



Unit Feedback – Response Rate Monitor

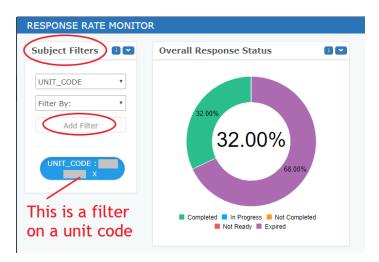
This document outlines the steps required to use the Response Rate Monitor. The monitor provides real-time updates on Unit Feedback response rates during the survey period.

Response rates are visible in the monitor only where you are a **unit assessor**, **lecturer** or **tutor** in UCMS. Lecturers and tutors see only response rates at your own teaching location(s). Unit assessors see response rates at all unit locations. To access the response rate monitor, click this link:

https://scuau.bluera.com/scuau/dashboardviewer.aspx

Login with your Staff ID, then select the *Unit Feedback (for sessions) or Term Feedback (for terms)* data source if prompted.

Once logged in you can filter by Unit Code and/or Location using the **Subject Filters** at the top left of the screen. Select an option from the drop down menus, then click *Add Filter*.



To turn off a filter temporarily, click on it. To remove a filter entirely, click on the 'X' in the filter name. Scroll down to view detailed response rates in the *Subjects* table.

Group by: •	Each unit tea	ching loo	ation shows			Excel
Search:	on a separate	e line in t	his table		Previo	us 1 Next 10
	•			14		
Name	ΨŢ	UNIT_CODE	LOCATION_DESC	11 Complet	ed Invited	Response Rate
				7	18	39%
				1	7	14%





You can use the "Group by" drop down menu to see the combined response rate. However, please note again that *lecturers and tutors can only view response rates for those teaching locations you are listed against in* **UCMS.** Unit assessors can see response rates at all unit locations.

Subjects					Reset i 💌
UNIT_CODE Search:	Previous 1 Next 10 V				
UNIT_CODE	J1	Completed 1	Invited 1	Response Rate	ţţ.
		8	25	32%	
1 to 1 of 1					Previous 1 Next 10 •

The Response Rate Monitor contains other charts and graphs with additional information about the timing and source of responses to the Unit Feedback survey. The monitor is updated in real time during survey enumeration.

Should you have any queries about the information presented in the Response Rate Monitor, or have difficulties with access, contact the unit feedback survey management team using the details below.

Further Information on the Unit Feedback Survey

For additional information about the Unit Feedback Survey, visit the <u>Staff Frequently Asked Questions</u> page on the BIQ website.

The Office of Business Intelligence and Quality administer the Unit Feedback Survey. The survey management team can be contacted by emailing <u>unitfeedback@scu.edu.au</u>.