

Evaluation Data Preparation Guide

Below is a guide to support course-owning unit to prepare data for the Student Evaluation of Course and Teacher (SECaT) and Student Evaluation of Tutor (SETutor) surveys.

Complete data entry and ensure data accuracy by **Census Date** each semester

1. Ensure the Course Profile has been published. This must be done via the **Publish** tile, not the override function in Jac. No Surveys will be generated for courses with unpublished Course Profiles.
2. Confirm that all staff listed in the Course Contributor section have **valid uqlogin IDs**. No surveys will be created for any of course contributors without valid uqlogin IDs.
3. Staff **must be assigned to their respective roles** – **Course Coordinator, Lecturer, Tutor** – in the Course Profile by using the drop-down box in the **Course Contributor** section. Surveys will **not** be created for staff assigned to '*other roles*' and/or manually added to the section.

Only when a course coordinator is teaching on a course can have a teaching survey. Refer “Threshold Teaching Load” defined in Section 8 of Student Evaluation of Course and Teaching Procedure.

4. If the course-owning unit manages tutor information at tutorial activity level via Syllabus Plus (S+), please continue do so. Tutors entered in S+ will be automatically linked with the course they deliver tutorials in the evaluation platform (Blue).

N.B. To avoid student survey fatigue, Course Coordinators and Lecturers receiving SECaT evaluations for a course will not receive feedback as a Tutor for the same course via SETutor. Please refer to [Paragraph 19, Section 3 of the Procedure](#). Staff who are assigned as a tutor, as well as a course coordinator, lecturer in the same course (on Jac or S+), SETutor survey will be automatically removed.

Please refer to [Section 8 of the Student Evaluation of Course and Teaching Procedure](#) (the Procedure) for definitions of “Tutor” and “Threshold Teaching Load”.

5. Key Contacts

For information or support pertaining to Jac to the (Faculty/School) [Jac Local Area Expert](#), the [Jac support Teams](#), or email jac.support@uq.edu.au.

For information or support pertaining to Syllabus Plus, please contact your local timetabling coordinator (for your School or Faculty) or email timetabling@uq.edu.au

For information and support pertaining to Blue (the evaluation system), Student Surveys and Evaluations Team via email evaluations@uq.edu.au.