Course Feedback Process Overview

1. **Information on courses** (Degree Ed & PhD) **is pulled from SchoolDB** and entered into a tracker spreadsheet.

2. **RFO add the survey manually in Canvas as an assignment.**

   As a default, the survey will be open for 3 days. It will open for responses 15 mins before the end of the final teaching session, and close 3 days later.

NB: We aim to set surveys up on Canvas at least a week before the final teaching session but at peak times, this may only be a few days before the final session.

3. Faculty Assistants may now shorten (*but not lengthen*) the survey completion window as per their faculty's request.

   The following must be abided by:

   - **The completion window for the survey must <u>not</u> exceed 3 days**. E.g., The survey can be shortened to 1 day, but not lengthened to 4 days.
   - **If there is an exam for the course, the survey must close 1hr before the exam**. This is to ensure any feedback collected is not swayed by factors such as how difficult students found the exam.

Faculty Assistants email students &/ send announcements via the courses Canvas page to remind them to complete the survey. This includes PhD courses.

After 3 days, any **unsubmitted partial responses are then deleted** by Qualtrics.

4. RFO must then wait a minimum of 3hrs (to let the system refresh) before **running the PowerBI feedback reports** for each individual faculty. These reports contain the scores and anonymous student comments from the course.

5. Once the course has been confirmed as having had all of its necessary grade checks completed by the assessments team, the **feedback report is distributed by email** (RFO Teaching Feedback) to the faculty, their SAC & SAM and the relevant programme director.