

eSELT Fact Sheet and FAQ

eSELT Processes

The eSELT is administered by Planning and Analytics. The Standard Course and Teacher SELT (including multiple teachers) has been combined into the one survey and students will be sent an email containing a link to the eSELT system which will list all of the surveys (for courses) they should complete (based on their current enrolment). Once the survey period has concluded and reports generated, Teachers and Course Coordinators will receive an email with a link to their reports (they will only see reports relevant to the courses they teach or are responsible for) which they can download and return to at a later date.

From 2014, in order for a teacher to be included in the eSELT they must be recorded in the Student System CBS (PeopleSoft) against the relevant course, this will follow the same process used to allow teachers access to courses in MyUni.

Survey Timelines

eSELT surveys will be conducted and reports developed based on the [academic calendar](http://www.adelaide.edu.au/student/dates/academic/) (<http://www.adelaide.edu.au/student/dates/academic/>) during the following periods in the year:

Semester/Term	Survey		Reminders Sent	Reports Available
	Start	End		
Summer Semester	2 days before Course end date	2 weeks from Course end date	1 st : 7 days from start 2 nd : 11 days from start	3 working days from last Course end date
Semester One	Monday, 3 weeks before Exam week	Friday, 3 weeks from start	1 st : Monday of 2 nd week 2 nd : Monday of 3 rd week	2 working days from Results Due deadline*
Winter Semester	2 days before Course end date	2 weeks from Course end date	1 st : 7 days from start 2 nd : 11 days from start	3 working days from last Course end date
Semester Two	Monday, 3 weeks before Exam week	Friday, 3 weeks from start	1 st : Monday of 2 nd week 2 nd : Monday of 3 rd week	2 working days from Results Due deadline*
#Trimester One	Monday, 2 weeks before Term end date	Friday, 2 weeks from start	1 st : Monday of 2 nd week 2 nd : Friday of 2 nd week	2 working days from Results Due deadline*
#Trimester Two	Monday, 2 weeks before Term end date	Friday, 2 weeks from start		
#Trimester Three	Monday, 2 weeks before Term end date	Friday, 2 weeks from start		
#Term One	Monday, 2 weeks before Term end date	Friday, 2 weeks from start		

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#Term Two	Monday, 2 weeks before Term end date	Friday, 2 weeks from start		
#Term Three	Monday, 2 weeks before Term end date	Friday, 2 weeks from start		
#Term Four	Monday, 2 weeks before Term end date	Friday, 2 weeks from start		

*Results Due deadline is available from the [Examinations](http://www.adelaide.edu.au/sas/exams.html) (<http://www.adelaide.edu.au/sas/exams.html>) website and Mass Grade Roster post dates are available from the examinations office.

#For Trimester and Term dates refer to the [Terms & Sessions](https://www.adelaide.edu.au/sas/resources/staff/sss_term_session.xlsx) (https://www.adelaide.edu.au/sas/resources/staff/sss_term_session.xlsx) spreadsheet available on the Student System Solutions website.

The timelines for eSELT were determined based on request from faculties and schools not to have the survey running through the examination period and reports not available until marking was complete.

Staff FAQ

1. What do I have to do?

Teachers and Course Coordinators do not need to do anything in order to be included in an eSELT. They will be included if they have been attached to the GEN class in the student system (as per the process to allow access to MyUni). All courses that have been taught in the semester/term/trimester will be surveyed.

Faculty and School administrative staff must ensure that all appropriate teaching staff are attached to the GEN class in the Student System CBS (PeopleSoft) and Course Coordinators are recorded in the Course Catalogue. This must be done at least one week prior to the start of the survey otherwise incorrect staff may appear to students in the survey.

2. Can I add my own questions to the survey?

No. All Surveys questions will be set by the University Learning Committee.

Each survey consists of 1 mandatory Course likert and 2 free text comment questions and 1 mandatory Teacher likert and 2 free text comment questions are included.

There is a Yes or No questions to allow students to answer 8 optional Course likert questions and 5 optional Teacher likert questions.

3. What are the questions and what do the SELT Surveys look like?

List of Questions and Student View of Survey is available from <http://www.adelaide.edu.au/planning/selt/#tab-2-content>

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4. Can teachers opt out of the Survey?

No. If a teacher has access to MyUni with the Primary Instructor, Secondary Instructor and Tutor roles then they will be included in an eSELT. Markers and Administrative staff (TA) will be excluded from the eSELT.

5. Can students who attend classes but are not enrolled in the course be included in a survey?

No, students must be enrolled in a course to be able to provide feedback. They cannot be manually added.

6. How do I promote the eSELT to Students?

At the first day of the survey period, students receive an invitation email with a unique link to the survey, so please encourage your students to check their emails and use the link. In cases where the students do not complete the survey, they will receive two or three reminders during the course of the survey period. The survey system is designed to work on smart phones as well as standard internet browsers, allow time in class or book a computer suite.

7. When will I receive my reports?

You will receive an email with a link to the reports for the most recently complete survey as per the timelines above. You will be able to download the reports relevant to your role in the course (course coordinator or teacher). If you would like to view previous reports from another semester/term/trimester then visit: eselt.adelaide.edu.au/Blue and login using your University username (aNNNNNNN) and password.

Note: reports of surveys with less than the minimum threshold of five respondents will not be released. Therefore it is important to encourage students to complete the survey, especially in small classes.

8. What do the reports look like?

When logging into the eSELT site, you will (may) be prompted to specify if you are a Teacher or Course Coordinator, and based on this selection you will see the appropriate eSELT reports:

If you are a **Teacher** you will be able to download one pdf document with the title 'Individual Report for SUBJECT AREA NNNN Description (Your Name)' containing:

- Responses and statistics for the 9 standard Course likert questions **excluding** comments for the 2 open ended questions
- Responses and statistics for the 6 standard Teacher questions and all student comments for the 2 open ended questions
- Overall comparison statistics for the Course and Teacher surveys for the Course, Individual Teacher, School, Faculty and University.

