



Course teaching feedback – Teaching staff user guide

This guide provides step-by-step instructions for course coordinators, lecturers and tutors to access and use Course and teaching feedback (SECaT and SETutor) survey tools, including:

- **Subject management** - View all activities related to the course including survey status, response rates, access course survey QR code and feedback reports.
- **Survey feedback reports** – View course, teaching and tutor reports depending on teaching role.
- **Course teaching feedback homepage** - View reports, link to Subject management and Response rate dashboard.
- **Response rate dashboard** - Monitor open and ongoing course surveys, analyse response levels, and act appropriately to encourage student engagement.

Accessing survey tools

Teaching staff can access survey tools through the Course teaching surveys emails, or the Course teaching feedback homepage. Survey feedback reports can also be accessed through the Learn.UQ.

From the Course teaching feedback emails:

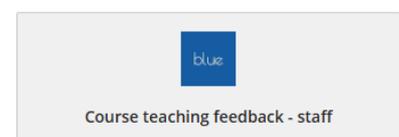
1. You will receive **three (3)** Course teaching survey (survey open, reminder, and final reminder) emails close to survey open date. The emails include direct link to Subject management where you can view and access all course surveys activities.
2. After the survey closes and feedback report has been made available, you will receive **separate** emails with a link to view available course, teaching and/or tutor reports depending on your teaching roles.

From the Course teaching feedback homepage:

1. Login into the Course teaching feedback homepage at <https://course-teaching-feedback.uq.edu.au>. Please refer to Course teaching feedback homepage section below.

From Learn.UQ to access survey feedback reports:

1. Log in to Learn.UQ, click on **Tools** in the left-hand main menu and click on **Course teaching feedback – staff**.
2. You will see a page with **Feedback reports** link(s).



Subject management

Subject management allows you to see all survey activities related to your courses in the tile format.

Subject management view features

Subject management

Hi, you have been invited to manage the following subjects.

Search...	Filters 5	Sort by: Due date
● Completed	● Completed	● Completed
Course and teaching feedback - Semester 2, 2024 POLS7190_62642: Indigenous Politics within and beyond the state	Course and teaching feedback - Semester 2, 2024 POLS3511_63088: The Politics of Peacebuilding	Course and teaching feedback - Semester 1, 2025 POLS7502_21630: Conflict Resolution
33 Invites 0 Started 0 Responded 0 Opted Out	50 Invites 0 Started 0 Responded 0 Opted Out	33 Invites 0 Started 0 Responded 0 Opted Out
0% Response Rate	0% Response Rate	0% Response Rate
The ability to make changes ended on 2025-03-27	The ability to make changes ended on 2025-03-27	The ability to make changes ended on 2025-04-04

- **Search bar** - Allows you to do a keyword search to locate specific course survey.
- **Filters** - Allows you to filter surveys displayed according to their status: live, pending, ready, paused, completed, opted out and expired.
- **Sort by** - Allows you to sort your survey list by due date or course (subject) name.
- **Status** - Indicates the survey status: live, completed, or expired.

Course tile features

● Live	
Course and teaching feedback - Semester 1, 2025 PUBH7630_22417: Introduction to Biostatistics	
118 Invites 0 Started 5 Responded 0 Opted Out	
4% Response Rate	
Evaluation ends on: 2025-04-04	
Changes allowed until 2025-04-04	
View QR Code	
View invitees	
View Settings	



- **Response Rate** - Indicates the percentage of invitees who have submitted their response, click on the Refresh icon to get the point-in-time percentage.
- **Invitees** - Indicates the total number of students invited to complete the survey.
- **Started** - Number of students who started but did not submit the survey.
- **Responded** - Number of students who submitted the survey.
- **Opted Out** - This option is not available for UQ
- **Reports** – view feedback reports available to you based on your role once the reports have been made available.
- **More options** - Click the three dots “...” at the bottom-right of the course tile. This will reveal the following:
 - **View QR Code:**
 - Select View QR Code to open in a new window.
 - From the new window, click View QR Code.
 - Download the QR code for your courses/classes or copy the links to share with students and encourage survey participation.
 - **View invitees:**
 - Displays students who have been invited to complete the survey. This does not indicate students who have responded.
 - **View settings:**
 - Display additional information relating to the timing of the survey and QR Code.

Course, teaching, and tutor reports

After the Student Surveys and Evaluations team make reports available, course, teaching and/or tutor feedback reports can be accessed through the course teaching surveys emails, or from Learn.UQ (refer to Access survey tools section above).

From the Course teaching feedback emails:

You will receive separate survey feedback report emails with a link to different Report list - course, teaching, and tutors, based on your teaching roles.

In the Report list, click on the report title to view the report online, or you can download the report in PDF format.

