QSSET Timeline (Fall 2020)

October 2020

1. OUR exports course and instructor data from PeopleSoft. Any courses with no students or no instructor listed will not be exported.
2. OUR imports course and instructor data into Class Climate (software running QSSET). Courses are scheduled for a default survey week, based on their end date in PeopleSoft.
3. OUR sends a batch email to all instructors that were imported, containing a link that lets them change the week their course will be surveyed. Options are the four weeks we will be running surveys this fall: Nov 16-20, Nov 23-27, Nov 30-Dec 4, Dec 7-11. In future terms we will have more options as some courses do not follow the regular term dates.
4. Instructors either follow the link and select an alternate week, or do nothing and stay in their default week.

November/December 2020

5. OUR verifies and adjusts the scheduling for all courses, based on instructor requests. After this point the system runs automatically.
6. On the week the course survey is scheduled, an email is sent out Monday 8:30am to all students. Each email has a link that the students can use to complete the survey. Instructors also receive an email at this time, notifying them that the survey has gone out to their class.
7. Surveys close 5pm Friday of the same week they opened. Reminders are sent out Thursday morning to all students who have not completed a survey that is due that week.
8. Repeat steps 6 and 7 for each of the four weeks (see step 3).
9. Once all surveys have closed, OUR reviews data integrity and prepares final reports. These will not be sent to instructors until after Fall term grade submission.

January 2021

10. OUR releases survey results to instructors, including numeric and text answers (written comments).
11. Dept heads and deans receive survey results for all courses in their portfolio, but only numeric answers, no written comments.