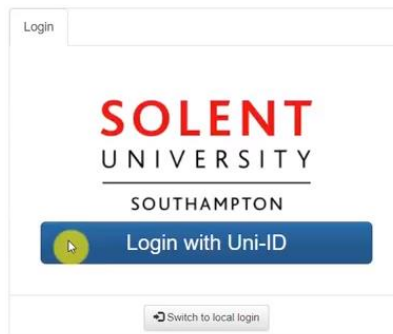


Your Unit Survey step-by-step guide

1. In your class, navigate to www.solent.ac.uk/yourunitsurvey.
2. Play the 1-minute video to students:



3. Log in to the Engagement Portal:



Login to EvaMetrics

Email Address

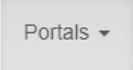

Password

Don't Remember Login

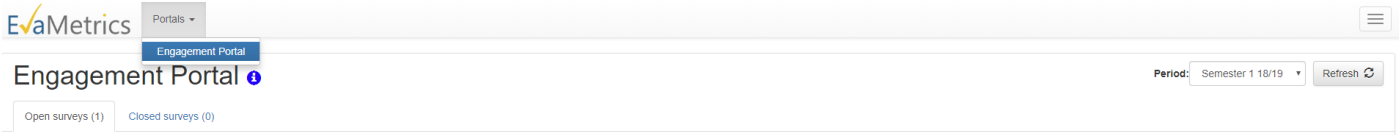
Clear prior granting of permission for release of your information to this service.

Login

Your full university email address and password

4. To see your surveys, click on  and then .









Wider view:



5. You will be directed to a screen with a list of your units:

Once you have responses, you can run your report

This is the button you use to email the survey to your students in class

Modular	Title	PoS	Period	Subunit	Questionnaire	Type	Ptcps.	Response rate	Report	Notify	Details	Reflections
Example SOL Unit 1			Semester 1 18/19	Solent Learning and Teaching Institute	SLT11-1819		5	100.00%				
Example SOL Unit 4	LEARN SOL2		Semester 1 18/19	Solent Learning and Teaching Institute	WSMSE11819		5	0.00%				

Unit title

Programme of study

Semester

School

Type of questionnaire

Participants


Response rate

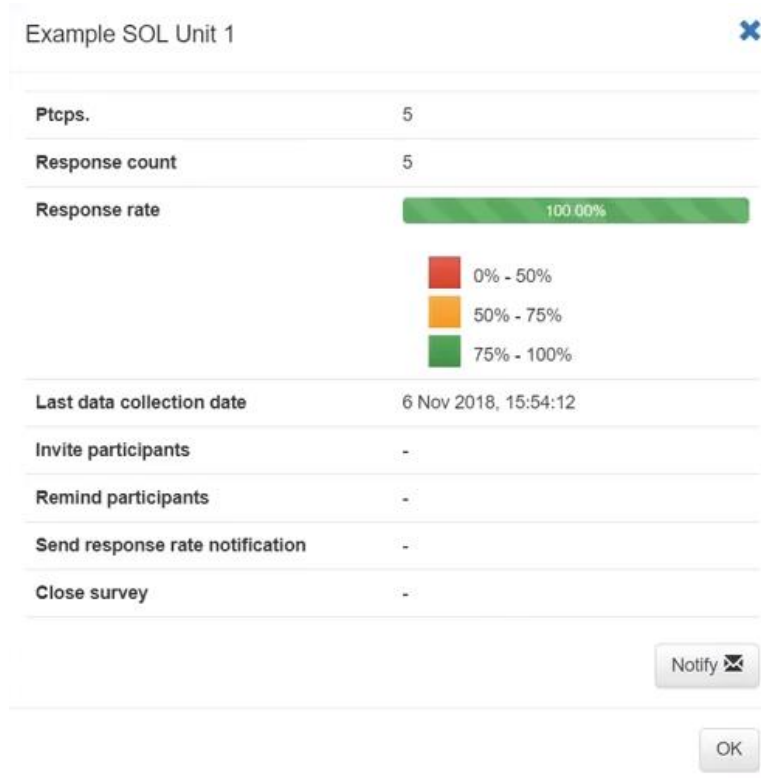
Details of participation

Give feedback

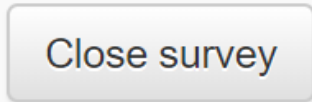
6. Send an email to your students by clicking  next to the relevant unit.

While your students are completing the survey in class, you can monitor the participation by

clicking  under **Details**. You will be able to view their progress:




8. Your students should press  on completion.

9. Once all your students have participated in the survey, press .

Surveys will be closed automatically at the end of the surveying period. The University target is a **minimum of a 50% response rate**.

10. Review your report by pressing  under the **Report** tab.

11. Reflect on your students' feedback and press  to save your comments. You can go back into the tab to add further reflections, modify or delete by clicking on the pencil or

X buttons  

Instructor's Reflections: Example SOL Unit 1 ✕

Reflections Module Review

The reflections will be added to the Student Report, even if there were no responses on the survey or the number of responses is below the threshold. After clicking on the OK button, the reflections become available in the Student Report and in the VLE system immediately.

Please enter your reflection for this module in the area below:

B *I* U

Reflections guidance:

- Start by thanking your students for their feedback and for any high scores
- Try to triangulate any low scores with any verbal comments and reflect on this in your feedback - however please do not quote-unquote any comments
- If there are low scores without any comments, a good mechanism would be to address this back to the students to explore this further
- Do not try and respond to every verbal comment you receive, try to keep the reflection short - action oriented
- If there are any responses which are not directly related to any of the questions in the survey but are relevant do try and respond to them
- If any qualitative comments are derogatory, please do not refer to them
- Highlight how you will support your students and if you are unable to respond to certain aspects of their feedback, explain why

12. When you are ready, send the collated likert responses from the group and your feedback

to your students by clicking  .

You will be asked to confirm you are happy to send the email reports to participants.

Confirm

Do you really want to send the email reports to participants?

NO

YES

Once the results have been released to the students, they will also be available to Course Leaders, Heads of Subjects and Senior Management.

We wish you all the best in collecting your feedback and hope that it will be both beneficial to you, and the student experience.

If you have any questions, please email slti@solent.ac.uk.