



## Conducting an in-class delivery of SETU

SETU is primarily a survey of student satisfaction of units and teaching staff. The survey assists with unit design, delivery and areas for enhancement by the educator. It aims to improve learning outcomes for Monash University students.

Please refer to the [SETU administration and timetable](#) for all survey dates.

Following are suggested steps for enabling students to complete SETU for your unit in-class.

### 1. Allocating time in class

- Choose a class within the four week period the survey is open
  - 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, please ensure you inform your students of this before the survey period commences.
  - The SETU survey is mobile optimised, so if your students have mobile devices you can set aside time in any classroom – you do not have to use a computer lab.
- Allocate 5-10 mins 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 the most students attending the class and, if applicable, run it during a session scheduled in a computer lab.
- You are welcome to use the [SETU PowerPoint presentation](#) when discussing the survey during your class. You may want to tailor the introduction to suit your students.

### 2. Understanding the value of SETU

Explain to students that SETU is primarily a survey of student satisfaction of units and teaching staff. It provides valuable information to inform unit enhancement and the student learning journey. Provide students with examples of how you have used student feedback to make enhancements to units.



### 3. How to access SETU

There are a number of ways students can access the SETU survey.

- SETU can be accessed through the Moodle block (<http://moodle.vle.monash.edu/my/>) listed under the units section in Moodle.



- Once the survey period commences students will also receive an email with a link to the survey. The survey can be completed using any web-enabled device - such as a laptop, i-Phone, Android phone or tablet.
- SETU can be accessed directly through the SETU survey landing page – <https://monash.bluera.com/monash>.

### 4. Decide whether you want to remain in the room

It is up to each academic to decide whether they want to remain in the room while students are completing the survey. Either way it is important to reassure students that their responses are always de-identified before they are reported to anyone, including teachers and managers.

### 5. Thank the students for their feedback

### 6. Monitoring the unit's response rate

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

Staff who are recorded as nominees will see 'Subject View Management' tasks (response rate views) within the Moodle block – Student Evaluation of Teaching and Units (SETU) – Task List (<http://moodle.vle.monash.edu/my/>). The block is available across all unit level pages within Moodle. The SETU survey landing page - <https://monash.bluera.com/monash> provides individual 'Subject View Management' links for each unit offering to which you have been selected by the faculty to be a nominee.

[SETU Response rate monitoring report](#) is accessible to Monash staff and is updated daily during the main survey round.