

Include an Optional Item for Section B (Teaching aspects) in the SELT survey

Guide for ALL Teaching Staff

Teachers may include one item/question to Section B (on their teaching aspects) for this survey.

The survey item can focus on an aspect of your teaching practice or behaviour that you wish to seek feedback on.

[Student response options: Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree]

Example of Teaching Optional Survey Items

- Overall, [lecturer/tutor] provided clear instructions for completing the assignment task.
- Overall, [lecturer/tutor] provided opportunities to demonstrate and share my [specific knowledge/skill] in classes.
- Overall, [lecturer/tutor] teaches in ways that emphasize the relevance of this unit to my future profession.
- Overall, [lecturer/tutor] supports the learning experience of online students.
- Overall, [lecturer/tutor] shows interest in my welfare and learning by reaching out.
- Overall, [lecturer/tutor] helped to increase my confidence in.....[specific aspect of knowledge/skill development].

Instructions:

1. Click the **"Customize"** button to open the *Question Editor* box and add the optional item in the text box.

Characters and spaces in the statement **should not exceed 100 characters**.

The screenshot shows a configuration interface for an optional item. At the top, there is a blue circle with a white checkmark, followed by the text 'OPTIONAL ITEM FOR JOHN SMITH'. To the right is an 'Expand all' button. Below this, there is a yellow circle with a white checkmark, and the text 'Min: 0 | Max: ∞' with a green checkmark. A paragraph of text explains that the survey item can focus on an aspect of teaching practice or behaviour, and lists response options: Strongly Agree, Agree, Neutral, Disagree, and Strongly Disagree. Below the text is a large text input field with the placeholder 'Please enter your optional item'. To the right of the input field are two buttons: 'Excluded' and 'Include'. Below the input field is a 'Customize' button with a pencil icon. To the right of the 'Customize' button is a 'Show preview' link.

The screenshot shows the 'Question editor' box. At the top left is the text 'Question editor' and at the top right is a close button (an 'X' icon). Below this is a blue tab labeled 'English'. Underneath is a section titled 'Question' with a text input field containing the placeholder 'Please enter your optional item'. Below the 'Question' section is a section titled 'Responses' with five radio button options: 'Strongly Agree', 'Agree', 'Neutral', 'Disagree', and 'Strongly Disagree', followed by an 'N/A' option.

2. Click the **"X"** icon to close the *Question Editor* box.

The screenshot shows the 'Question editor' box with the question text entered. At the top left is the text 'Question editor' and at the top right is a close button (an 'X' icon). Below this is a blue tab labeled 'English'. Underneath is a section titled 'Question' with a text input field containing the text 'John provided clear instructions for completing the assignment task.' To the right of the input field is a small 'X' icon.

The optional item will be automatically included in the SELT survey, but it can be manually deselected by clicking on the **"Exclude"** button:

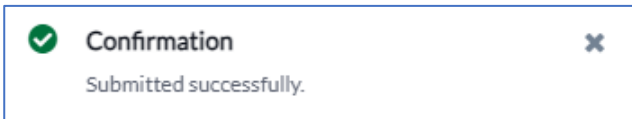
Provided clear instructions for completing the assignment task. Exclude **Included**

[Customize](#) [Show preview](#)

3. Click on the **"Submit"** button to submit your optional item.



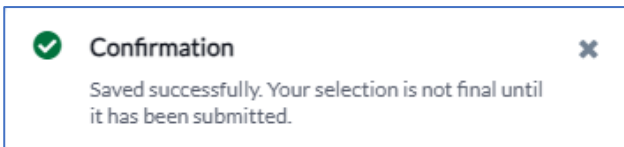
A confirmation message will appear:



4. If you are not ready to submit your selection, click on the **"Save"** button to safeguard your modifications.



The following confirmation message will appear:



5. Please click the **"Preview"** button to an example of the Student Evaluation of Learning and Teaching (SELT) survey with your optional item.



Section B

Teaching in TEST UNIT 100

Please provide constructive feedback in a professional manner

Overall, **John Smith:** *

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Explains key ideas or concepts clearly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourages my active participation in this unit.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responds to student needs and concerns.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates quality teaching.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

John provided clear instructions for completing the assignment task.

Strongly Agree Agree Neutral Disagree Strongly Disagree | N/A

If you have any questions regarding SELT survey optional items, contact Evaluations.CEI@acu.edu.au.