

# QSSET for Instructors

## Setting up QSSET

1. Receive email about QSSET to your Queen's staff email address.
2. Review the information and click the included link to a pre-survey information page:

### Instructor's Optional Questions

In the Instructor's Optional Questions you can enter your optional questions for the survey of your course. Also, the details of your course are shown and can be corrected if necessary. Click on "Finish" to complete the procedure. Your input will be saved. You will not have the opportunity to access the Instructor's Optional Questions for this course again.

#### Details for course

Course: APSC 171 100 (ID: APSC 171-100-2209-1-1)

Program of Study	Course Type	Location	Participants Questionnaire*	Description	Surveys must be completed in the last 3 weeks of the course. Your survey is scheduled to open on the date below. Is this date appropriate? If the date listed is not appropriate to hold your survey, please choose an alternate week from the list below:
ENG-ENGDI	Lecture		24	QSSET	Calculus I
				Show	November 16 - 20, 2020

\* If you change the questionnaire all optional questions will be deleted.

Finish

Next

Cancel

Note: Instructors teaching multiple courses will receive one email that contains a separate link for each course. Late requests to survey courses after the initial email may result in multiple emails to the instructor, due to timing.

3. Select the week you wish your course survey to take place. This must be during the last three weeks of class, pursuant to the Queen's-QUFA Collective Agreement. Each course has been set to a default week by the OUR.

Note: If the instructor does not use the emailed link to select a different week, their course will be surveyed during the default week.

4. Notify your class of the week the course survey will be conducted.
5. Consider scheduling in-class time for students to encourage the highest possible response rate. If you do schedule in-class time, notify the students in advance.
6. Receive a reminder email when your course survey opens. Remind your class.
7. Conduct in-class time for survey completion, if applicable.
8. Post grades at end of term.
9. Receive survey results after grade submission (i.e. early January for Fall courses, early May for Winter courses).

## Additional Notes

- QSSET results are shared with the instructors in full, and the department heads and deans in a summary form.
- Heads and deans receive only numerical answers; instructors receive numerical and text answers.
- All surveys are anonymous. Student email addresses are stored in the system and used to ensure each student can only survey their class once.
- Although no Queen's staff can view which student provided a certain response, it would theoretically be possible to obtain this information from the database. This would only be considered in serious cases of potential misconduct or criminal activity.
- Once a survey closes it cannot be reopened. If a student misses their opportunity to provide feedback, we encourage them to speak directly with their instructor and/or department head, as appropriate.
- Surveys are not conducted for classes if there are no students registered in the course, or if there is no instructor of record attached in PeopleSoft/SOLUS.
- Fall 2020 surveys will only be conducted between Nov 16<sup>th</sup> – Dec 11<sup>th</sup>. Future years will offer more flexible survey scheduling options to accommodate courses that do not follow standard term dates.
- Certain courses may not be appropriate for QSSET. Examples are independent study and project courses, where the instructor of record in PeopleSoft is not working directly with the students. Currently requests for exemption should be submitted to [qsset@queensu.ca](mailto:qsset@queensu.ca) for individual consideration; we are exploring options to add these exemptions to the PeopleSoft course catalog, allowing the process to be automated in the future.