

SET Portal - Windows Internet Explorer

http://149.171.168.158/set/SYSTEM_PORTAL.main?p_session_id=DMPQXMYRotKButr

File Edit View Favorites Tools Help

Flinders UNIVERSITY

Student Evaluation of Teaching (SET)

portal surveys reports manage users response rate admin

FLINDERS UNIVERSITY | SET
You are logged in as Julie Herraman (herr0018) logout

Welcome Julie Herraman (herr0018)

USER MANAGEMENT

ADMIN

SURVEYS

STUDENTS ONLY

REPORTS

ANALYZE IT!

MY SAVED REPORTS

HOS REPORTS

FEEDBACK TO STUDENTS

Local intranet | Protected Mode: Off

100%

SET Portal: survey summary - Windows Internet Explorer

http://149.171.168.158/set/setup.main?p_session_id=DMPQXMYRotKButr

Search the web (Babylon)

File Edit View Favorites Tools Help

SET Portal: survey summary

Flinders UNIVERSITY

Student Evaluation of Teaching (SET)

portal surveys reports manage users % response rate admin

FLINDERS UNIVERSITY | SET
You are logged in as Julie Herraman (herr0018) logout

Show me surveys from

Faculty Other clear

School Planning Services Unit clear

Topic All Topics

Year + Half All Year Half

Availability - Select -

Legend

- paper
- online
- warning
- error
- create new survey
- delete survey

Use the drop-down boxes to select the **Topic**, **Year + Half** and **Availability** that you want to edit.

Done Local intranet | Protected Mode: Off 100%

The screenshot shows the SET Portal interface in a Windows Internet Explorer browser. The address bar shows the URL: http://149.171.168.158/set/setup.main?p_session_id=HtmQAwQBnuyq5nm&p_fac=NA&p_sch=078&p_crs=FLINXXXX&p_ss=true&p_nss=true&p_sem=584. The page title is "SET Portal: survey summary".

A yellow banner at the top contains the text: "Select the Question Set that you wish to edit by clicking on the Survey Description" and "NOTE: Once the survey is open to students only the Viewing Lists can be edited".

The main content area is titled "Student Evaluation of Teaching (SET)". It features a navigation bar with links for "portal", "surveys", "reports", "manage users", "response rate", and "admin". The user is logged in as "Julie Herraman (herr0018)".

The "Show me surveys from" section includes filters for Faculty (Other), School (Planning Services Unit), Topic (FLINXXXX - Planning Services Unit), Year + Half (2013 Full Year), and Availability (2013 NS MAR Flinders). A legend indicates survey types: paper, online, warning, error, create new survey, and delete survey.

The main table lists surveys with columns for Survey Description, Question Set, Type, Status, Validity, and Action. Three callout boxes provide instructions:

- Blue callout:** Click on the Survey Description for Question Set U to edit the survey open and close dates and the topic related Question Set.
- Green callout:** Click on the Survey Description for Question Set L to edit the Lecturer Question Set.
- Purple callout:** Click on the Survey Description for Question Set T to edit the Tutor Question Set.

The table data is as follows:

Survey Description	Question Set	Type	Status	Validity	Action
Other - Planning Services Unit					
FLINXXXX - Planning Services Unit					
Evaluate the Topic FLINXXXX	U		Pending		+ -
Evaluate Julie Herraman as a Lecturer in Topic FLINXXXX	L		Pending		+ -
Evaluate David De Bellis as a Tutor in Topic FLINXXXX	T		Pending		+ -

Setup: Survey Information - Windows Internet Explorer

http://149.171.168.158/set/setup.survey?p_session_id=HtmQAwQBnuyqSnm&p_course_code=FLINXXXX&p_semester_id=584&p_survey_id=31564&p_fac=NA&p_sch=0

File Edit View Favorites Tools Help

Setup: Survey Information

Faculty: Other
School: Planning Services Unit
Topic: FLINXXXX
Semester: 2013 NS MAR Flinders
Question Set: U Customisable

Preview Survey **Edit Survey Parameters or Question Set**

Click Edit Survey Parameters or Question Set to open the survey for editing

Survey Details

Please provide a description to help identify the survey.

Description: Evaluate the Topic FLINXXXX

Survey Type: Online

Start Date: 01/04/2013 Send Email Reminder to students.
End Date: 28/12/2013 **Schedule:** 01/04/2013, 26/12/2013, and every Wednesday between start date and end date.

Survey Alternatives + Report Viewer Management + Survey Questions

Evaluate the Topic FLINXXXX

Name: Evaluate the Topic FLINXXXX

Total Students: 1

Viewer	Department/Faculty
Andrew Parkin	(Institutional Viewer)

Optional questions marked with a ** can be selected from a bank of alternatives. The remaining standard questions are fixed and cannot be changed.

Local intranet | Protected Mode: Off 100%

Edit Survey Parameters or Question Set

Please complete the following form.
NOTE: * indicates a required field

Faculty: Other
School: Planning Services Unit
Topic: FLINXXXX
Semester: 2013 NS MAR Flinders
Question Set: U Customisable

Survey Details

Please provide a description to help identify the survey.

* **Description:** Evaluate the Topic FLINXXXX
example

* **Survey Type:** online survey.
 Send Email Reminder to students.
Schedule: 01/04/2013, 26/12/2013, and every Wednesday between start date and end date.

* **End Date:** 28/12/2013

Survey Alternatives + Report Viewer Management + Survey Questions

If you intend for this survey form to be filled out by each and every student in the topic there is no need to "Add Survey Alternatives". Just review the Name and Viewers for the one Survey Alternative that already exists. This is typically the case Question Sets U and L. If you intend for students to make one and only one choice from a list of different Survey Alternatives (typically Question Sets T, E and S), then you must set up a Survey Alternative for each choice. The descriptions for each Survey Alternative are crucial in order to reduce the chances of students making the wrong choice.

[+ Add New Alternative](#)

Evaluate the Topic FLINXXXX

The screenshot shows a web browser window titled "Setup: Edit Survey Parameters or Question Set - Windows Internet Explorer". The address bar shows a URL starting with "http://149.171.168.158/set/setup.survey_edit?". The page content includes a table of viewers, a list of questions, and a "Done" button. Five callout boxes with arrows point to specific UI elements: "Add New Viewer", a delete icon, "Change this" buttons, and the "Done" button.

Viewer	Department/Faculty	Remove
Andrew Parkin	(Institutional Viewer)	
Julie Herraman	Planning Services Unit	

Optional questions marked with a ** can be selected from a bank of alternatives. The remaining standard questions are fixed and cannot be changed.

- Question 1: (Likert) I had a clear idea what was expected of me
- Question 2: (Likert) I developed my ability to think critically and analytically
- Question 3: (Likert) The feedback I received helped me to learn
- Question 4: (Likert) The learning resources were of a high quality
- Question 5: (Likert) Overall, I have had a worthwhile learning experience
- ** Question 6: (Likert) [Change this](#)
- ** Question 7: (Likert) [Change this](#)
- ** Question 8: (Likert) [Change this](#)
- ** Question 9: (Likert) [Change this](#)
- ** Question 10: (Likert) [Change this](#)
- Question 11: (Open Ended) What aspects of this topic most helped you learn?
- Question 12: (Open Ended) In what ways could your learning have been better supported?

Buttons: Cancel Done

Footer: Contact us | Copyright & Disclaimer | Privacy | CRICOS Provider: 00114A | Updated: 10 Oct 2008 | Maintained by Planning Services Unit | User Information