Data Preparation Guide for Course Teaching Feedback Survey

Below is a guide to support course-owning unit to prepare data course teaching feedback surveys.

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

1. **For courses:**

   - 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 No Surveys will be generated for courses with unpublished Course Profiles.

     and

   - Each course/scheduled class must have at least **one staff assigned to the Course Coordinator role in Course Profile**, so course coordinators can receive the course report.

2. **For lecturers and tutors:**

To ensure the University meeting its regulatory requirements, we recommend course-owning units adopt Course Profile (curriculum management system/Jac) as the data entry point for all course contributor roles. This will contribute to the establishment of a single data source across the University. To allow a graduate transition, the current timetabling system, Schedule plus (S+), will temporarily remain for tutor surveys only. Please see the table below to articulate the data source matrix explaining what system supply what data for teaching feedback surveys.

System (data source)	Data supporting survey creation
Course Profiles (recommended)	All course contributor roles (course coordinators, lecturers and tutors with a valid uqlogin)
Schedule plus (S+)	Only tutors entered at tutorial activity level

2.1 Course Profile

- Teaching staff **must be assigned to their respective roles** as **Lecturer and/or Tutor** – in the Course Profile by using the drop-down box in the **Course Contributor** section.

- 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.

- Course co-ordinators who also teach in a course must be assigned to a Lecturer role so that they can receive feedback for their own teaching of that course.

- Surveys will **not** be created for staff assigned to '*other roles*' and/or manually added to the section.

To avoid student survey fatigue, staff receiving survey as Course Coordinators and/or Lecturers for a course **will not** receive feedback as a tutor for the same course. 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 in Jac and/or S+, this staff's tutor survey will be automatically removed.

2.2 Schedule plus (S+)

- Schedule plus (S+) is typically managed by the Faculty timetabling team.

- For course-owning units that use Schedule Plus (S+) for internal planning and scheduling purposes, please note that **only tutors entered at tutorial (TUT) activity level in S+** will be automatically linked with the course to be evaluated as a tutor.

- No lecturer entered in Lecture activities will be ingested for teaching surveys.

- Tutors allocated to other academic activities will not be ingested for tutor surveys.

3. **Key Contacts**

   The course coordinator is responsible for creating/updating the course profile (Jac), including the assignment of roles for the course contributors.

   Email the course-owning unit (Faculty/School via the Jac Local Area Expert) to finalise / publish course profile changes.

   Email the Jac support Teams, or email jac.support@uq.edu.au, if you encounter any issues with Jac.

For information or support pertaining to Schedule Plus, please contact your local timetabling coordinator (for your School or Faculty). Email timetabling@uq.edu.au if you encounter any issues with Schedule Plus.

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