Top Tips for conducting
Online Unit and Teaching Surveys

TIP 1:
**EXPLAIN** TO STUDENTS THE PURPOSE OF THE SURVEY
How you use the results to enhance the student experience.

TIP 2:
**PLAN AHEAD** TO PROVIDE CLEAR DIRECTION TO STUDENTS ON WHEN THEY SHOULD COMPLETE THE SURVEY.

This will depend on your mode of teaching delivery, as set out below.

Note that regardless of your teaching mode, it’s useful to show/circulate to students the *Your feedback matters!* resource to encourage participation.

If you are teaching in face-to-face mode:

 Allocate time at the start of the class for students to look up and complete the survey. TEDS recommends around 15 minutes to allow time for students to write comments.

Research findings indicate that online surveys tend to have a low response rate UNLESS they are conducted in class, at the start of the class.

If you are teaching in Blended/block mode:

Wherever possible, administer your survey in a face-to-face element of your unit to maximise the response rate. Otherwise, follow the advice for online teaching.

If you are teaching in online mode:

a) via a **live-streamed class** (e.g. ECHO360 livestream lecture, Zoom tutorial):
   It may be advantageous to allocate time in class for students to complete the survey at the start of the class.
   Alternatively, provide the instructions at the end of the class and ask students to complete the survey immediately afterwards.

b) via **recorded lectures or seminars**:
   Set aside a few minutes to promote the survey and encourage students to respond after they have viewed the recording.

c) via **asynchronous discussion forums** or similar:
   Use discussion posts and iLearn announcements to promote the survey and encourage students to respond.
**TIP 3:**

**GUIDE STUDENTS TO THE CORRECT LINK**

The links are located on the iLearn front page. The images below show where they would appear depending on your level of access. ‘My Survey Dashboard’ will pop-up when the block

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**Alternate link:** the link above is still under development and the students may not be able to view it. If that is the case, they will see the links shown below.

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**Student has a survey**

- Please click on the survey to participate:
  - TEDS.demo2.23072019
  - AFC.Q TEST

**Student does not have a survey**

- You have no outstanding surveys to complete at this time.

(!) Students may have multiple surveys, so to avoid mistakes please ask them to check the name of the unit/teacher at the top of the survey.
TIP 4:
ASSURE CONFIDENTIALITY AND ENCOURAGE FEEDBACK
Let your students know that their survey responses will be treated confidentially – that is, their responses are reported without any link to their identity. Their comments will not be released until after their final grades have been approved.

Let them know that you value their honest and constructive feedback.

TIP 5:
TRACK YOUR SURVEY RESPONSE RATE
During the survey period, you can track the survey response rate via the TEDSiLearn Dashboard and use this information to encourage students to complete the survey.

Note: If the dashboard is not displaying your completion rates click here and login to view all your active survey information or go the TEDSResources block on your iLearn homepage.