

## Student Evaluation of Teaching (SET) Frequently Asked Questions (FAQs)

Please see below for a variety of Frequently Asked Questions regarding EvaluationKIT and the new SET system.

### **How does the new system work?**

The new student evaluation of teaching uses software called EvaluationKIT. This is fully integrated into Learn. Students will no longer be emailed to participate in evaluations. Instead, a pop up notification in Learn will appear when students log in informing them they have evaluations to complete. Academic staff will access their results through a link made available on their Learn home page. Although the evaluations will be conducted through Learn, the identity of respondents will be confidential.

### **How soon will my results be available?**

In line with policy, evaluation results will be made available as soon as grades have been released to students. A benefit of the new system is that lecturers and HoDs can access results immediately on this date without any processing time.

### **How do I access my results?**

Simply log into [Learn](#), and access your personal EvaluationKIT dashboard by clicking on the link in the box “Student Evaluation of Teaching (SET)”. Select the required SET under the Project Results heading; this will show you all of the courses you have access to from this SET. Click the blue button under the Report heading, and select either PDF, PDF with comments, or Raw Data to generate the report (n.b., student IDs will not be visible in the Raw Data section so there will be no way to link responses to individual students). For further details, please refer to “[Viewing Course and Teaching Evaluation results](#) (PDF, 165KB)” guide.

### **How long will my results be accessible in EvaluationKIT?**

Access to the results of evaluations will be open ended, meaning that they will always be accessible through your EvaluationKIT dashboard.

### **What are the mandatory included questions?**

There are five new mandatory questions for Course Evaluations. These questions provide summative information used to monitor course quality at UC. Course Evaluation questions can be found [here](#). In the first instance, teaching evaluations will run using the questions used by the previous survey provider as the new metrics are still under development. The mandatory questions provide summative information, and can be viewed [here](#).

### **Can I add my own questions?**

Yes! ESI has developed [Question Banks](#) for both course and teaching evaluations for lecturers to add additional questions to their evaluations.

### **How do I add my own questions?**

Adding your own questions through your EvaluationKIT dashboard can take a little bit of time. Therefore, it's best to familiarise yourself with the EvaluationKIT help center which can be accessed by clicking the question mark next to your name in your EvaluationKIT dashboard. In the Instructor Help tab, a video on how to add custom questions to an evaluation can be found under the "Instructor New UI Video Tutorials" heading. Make sure to use the "New UI" videos, as EvaluationKIT's user interface has changed recently and this will make sure the video will match what you see. For further details, please refer to "[Adding custom questions to SET evaluations](#) (PDF, 158KB)" guide.

### **How can I monitor response rates?**

You can monitor response rates through your EvaluationKIT dashboard, which is accessible via [Learn](#). Simply log into [Learn](#) and access your EvaluationKIT dashboard; your response tracker can be seen on the right hand side of the page. EvaluationKIT also has a handy app, which can be installed on phones and tablets. The app requires a mobile token to log in that is provided to you via email prior to the launch of your SET. Once you log in, you can see how many people have responded to the evaluation.

### **What can I do to increase response rates?**

Encourage your students to complete the evaluations. Even better, tell them that you will set aside the first 10 minutes of the next lecture so that they can complete the evaluations during class time. Trials undertaken in Semester 2 2015 using this method resulted in a response rate of 75%. It is worth remembering that EvaluationKIT is supported on mobile devices, so students can easily complete their evaluations on their phones or tablets.

### **What are the SET windows?**

The SET windows are scheduled periods that have been set aside for undertaking teaching evaluations. There are roughly between 24 to 25 teaching windows per year, running roughly every fortnight. Academic staff are able to strategically select which window to have their evaluation run in. Please also refer to the annual Student Evaluation of Teaching Calendar found on [SET webpage](#).

### **When can I apply for a teaching survey?**

As soon or as late as you like, providing that you make the cut-off date for the teaching evaluation window. This falls on Sunday 7 days before the evaluation window begins. Staff can request their teaching evaluations online through [Learn](#). Further information on how to request teaching evaluations is available [here](#).

### **How do I get my teaching scores for promotions?**

Getting teaching scores to be used in promotions applications will remain the same as it has in the past. Staff will be able to access these by logging into [Profiler](#).

### **Who do I contact if I have any further questions?**

Check out the [SET webpage](#) for further information. Alternatively, contact [studentevaluationofteaching@canterbury.ac.nz](mailto:studentevaluationofteaching@canterbury.ac.nz) if you have further questions.