Comments have been excluded from the course section at the request of faculties, as students will sometimes comment about teaching staff in the course open ended questions which are not appropriate for all teaching staff to see.

If you taught more than one course you will see separate pdf documents.

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If you are a **Course Coordinator/Head of School/Executive Dean** you will be able to download:

- All the teacher reports as described above for your course including your own if involved in teaching
- A pdf document with the title 'Course Report for SUBJECT AREA NNNN Description' containing:
 - Responses and statistics for the 9 standard Course questions and all student comments for the 2 open ended questions
 - Overall comparison statistics for the Course and Teacher surveys for the Course, Teachers, School, Faculty and University

If you coordinated more than one course you will see separate pdf documents.

Sample reports are available from <http://www.adelaide.edu.au/planning/selt/#tab-2-content>

9. I didn't receive an email?

As the email is sent from the eSELT system directly, the email may have ended up in your Junk email or Spam folder. Please allow emails from:

Sender: eSELT

Sender Email: eselt@adelaide.edu.au

10. Can you please send me my eSELT report? / How can I view my eSELT report(s)?

SELT reports are available online via the SELT system: <https://eselt.adelaide.edu.au/blue>

You will need to enter your University Username and Password. If you were a Course Coordinator for the course and wish to view the Course SELT Report, then select the option to log in as a Course Coordinator rather than a teacher. Once you log in, all of the eSELT reports for the courses you taught/coordinated throughout the academic year will be visible on your dashboard. Note that you can download the reports (in PDF form) by clicking on the link in the top-right corner of the report.

11. Can you please list me as a teacher for a certain course, so I will be included in the eSELT? / Can you please list me as a Course Coordinator so I could see all of the course's eSELT reports?

Please contact your Faculty/School administrative staff to update your record as a Primary Instructor/Secondary Instructor/Tutor/Course Coordinator in the Student System CBS (PeopleSoft) for the course. Once this has occurred you will be included in the survey.

Please note that before each eSELT survey period verification emails are sent to faculty managers/staff and course coordinators to check the current data recorded. Any changes are done by faculty/school staff.

12. I taught a certain course but did not get a SELT report.

This could be due to several reasons:

- a. The eSELT report release date has not arrived yet – please refer to the eSELT timeline table from <http://www.adelaide.edu.au/planning/selt/#tab-2-content>. Note that the date is the same as the date where the final grades are submitted.
- b. You had fewer than the minimum threshold of five respondents.

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- c. You were not listed in the Student System CBS (PeopleSoft) as an instructor/tutor for the course when the course data was imported into the SELT system to create the survey.
 - d. We sent you an email alerting you about your eSELT report, but you accidentally deleted/moved it (to access the eSELT report see #9 above).

13. I am a Course Coordinator for a certain course, but I cannot see the eSELT reports for that course.

This could be due to several reasons:

- a. The eSELT report release date has not arrived yet – please refer to the eSELT timeline table from <http://www.adelaide.edu.au/planning/selt/#tab-2-content>. Note that the date is the same as the date where the final grades are submitted.
- b. You logged into the eSELT site as a Teacher rather than a Course Coordinator.
- c. The eSELT for the course had fewer than the minimum threshold of five respondents.
- d. You were not listed in the Student System CBS (PeopleSoft) as the Course Coordinator for the course for the particular semester/trimester/term, in this case you should either:
 - i. Inquire with us who the Course Coordinator is, and ask them to send you the eSELT reports.
 - ii. Ask the school's administrative staff to add you as a Course Coordinator for this course in the Student System CBS (PeopleSoft), and then notify the SELT team. Once confirmed, you will have viewing access for the course's eSELT reports (course and teachers).

14. Can I have the eSELT survey dates changed?

It depends on the course's teaching patterns and class end dates. Normally the eSELT is run toward the end of each semester/trimester/term, for equity reason, **the survey period ends before the final exam for the course**. If your course has irregular dates (ends sooner or later than the regular dates for the semester/trimester/term), please email eselt@adelaide.edu.au as soon as possible so that the dates can be adjusted. Please note any survey date extensions will need to be approved by your Faculty Executive Dean prior to the start of the survey period.

15. Can my course be exempt from the eSELT?

Generally, all university courses are evaluated by eSELTs, with some exceptions for certain non-award courses, post graduate research enrolled courses and place holder courses for exchange students. Any exemption require authorisation by the Executive Dean and Deputy Vice-Chancellor & Vice-President – Academic who must report the exemption to the University Learning Committee.

16. I am now applying for promotion, and I need my SELT reports for review.

For all courses taught until 2013 (inclusive), contact SELT Team about the course and we will send you the PDFs of your paper-based SELT reports if you had one previously. You will receive a full version of your SELT report with student comments and a Likert-only report without student comments. **Please note that we will only send these PDFs to an University of Adelaide email address due to confidentiality reasons**. If you are no longer working in the University, you may obtain a copy from your Head of School or Executive Dean or ask them to request these old SELT

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reports from us. For all courses taught from 2014 onward, you may download the PDFs yourself from the eSELT site – either full or Likert-only via <https://eselt.adelaide.edu.au/Blue>.

17. We have a new Head of School, can you arrange for them to view all the SELT reports?

Yes, please allow up to 2 weeks for access to be granted, at present it is a manual process to add new report viewers.

Contact Planning and Analytics on 831 33496 if you have any further questions or email at eselt@adelaide.edu.au.

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