Institute for Teaching and Learning Innovation

Information Session:
Online SETutor Evaluations
Overview

• What is a SETutor evaluation?
• Why has the process changed?
• The new process:
  – How/when to order a SETutor
  – What happens after the SETutor order has been placed
  – Administering the SETutor evaluation
• SETutor reports
• Demonstration of the new process
• Questions
What is a SETutor evaluation?

- SETutor: Student Evaluation of Tutor
- Students provide feedback on their experience of tutoring:
  - 8 quantitative items
  - 2 qualitative items
- Supplements the SECaT evaluation.
- Not compulsory.
- Not automatically provided to tutors. Tutors are responsible for requesting a SETutor evaluation for each class that they would like to have evaluated.
What is a SETutor evaluation?

- ...was well prepared.
- ...communicated clearly.
- ...was approachable.
- ...inspired me to learn.
- ...encouraged student input.
- ...treated students with respect.
- ...gave helpful advice and feedback.
- Overall, how would you rate this tutor?
- What would you have liked this tutor to have done differently?
- What aspects of this tutor’s approach to teaching best helped your learning?
 Why has the process changed?

• DVC(A) issued a directive that all SECaT evaluations move to an online mode by Semester 2, 2014.
• A new system (EvaSys) was implemented to enable this change.
• It is no longer sustainable to continue the paper-based process for SETutor evaluations when the capability exists to conduct online evaluations.
Why has the process changed?

• **BUT**: Limited data regarding tutors and their students.
• Can’t send students a direct email (like the SECaT evaluation). We rely on information provided by tutors to produce SETutor evaluations.
• A UQ wide solution will need to be implemented:
  – Make sign-on mandatory?
  – Make tutors provide list(s) of students for their class(es)?
  – Another solution?
• In the meantime, using QR codes is the next best alternative.
Tutors are required to fill out the online order form unless a bulk order is being submitted on behalf of all tutors in a particular School (e.g., Law, ITEE, Chem Eng).

• Orders open in Week 1 of each Semester.
• Orders close end of Week 9 each Semester.
  – 10 May is the cut-off for Semester 1, 2015.
  – 27 September is the cut-off for Semester 2, 2015.
SETutor Online Order Form

Please enter your personal information

Title: [Please select]  
First name: [ ]  
Last name: [ ]  
Email: [ ]  
Phone number: [ ]  
Username ID: [ ]

Location Information

Please select your school from the list below: [Please select]

Tutorial Groups

Course Code: [ ]  
Date: [ ]  
Time: [ ]  
Number of Students: [ ]  
Campus: [ ]

[Add another course]

Submit  Reset
What happens after the SETutor order has been placed

• Tutors will receive an email confirmation immediately after placing the order. Any errors should be reported as soon as possible to evaluations@uq.edu.au

• In Week 10 all tutors who have requested SETutor evaluations will receive an additional email for each class specified in the order.

• This email will contain the QR codes for each class and instructions for administering the SETutor evaluation.

• The number of QR codes provided for each class will correspond to the number of students indicated on the online order form.
What happens after the SETutor order has been placed

• As soon as a tutor has received their QR codes, their SETutor evaluation is **open** and will remain open until the official last day of classes: **Saturday, 6 June 2015 at 11:59 pm**

• Tutors should ensure their students complete the evaluation **before** it closes.
Dear Ms Evans,

Please find attached the passwords for your online SETutor evaluation for ECON1320 : Quant Econ & Bus Analysis B.

In order to conduct your SETutor evaluation please print the attached PDF (single-sided), then cut out and distribute the passwords to your students in class. Students can use a mobile device (e.g. smart phone, tablet, laptop) or desktop computer to complete the SETutor evaluation. For further information please refer to the 'Administering the SETutor Evaluation' instructions.

Please note that these passwords can only be used for the class with the following ID:
ECON1320 : Quant Econ & Bus Analysis B (6480/ECON1320/2001/1600/0123456)

The ID consists of the semester code, course code, date (e.g. 0503 = 5 March) and time (e.g. 1300 = 1:00 pm) of the tutorial in which the evaluation will take place, followed by your Aunton ID.

Please encourage your students to complete your SETutor evaluation before it closes on Saturday, 6 June 2015 at 11:59 pm.

If you require further information about SETutor evaluations please visit the IT&LI website.

Kind regards,
IT&LI Evaluation Unit
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<th>Mobile Access</th>
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<td><strong>Your PSWD:</strong> 2WP2J</td>
<td><strong>Your PSWD:</strong> 4SG7F</td>
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Administering the SETutor evaluation

Before the evaluation

• Print and cut out the QR codes.
• Provide notice to students that an online SETutor evaluation will be administered on a particular day.
• Set aside 10 minutes of class time for students to complete the SETutor evaluation.
Administering the SETutor evaluation

_During the evaluation_

- Select a student administrator to distribute the QR codes to all students in the class.
- Students can access the SETutor evaluations via the QR code or by using the URL (https://eval.uq.edu.au) and password provided on the QR code.
- Each QR code can only be used _once_.
- If class time is limited, students can take the QR code with them and complete the evaluation at a later time (e.g., at home) as long as the response is received prior to the closing date.
University of Queensland  
SETutor: Sem 1 2015  
Mr Tom Tutor  
TEST1234: Sample Course (6520/TEST1234/30001/1400/0123456)

**My tutor...**

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>...was well prepared.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
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<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Overall, how would you rate this tutor?</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>

5= Outstanding  3=Neutral  1=Very Poor

What aspects of this tutor's approach to teaching best helped your learning?

What would you have liked this tutor to have done differently?

[Close Window]
SETutor reports

- SETutor reports are sent directly to tutors via email.
- Not reported centrally (UQ Reportal).
- School-level summary reports are provided on request.
- Reports are provided to course-coordinators on request.
- [Example SETutor report](#).
Demonstration of the new process
Questions?
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