Every course survey they complete enters them into the draw to win a share of the annual prize pool of $25,000.
Step 2 - Using the files

When using the files within the Promotional Pack, please adhere to the following guidelines, and use the wording provided.

1. Social Media images and videos

You can use the Social image and video on any social platform you use to communicate with your students. If you do not have a social media page, but you know that your School has one, you may wish to ask the person responsible for managing that social page to share them on your behalf.

Please use the following wording when sharing the image and video to social media:

**You could win up to $1000 in just 5 minutes. How?**

**Give your feedback on your experience of courses and teaching at Griffith**

**Enter today at griffith.edu.au/experience**

2. Email Banner

This is an infographic.

You can insert or copy this image into the body of an email to your students. Once the image is in the email, you can attach a hyperlink to it so that when the students click on the image it will take them straight to the experience@griffith system to complete their surveys.

Here is the link:

https://griffith.edu.au/experience

To add the link to the image, highlight the image and press Ctrl + K, a pop-up box will appear asking for the URL, insert the one above.

3. Video Presentation

This 2 minute video is for you to play at the end of your lecture, tutorial, lab, or workshop etc. in place of the presentation we have provided in previous years.

The video is available on our website. Simply click on the following link and play the video when you are ready.

Link:

https://www.griffith.edu.au/__data/assets/video_file/0023/552821/SEC-SET-Surveys.mp4

More useful resources  https://intranet.secure.griffith.edu.au/work/surveys/student-surveys/experience@griffith#resources

CONTACT US

For any queries regarding the SEC/SET survey, please do not hesitate to contact the experience@griffith team

email: experience@griffith.edu.au | call: (07) 3735 4688

web: https://intranet.secure.griffith.edu.au/work/surveys/student-surveys/experience@griffith