

SETutor Instructions for School Bulk Orders

SETutor survey ordering processes for 2018 will remain the same as 2017.

In the July, 2017, meeting of the University Teaching and Learning Committee, members resolved that Schools should continue to have the option to select their SETutor survey method. Schools can select to run their SETutor surveys via Direct Emails (DE), Single Links (SL), or QR codes.

In considering which method your School should select, please consider the following prior to selecting a method:

1. **Direct Emails:** Students will be sent a survey invitation for each tutor or tutorial. Tutors are not required to distribute any codes or links. Schools must be able to provide a list of tutors linked to their students, especially if Sign-On is not used to manage tutorial lists. Students will be sent a survey link for every direct email survey ordered. To help minimise the number of emails students receive, the Evaluation Unit will merge email invitations according to batches by either Faculty or School (dependent on the size of each batch). Students will then receive one email per batch which lists all their SETutor survey links.
2. **Single links:** Each tutor or tutorial will be provided a single link which can be distributed via email or through Blackboard. This survey has no population so does not generate a response rate. This method only requires a list of tutors and their tutorials.
3. **QR codes:** Tutors will need to self-distribute codes to students. This method provides flexibility in that it allows tutors to survey the students who attend their tutorials, practicals, lab sessions, etc. This method only requires a list of tutors, their tutorials, and number of codes required. QR codes contain the URL and password for each SETutor survey so QR code scanners are not required to use this survey method.

As the SETutor survey can impact the response rate for SECaTs, we highly recommend that SETutor surveys are not opened to students after Teaching Week 12 (currently extended beyond the [policy specifications](#) which states SETutor surveys are administered prior to Teaching Week 11).

Requests to extend the SETutor survey period beyond Teaching Week 12 must be approved by the Head of School with written confirmation sent to evaluations@uq.edu.au.

The Evaluation Unit endeavours to provide Schools flexibility in which and how many SETutor survey methods Schools would like to run. However, Schools should also consider equitability for tutors when selecting methods and the potential of survey burden on students. For example:

- If it is decided that SETutor surveys should open from Teaching Weeks 10-13, this should be applied equally for all tutors in the School so that it is equitable for all tutors.
- If it is decided that all classes (tutorials, labs, pracs, etc.) can be evaluated and the School conducts tutorials, labs and pracs, the School may need to consider whether students may be over-surveyed if students have to attend all three class types. For this example, students may receive up to three SETutor surveys for one course and tutor.

The University is currently building a SETutor School ordering and management system for implementation in 2018. In the interim, Schools must order their SETutor surveys via the [Bulk Order template available for download here](#).

See below for detailed instructions for the completion of SETutor survey orders via the [Bulk Order template](#). Click on the titles to open the additional instructions for each method.

1. Direct email orders

The [SETutor Bulk Order template](#) includes three tabs: "Tutor List" (blue tab); "Student Sign-on list" (green tab); and "Other Student list" (orange tab).



1 - Tutor List tab

Within this tab, please list all the SETutor surveys required. Each row corresponds to one SETutor survey. If a tutor has more than 1 survey per course or across courses, there must be an entry per row for each survey.

The required data are:

1a - Title, First Name & Last name columns: Tutors' information for listing in the survey and reporting. Preferred names are permissible.

1b - Email Address: Email address of the tutor. Please provide a valid UQ email address, not an external email address (e.g. Gmail).

1c - UQ Login: From Semester 2, 2017 onwards, as AURION IDs are no longer available to tutors through the Aurion system due to its recent upgrade, we are now using the UQ logins as the unique staff identifier for tutors. UQ Logins are listed within the Outlook Global Address book under "Alias".



1d - Course Code & Class number: The course code and class number for the survey. For courses with multiple offerings, the class number is required to identify which offering the survey is for.

1e - Tutorial/Prac/Lab codes: Provide a code which identifies the tutorial, pract, clinic, lab group, etc. Within the Sign-On class lists, this is the tutorial/clinic/prac/lab code for the course, .eg. T01, T02, T03, CO1, CO2. This code must match the codes listed within the "Student Sign-on list" tab.

If you don't use Sign-on, this code can be anything so long as it is unique for the Course and Tutor and matches the relevant codes used/listed in the Other Students list (see "Other Student list" information below).

1f - Final Tutorial Date: This is usually the date of the final tutorial of the Semester, and is used to create unique survey codes and help differentiate tutorial reports. Please note that the evaluation period for the direct email method will be the standard three week period as indicated in communication emails, unless otherwise organised with the Evaluations Team. Please use the following format: DD/MM/YYYY

1g - Final Tutorial Time: This is usually the start time of the tutorial, and is used to create unique survey codes and help differentiate tutorial reports. Please use 24 hour format without a colon (:) as per the following example for 1:30 pm: 1330.

2 - Student Sign-on List tab

If your School uses Sign-on to manage tutorial class lists, please download the relevant class lists and paste them into this tab. Class lists should be pasted one after the other in columns A:K. No other edits or information is required. We will use the class lists to match students to their tutors, as listed within the "Tutor list".

3 - Other Student List tab

If your School does not use Sign-on, please enter the required information about the students in this list. The data required are:

3a - Family Name (optional) & First Name (optional): Students' family and first names. These are used for email invitations to students and are optional. If no names are provided, email communications will be sent without students' names. If you include names, please include them for the entire order. If you exclude names, please exclude them for the entire order.