Report List - Semester 1, 2025 Course report

This table provides a list of links to reports in both PDF and HTML format. The PDF versions of the reports listed here are not WCAG 2.0 compliant. Please use the HTML version by opening the link located in the Report Title column of the table as an accessible alternative.

	Report Title	PDF	Threshold Status
<input type="checkbox"/>	Course report HLTH6011 7520-22423		Not Met
<input type="checkbox"/>	Course report PUBH7630 7520-22417		Met
<input type="checkbox"/>	Course report PUBH7630 7520-22418		Not Met

Select All Deselect All View Download PDF

From the Subject management:

You can also access reports in the Subject Management once the survey feedback reports have been made available.

Course and teaching feedback - Semester 1, 2025
PUBH7630_22417: Introduction to Biostatistics

118 Invitees
0 Started
5 Responded
0 Opted Out

4% Response Rate

Evaluation ends on: 2025-04-04

Changes allowed until 2025-04-04

Reports

Reports
PUBH7630_22417: Introduction to Biostatistics

Search...

Course report PUBH7630 7520-22417
2025 Sem 1

Teaching report PUBH7630_22417, First Name Last Name
2025 Sem 1

Understanding reports

“Threshold Status”

- If less than five responses are received in a course survey, the **Threshold Status** will show as “**Not Met**”, and the report will not be greyed out.
- If five or more responses are received in a course survey, the Threshold Status will show “**Met**”.
 - The Threshold Status “**Met**” will also be shown in the teaching and tutor report list, even if the teaching or tutor survey received less than five responses. No summary of teaching/tutor questions will be provided, and the following message will be displayed:

“This survey did not meet the threshold of 5 responses to generate a Teaching report. Contact the course coordinator if you need a copy of the Course report.”

- Available reports will be highlighted, while unavailable ones will appear greyed out.
- A report includes:
 - Summary: Participants and response rate
 - Question breakdown: Response statistics for each question.
 - Student comments: A compiled list of student comments



Course and teaching feedback - Semester 2, 2024

Teaching report PUBH2007_61772, First name Last name



Created **Thursday, April 3, 2025**



Participants: 67
Responses Received: 5
Response Rate: 7.46%

Downloads



Download PDF





Course teaching feedback homepage

From the course teaching feedback homepage, you can access:

- **Subject management** (top) – Refer to Subject management section above
- **Response rate dashboard** (left) – Refer to Response rate dashboard section below
- **Reports** (main) - Course and Teaching feedback reports that are available to you.

View reports

When you click on a report either Course or Teaching (Tutor report is part of Teaching report) to view:

- If there is only one (1) report, it will directly open the feedback report in new tab.
- If there are more than one (1) report, it will open the Report list in a new tab, where you can select and view the report online or download as PDF.

From the homepage Reports section, you can search, sort or filter reports.

- **Current** (default) – All current available feedback reports (course and/or teaching)
- **Archived** - All feedback reports that have been archived
- **Show child reports** – All reports including reports that has not met the threshold

Response rate dashboard

The Response rate dashboard can be accessed from the Course teaching feedback homepage. The dashboard allows you to view detailed survey analytics and track responses across course surveys, including response trends to know when students are most active (days/times).



Subject Filters (top left) - Filter data to focus on specific courses or categories. When a filter is applied, only the filtered data will be displayed in all the widgets.

Dashboard widgets

To view the widget descriptions, click on , to expand or collapse the widgets, click on .

- **Overall Response Status** (top circle chart) - Displays a breakdown of the response statuses for all available evaluations. Task statuses including:
 - **Expired:** Evaluations that have not been completed and are no longer available.
 - **Not Ready:** Evaluations that have not yet been sent to the students.
 - **Not Completed:** Evaluations have been sent to the students, but they have not begun responding.
 - **In Progress:** Students have begun to respond but have not yet completed the entire evaluation.
 - **Completed:** Evaluations are complete and are ready for reporting.
- **Subject Progress and Performance** (top right) - Response rate monitor, milestone and target bar chart. The graph represents *the total number of subjects* being evaluated against *the milestones*, that is, the percentage of the evaluation period that has elapsed and *the targets* (the percentage of responses that have been completed for a subject).
 - From the bar graph, when you click on the bar, it will filter to reflect the respective course information under the “Subjects” and “Response Analytics” tab.



- **Subjects:** A subject list table which provides subject specific information. Information can be filtered by selecting from the drop down list under “Group By:”.
- **Response Analytics:** Being able to spot trends about what, when, where and how the students are responding.
 - **Progression Details:** a comparison of the number of responses versus the number of notifications over time. Using your mouse, you can expand and collapse the graph details and the filter using the timeline outlined on the right-hand side.
 - **Peak Hours:** time of day responses where submitted.
 - **Peak Days:** day of the week responses where submitted.

