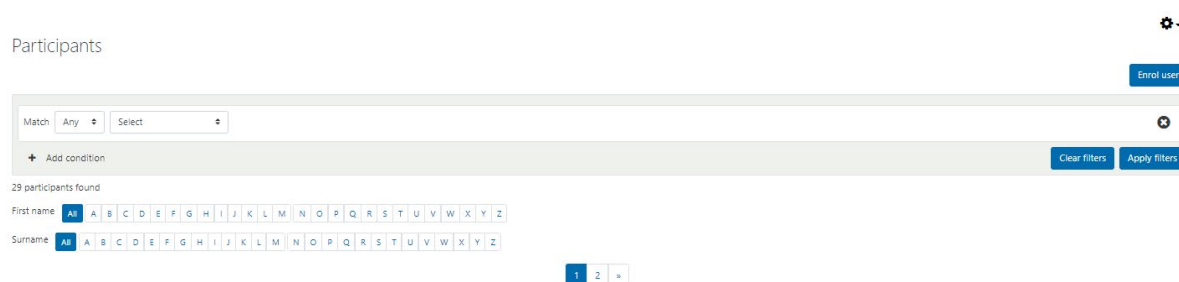


Assigning the “Access to SET Results” Roles in LEARN

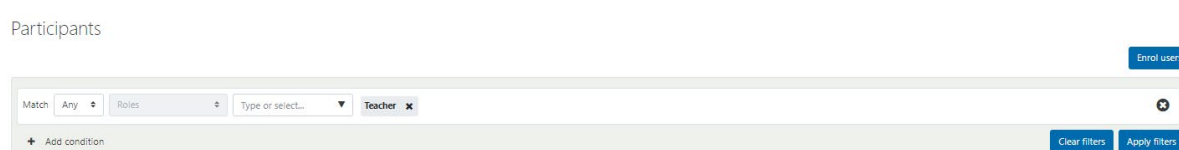
In line with UC policy, all teachers who teach into a course should have access to evaluation results via the EvaluationKIT dashboard accessed through LEARN. However, as many tutors, lab demonstrators, and teaching assistants are assigned the “Teacher” role in LEARN there is no easy way to distinguish which staff are privy to view evaluation results, and which should not. As a solution to this issue, an additional role in LEARN has been created to allow the appropriate teaching staff access to course evaluation results. This role, called “Access to SET Results” needs to be assigned to the appropriate people through each course’s LEARN page. **Please note: this will only give access to course evaluation results. Individual teaching evaluation results remain private to individual staff members.**

Steps to Assigning “Access to SET Results”

In the course’s LEARN page, go to the “Participants” screen.



Filter the roles so only the “Teacher” roles show. Select “Roles” and then select “Teacher” in the “Match” box filters. Then click “Apply filters”. **NB: this step may also have to be completed using the “Non-Editing Teacher” role if there are teaching staff who are assigned this role.**



Find the staff member you wish to give access to. Next to their name, click on the icon of a pencil under the “Role” section. Then click on the drop down box and select “Access to SET Results” to assign the role. Click the icon of a disk to save the changes.



The role will now show next to the staff member's name along with the teacher role. Repeat the previous step to give all teaching staff access to results.



The screenshot shows a user management interface with a search bar at the top and a table of users below. The search bar has 'First name' and 'Surname' filters, both set to 'A'. The table has columns for 'Select', 'Surname', 'Username', 'Email address', 'ID number', 'Roles', and 'Groups'. Two users are listed: 'Elle Kay' and 'Elora Kay'. The 'Roles' column for 'Elle Kay' shows 'Teacher, Access to SET Results' and for 'Elora Kay' it shows 'Teacher'.

Select	Surname	Username	Email address	ID number	Roles	Groups
<input type="checkbox"/>	Elle Kay	emk40@canterbury.ac.nz	elle.kay@canterbury.ac.nz		Teacher, Access to SET Results	No groups
<input type="checkbox"/>	Elora Kay (test)	ek002	elora.kay@gmail.com		Teacher	No groups

Once all the steps above have been done, please email the [Survey Coordinator](#) your course code, as the project in EvaluationKIT will need to be refreshed to extract your information from Learn.

For any enquiries or further information, visit the Student Evaluation of Teaching webpage or alternatively contact the [Survey Coordinator](#).