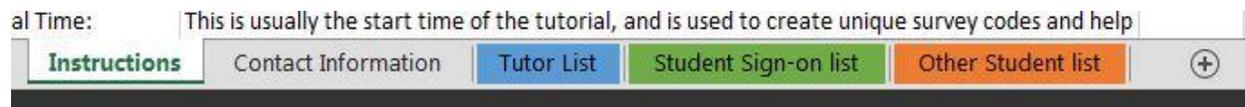
3b - Email Address: Email address of the students. Must be a UQ email address.

3c - Course Code & Class Number: The course code and class number for the survey.

3d - Tutorial/Pract/Lab code: Provide a code which identifies the tutorial, pract, clinic, lab group, etc for each tutor, course and class number listed per row in the "Tutor List" tab (blue tab). This code must correspond to the code provided in the "Tutor List" tab. For example, these codes can be T01, T02, T03, CO1, CO2. We will use the Tutor's information in the "Tutor List" to link the students to the tutors.

2. Single Link orders

The [SETutor Bulk Order template](#) includes three tabs: "Tutor List" (blue tab); "Student Sign-on list" (green tab); and "Other Student list" (orange tab).



1 - Tutor List tab

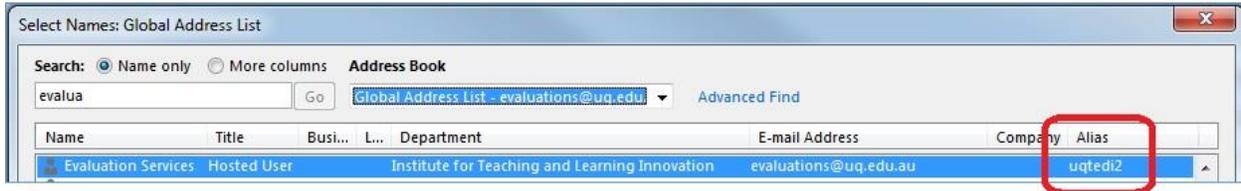
Within this tab, please list all the SETutor surveys required. Each row corresponds to one SETutor survey. If a tutor has more than 1 survey per course or across courses, there must be an entry per row for each survey.

The required data are:

1a - Title, First Name & Last name columns: Tutors' information for listing in the survey and reporting. Preferred names are permissible.

1b - Email Address: Email address of the tutor. Please provide a valid UQ email address, not an external email address (e.g. Gmail).

1c - UQ Login: From Semester 2, 2017 onwards, as AURION IDs are no longer available to tutors through the Aurion system due to its recent upgrade, we are now using the UQ logins as the unique staff identifier for tutors. UQ Logins are listed within the Outlook Global Address book under "Alias".



1d - Course Code & Class number: The course code and class number for the survey. For courses with multiple offerings, the class number is required to identify which offering the survey is for.

1e - Tutorial/Prac/Lab codes: Provide a code which identifies the tutorial, pract, clinic, lab group, etc. Within the Sign-On class lists, this is the tutorial/clinic/prac/lab code for the course, .eg. T01, T02, T03, CO1, CO2. This code must match the codes listed within the "Student Sign-on list" tab.

If you don't use Sign-on, this code can be anything so long as it is unique for the Course and Tutor and matches the relevant codes used/listed in the Other Students list (see "Other Student list" information below).

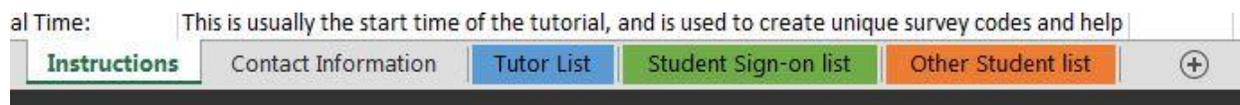
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1g - Final Tutorial Time: This is usually the start time of the tutorial, and is used to create unique survey codes and help differentiate tutorial reports. Please use 24 hour format without a colon (:) as per the following example for 1:30 pm: 1330.

No other information is required. Please leave the "Student Sign-on list" and "Other Student List" tabs as they are.

3. QR Code orders

The [SETutor Bulk Order template](#) includes three tabs: "Tutor List" (blue tab); "Student Sign-on list" (green tab); and "Other Student list" (orange tab).



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Within this tab, please list all the SETutor surveys required. Each row corresponds to one SETutor survey. If a tutor has more than 1 survey per course or across courses, there must be an entry per row for each survey.

The required data are:

1a - Title, First Name & Last name columns: Tutors' information for listing in the survey and reporting. Preferred names are permissible.

1b - Email Address: Email address of the tutor. Please provide a valid UQ email address, not an external email address (e.g. Gmail).

1c - UQ Login: From Semester 2, 2017 onwards, as AURION IDs are no longer available to tutors through the Aurion system due to its recent upgrade, we are now using the UQ logins as the unique staff identifier for tutors. UQ Logins are listed within the Outlook Global Address book under "Alias".



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1g - Final Tutorial Time: This is usually the start time of the tutorial, and is used to create unique survey codes and help differentiate tutorial reports. Please use 24 hour format without a colon (:) as per the following example for 1:30 pm: 1330.

1h - Number of students (if QR): Enter the number of codes/passwords required for this survey. For example, if the tutorial group has 24-26 students per week, enter 26 so that there are sufficient codes to account for week changes to class attendance.

No other information is required. Please leave the "Student Sign-on list" and "Other Student List" tabs as they are.