

Guidelines for conducting in-class completion of the *Student Evaluation of Learning and Teaching (SELT) survey*

1. Allocate 5-10 minutes of class time for students to complete the survey

This can be at any point throughout the class, but ideally at the beginning of a class. Choose a session where you will have most students attending the class and, if applicable, run it during a session scheduled in a computer lab.

Some staff prefer that their students evaluate the unit later in the survey period to ensure they have experienced as much of the unit as possible. If you intend to allocate class time later in the survey period, ensure you inform your students of this before the survey period commences.

2. Ask a colleague or student volunteer to assist

The teacher (lecturer/tutor) should leave a class room while students are completing the survey or giving other forms of feedback. Therefore you should have decided on a trusted colleague who can be in the class when you leave the room. Alternately, you could ask a student to volunteer to perform this role.

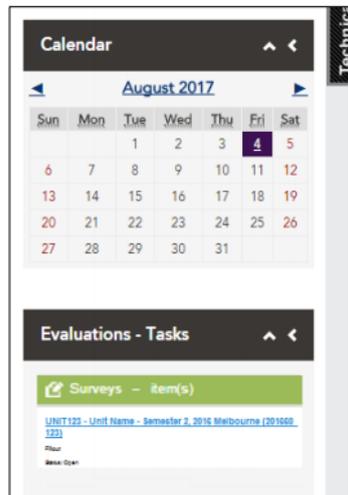
3. Inform your students about the value of SELT

Introduce to the class your colleague or student who has agreed to assist you in the survey process. Remind students how you have used the feedback from previous students to improve their learning experience in the unit. Reassure students of the confidentiality of the survey and explain how their feedback is used by the University. Also, let the students know that they can save whatever they have written and complete the survey at another time.

Remind students that they need to complete both sections A (unit) and B (teaching) of the survey. If they have experienced more than more than one teacher in a unit, they are required to complete section B for each of them.

4. Direct students to the surveys are in LEO to access the SELT survey

You may want to use the LTC resource, [How to Complete a SELT Survey via LEO](#) to provide visual instructions to students. This information can be conveyed by you or someone else. Tell students to log on to LEO using their usual log-in and password. The surveys for each unit can be accessed from the Evaluations block as in the illustration below:



5. Thank your students for their feedback

Once you have returned to the room, take the opportunity to thank students for their participation. This is also a chance to inform them of how and when you will provide your response to the survey results.

6. You can monitor your unit's response rate following in-class completion.

The LTC webpage has instructions in [How to Check Your Response Rates for SELT Surveys](#) during the survey period.

7. Keep in mind

The SELT survey is not a compulsory survey, and students should not be forced or compelled to engage in it.