

## The University of Manchester

### Guidance notes for lecturers/tutors to encourage students to complete the Online Unit Surveys (US)

The Unit Surveys comprise of a mixture of paper based and online surveys. **The online Unit Surveys can be accessed via Blackboard and will open twice a year, at the end of semester one and the end of semester two.** Please make your students aware of this via word of mouth at lectures/ tutorials, or by putting up a slide at the end of the lecture advertising the online survey. The use of publicity within newsletters, online bulletins and posters is also encouraged. Lecturers/tutors may also wish to encourage students by advertising the online surveys at computer clusters, and in addition engaging the student representatives in the online surveys, so that they provide the process with the maximum publicity.

We have extracted and collated examples of good practice from Schools with the overall best Unit Survey response rates within the University of Manchester.

#### **Examples of Good Practice:**

- Reminder in the final class of the unit (explain the survey and why it is important).
- Build in focussed discussion forums after each lecture session on Blackboard
- Provide instructions during the lecture via Blackboard announcements on how to access and contribute to the online discussions
- Towards the end of the Semester, inform students of the Unit Survey through announcements made on Blackboard and during the final lecture session.
- Follow-up with an individual email sent to each student reminding them of the announcement

Please explain that the Unit Survey is part of a University-wide system of surveys which, over the coming year, will cover all subjects and key areas of academic and personal support. The University is keen to gather students' views in order to inform the development and enhancement of our teaching, learning and student support services. Please encourage students to participate fully and take this opportunity to make their views known; give assurances that their feedback is *anonymous and confidential*.

It may be advantageous for lecturers/tutors to summarise the content of units, so that students are reminded of the topics that have been taught within the unit.

It may be worthwhile to provide examples of how student feedback has prompted positive actions. Three examples of this are shown below;

- *Students stated that some rooms in the University are not appropriate for certain teaching styles. The University are taking forward recommendations for refurbishment, overseen by the Vice President (Teaching, Learning and Students).*
- *Students wanted longer Library opening hours. The University of Manchester Library is open 24/7 during exam periods.*
- *Students wanted more flexible and group learning opportunities. The University is committed to supporting the Peer Assisted Study Scheme in all Faculties and School.*

Please explain to the students that they need to answer **all** the questions. If a question does not apply to them they should answer this as "Neither Agree or Disagree". In addition to answering the questions posed, please encourage students to fill in the free text boxes, if they wish to expand on any feedback.

If you have any queries regarding the University's administrative arrangements for conducting the Unit Survey please contact:

- **Kim Torrington, Teaching and Learning Assistant;** Tel 52052, E-mail [kim.torrington@manchester.ac.uk](mailto:kim.torrington@manchester.ac.uk), Teaching and Learning Support Office.