



Ordering a Student Feedback Service Questionnaire Online

Why use the online order form?

The online order forms follow the same format, and ask for the same information, as the paper form. However using an online order form reduces the time taken to process your order and return your questionnaire.

Who can access the online order forms?

All staff with UC email address can access the online order forms from their desktop computer or from their home computer if they have an account with an Internet Service Provider.

Where can I find the online order forms?

Access to the Student Feedback Service is available via 'Quick Links' on the CELTS homepage at: www.canberra.edu.au/celts

This takes you to the main page of the Student Feedback Service.

What happens after I submit an online order form?

When you have submitted your form you will receive an automatically generated message acknowledging your submission.

When your order has been processed CELTS will return to you:

- a computer generated master questionnaire sheet from which you produce the required number of questionnaires for your class;
- an instruction sheet for administering the questionnaire;
- an envelope for returning completed questionnaires, addressed to CELTS and marked **CONFIDENTIAL**; and
- a questionnaire marked *COPY*. Complete this questionnaire yourself and retain it for later comparison with the perceptions of your students.

The same procedure is followed irrespective of the type of order form you have submitted.

You will need to complete an online order form for each unit in which you wish to gain feedback. You cannot request feedback on a colleague's teaching.

Tips for completing an online order form

If you would like a:

- Student Feedback on Teaching questionnaire (SFT) use a **Standard Feedback on Teaching** order form
- Student Feedback on Units (SFU) questionnaire use a **Standard Unit Feedback** order form
- If you are in a School that has a set of School standard questions **and you wish to use those questions** then you will need to use the order form developed for your School. If you do not wish to use your School's standard questions just choose an SFT or SFU order form.



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- Lecturers in the School of **Law** use the **Student Feedback on Law LECTURING** questionnaire order form
- Tutors in the School of **Law** use the **Student Feedback on Law TUTORING** questionnaire order form
- Staff in the School of **Design and Architecture** use the **Student Feedback on Units questionnaire for Design and Architecture**
- Staff in the School of **Creative Communication** use the **Student Feedback on Units questionnaire for Creative Communication**
- Staff in the School of **REHS** use the **Student Feedback on Units questionnaire for REHS**.

When completing an online order form please:

- fill in all the boxes on the form marked with an asterisk (*)
- use the format <dd/mm/yyyy> when entering the date in the *Handout Date* box
- use the *Special Requirements* box if you wish to add questions that you have developed or you wish to bring to the attention of the SFS administrator other particular requirements relating to your order.

For further information contact Coralie McCormack on extension 5385 or email coralie.mccormack@canberra.edu.au