

# SETutor Instructions for School Bulk Orders

## Overview

Schools can select to run their SETutor surveys via Direct Emails (DE), Direct Email Modules (DEM), 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 (DE):** Students will be sent a survey invitation for **each tutor** who teaches them in a given course. 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 Allocate+ 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. **Direct Email Modules (DEM):** Students will be sent one survey invitation for **all tutors** teaching in a given course. Tutors are not required to distribute any codes or links. Students will be sent one survey link for all tutors per course. 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.
3. **Single links:** Each tutor in a course will be provided a single link (accessible via a password in the survey portal), which can be distributed via email or through Blackboard announcements. This survey has no population so does not generate a response rate. This method only requires a list of tutors, their courses and their tutorials. **Students receive no emails.**
4. **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 courses, 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. **Students receive no emails.**
5. In selecting one of the above methods, the School should consider whether the method can be equally implemented for all tutors in the School, so that it is equitable for all tutors.
6. From Semester 2 2018 onwards:
  - a. All SETutor surveys will be conducted as *confidential* surveys. The Evaluation Unit will track all responses linked to student identifiers.
  - b. **Schools may only request one survey per Tutor per course.** This ensures that a student will only complete one survey for a Tutor in a single course. The Evaluation Unit will aggregate all orders received from Schools up to the Course/Tutor level so that no students are required to complete more than one (1) survey per Tutor per course.
  - c. **Requests to extend the SETutor survey period beyond Teaching Week 12 must be requested by the Head of School in writing to the Pro-Vice-Chancellor (Teaching and Learning) via [pvctl@uq.edu.au](mailto:pvctl@uq.edu.au).**

For each of the SETutor administration methods please see the relevant sections below.

## Direct Email (DE) orders

Download the [School Bulk Order](#) template. The SETutor Bulk Order template includes four tabs: "Instructions" (no colour tab); "Tutor List" (blue tab); "Allocate+ 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 one 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.
- 1b. **Email Address**: Email address of the tutor. Please provide a valid UQ staff email address (@uq.edu.au), not an external email address (e.g. Gmail) or student email address (@uqconnect.edu.au).
- 1c. **UQ Login**: Please list 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 & Subject from Allocate+**: The course code and subject for the survey. For courses with multiple offerings (e.g. Gatton & St Lucia), the subject is required to identify the appropriate offering of the course.
- 1e. **Activity Group and Activity from Allocate+**: Provide codes to identify the tutorial, prac, clinic, lab group, etc. within the Allocate+ class lists for the course. The Evaluation Unit will complete a match for the codes listed to the students that have signed onto those Allocate+ groups.  
  
If you don't use Allocate+, 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. **Early release date, if applicable**: If the tutor requires an early SETutor survey, please list the earliest opening date for the survey. Please note that the evaluation period for the direct email method will be the standard three-week period, unless otherwise organised with the Evaluations Team. Please use the following format: DD/MM/YYYY
- 1g. **Number of students**: Not required for Direct Email surveys. Leave this column blank.

## 2 - Allocate+ List tab

If your School uses Allocate+ to manage tutorial class lists, this tab is an example of what those lists look like.

If you know which Tutor is required for which tutorial group, no other information is required. The Evaluation Unit will download tutorial data and match the order requests to students' Allocate+ groups.

If you need assistance with Allocate+ groups for your School, please email [evaluations@uq.edu.au](mailto:evaluations@uq.edu.au).

## 3 - Other Student List tab

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

- 3a. **Family Name & First Name:** Students' family and first names.
- 3b. **Email Address:** Email address of the students. Must be a UQ student email address.
- 3c. **Course Code & Subject from Allocate+ (if multiple course offerings only):** The course code and subject from Allocate+ for the survey.
- 3d. **Activity Group and Activity from Allocate+:** Provide a code which identifies the tutorial, pract, clinic, lab group, etc for each tutor, course and subject listed per row in the "Tutor List" tab (blue tab). This code must correspond to the code provided in the "Tutor List" tab. We will use the Tutor's information in the "Tutor List" to link the students to the tutors.

## Direct Email Modules (DEM) orders

Download the [School Bulk Order](#) template. The SETutor Bulk Order template includes four tabs: "Instructions" (no colour tab); "Tutor List" (blue tab); "Allocate+ 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 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.
- 1b. **Email Address**: Email address of the tutor. Please provide a valid UQ staff email address (@uq.edu.au), not an external email address (e.g. Gmail) or student email address (@uqconnect.edu.au).
- 1c. **UQ Login**: Please list 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 & Subject from Allocate+**: The course code and subject for the survey. For courses with multiple offerings (e.g. Gatton & St Lucia), the subject is required to identify the appropriate offering of the course.
- 1e. **Activity Group and Activity from Allocate+**: Not required for DEM surveys. Leave these columns blank.
- 1f. **Early release date, if applicable**: If the tutor requires an early SETutor survey, please list the earliest opening date for the survey. Please note that the evaluation period will be the standard three-week period, unless otherwise organised with the Evaluations Team. Please use the following format: DD/MM/YYYY
- 1g. **Number of students**: Not required for DEM surveys. Leave this column blank.

No other information is required. Please leave the "Allocate+ list" and "Other Student list" tabs as they are.

## Single Link (SL) orders

Download the [School Bulk Order](#) template. The SETutor Bulk Order template includes four tabs: "Instructions" (no colour tab); "Tutor List" (blue tab); "Allocate+ 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 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.
- 1b. **Email Address:** Email address of the tutor. Please provide a valid UQ staff email address (@uq.edu.au), not an external email address (e.g. Gmail) or student email address (@uqconnect.edu.au).
- 1c. **UQ Login:** Please list 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 & Subject from Allocate+:** The course code and subject for the survey. For courses with multiple offerings (e.g. Gatton & St Lucia), the subject is required to identify the appropriate offering of the course.
- 1e. **Activity Group and Activity from Allocate+:** Not required for Single Link surveys. Leave these columns blank.
- 1f. **Early release date, if applicable:** If the tutor requires an early SETutor survey, please list the earliest opening date for the survey. Please note that the evaluation period will be the standard three-week period, unless otherwise organised with the Evaluations Team. Please use the following format: DD/MM/YYYY
- 1g. **Number of students:** Not required for Single Link surveys. Leave this column blank.

No other information is required. Please leave the "Allocate+ list" and "Other Student list" tabs as they are.

## QR Code orders

Download the [School Bulk Order](#) template. The SETutor Bulk Order template includes four tabs: "Instructions" (no colour tab); "Tutor List" (blue tab); "Allocate+ list" (green tab); and "Other Student list" (orange tab).

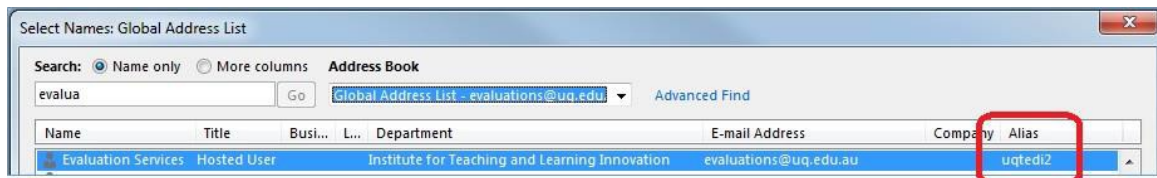


### 1 - Tutor List tab

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 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 staff email address (@uq.edu.au), not an external email address (e.g. Gmail) or student email address (@uqconnect.edu.au).
- 1c. **UQ Login**: Please list 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 & Subject from Allocate+**: The course code and subject for the survey. For courses with multiple offerings (e.g. Gatton & St Lucia), the subject is required to identify the appropriate offering of the course.
- 1e. **Activity Group and Activity from Allocate+**: Not required for QR code surveys. Leave these columns blank.
- 1f. **Early release date, if applicable**: If the tutor requires an early SETutor survey, please list the earliest opening date for the survey. Please note that the evaluation period will be the standard three-week period, unless otherwise organised with the Evaluations Team. Please use the following format: DD/MM/YYYY
- 1g. **Number of students**: 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 "Allocate+ list" and "Other Student list" tabs as they are.