



Guide to Online Microsoft forms for Module and Course Review

Contents

Introduction	3
What should be included on the forms	3
Things to note and common questions	4
I cannot access the form (the link doesn't work)	4
I cannot go back in and edit my response	4
Recording co-taught modules.....	4
The form knows who I am, why doesn't it know my modules?	5
My module / course is missing	5
How do I get a copy of the information I entered?	5
Appendix A Examples of the forms.....	6
Appendix B How to access the forms remotely.....	10

Introduction

The Quality Review process requires that Module Organisers and Course Directors record the output from their annual module and course reviews, recording any recommendations for change.

Module review information is then used to inform the course review process which in turn informs the School annual review meeting(s) which will normally take place at the first School Teaching Committee of the year. To support this activity a series of online forms have been developed for to record the output.

Once submitted, the data provided with each submission will be imported into the University's reporting tool (Tableau) and will be visible to module organisers, course directors, academics in the School and LTS.

The aim of this guide is to give an overview of how the forms work, provide guidance on their completion and inform users of the benefits and limitations of them.

What should be included on the forms?

Form Name	What is it used for and who should complete it?	Link to the form
Mid Module	<p>For the Module Organiser to complete.</p> <p>Use this during your module (usually mid-way through the semester)</p> <p>To record:</p> <ul style="list-style-type: none">• The date of your mid-module evaluation with students• A summary of any themes or issues raised in the evaluation• Any immediate changes you made• Any longer term changes you plan to make• How you fed this back to the students	
Module Review	<p>For the Module Organiser to complete at the end of the module (usually after the Board of Examiners has met to confirm marks)</p> <p>To record:</p> <ul style="list-style-type: none">• The date your module review took place• Any general comments from the Module Organiser, taking into account the available module performance data; feedback from students and any guidance from the Teaching Director and/or actions arising from the School's Teaching Excellence Plan including on assessment and feedback.• What worked well? What could be improved?• How will you address any concerns raised by students?	

	<ul style="list-style-type: none"> Whether there are any recommendations for short, mid or long term changes planned. Please be as specific as possible when detailing the changes as this will be used by LTS to inform the module update process. 	
Course Review	<p>For the Course Director to complete after the Module Reviews have been completed.</p> <p>To record :</p> <ul style="list-style-type: none"> The date your course review took place Any general comments from the Course Director, taking into account the available course performance data; relevant module reviews; feedback from students and the teaching team; any guidance from the Teaching Director and actions arising from the School's Teaching Excellence Plan including on assessment and feedback. What worked well? What could be improved? How can you address any concerns raised by students? Whether there are any short, mid or long term changes planned and what these are. Please be as specific as possible as this will be used by LTS to inform the course update process. 	

Things to note and common questions

There are a number of things that it is worth knowing **before** you attempt to complete the forms. Whilst they are quite simple and relatively straightforward, the following should be borne in mind:

[? I cannot access the form \(the link doesn't work\)](#)

The forms work through your Office 365 login and therefore you need to be logged into Office 365 before they will open. Normally, when you login to your desktop or laptop PC this happens automatically. We have a guide on how to access the forms from non-UEA devices. Please see Appendix 2 of this document.

[? I cannot go back in and edit my response.](#)

Once you click on the link and access the form it is not possible to partially complete, then save what you have done and return later to complete it. Though, as long as you leave the form open in your browser you can edit and change what you have typed.

To help with planning, the appendix of this document lists the questions that appear on all of the forms.

[? Recording co-taught modules](#)

Whilst it is possible to record the same output against co-taught modules delivered at the same level (e.g. a study abroad variant of a module along with its standard version) it is not possible if the modules are at different levels.

For example, if you have a PGT module which is co-taught with a Level 6 module and you wish to record the same outputs against both modules, you will need to complete an online form for BOTH modules.

🔗 The form knows who I am, why doesn't it know my modules?

In order to use the form you need to be logged into office 365 and this is how it knows your identity. However, the form is not connected to the student information system (SITS) which holds the data on who is the module organiser. Given this it isn't currently possible to automatically show only your modules.

🔗 My module / course is missing.

If your course or module is missing from the lists then please let us know by emailing r.gray@uea.ac.uk

🔗 How do I get a copy of the information I entered?

For every submission of the form you will receive an email summary of what you have submitted. When you receive this you may notice that the text does not format in the same way as when you entered it. This is because the email summary does not interpret paragraph breaks or bullet points.

However, the data provided with each submission will be imported into the University's reporting tool (Tableau) and will be visible to module organisers, course directors, academics in the School and LTS and will be correctly formatted.

Appendix A

The section below details the questions that are asked in each form. These are shown in order to help you in drafting your responses for recording in the online forms.

Mid Module Review form

Summary of themes or issues raised (1000 Characters)

--

Immediate changes that were made in light of feedback for the current cohort (1000 characters max each)

--

Longer term changes proposed in light of feedback (1000 characters max each)

--

How this information was fed back to students on the module (1000 characters max)

--

Module Review form

Module Organiser comments

Please enter some general comments on how the module went this year. Further details and advice on what you can put here can be found in the associated guidance documents.

--

Do you have any short term changes that you plan to make for 2019/20?.

You should include any immediate changes that you want to make to the module. These can include;

Changes to coursework titles

Changes to formative assessment detail

Changes to summative assessment detail (but not weighting balance or assessment types)

[Do you have any mid term changes that you recommend for 2020/21?](#)

You should include here any recommendations for changes to the 2020/21 delivery of the module. These can include;

Changes to the module content to keep content current and relevant to the discipline WITHOUT changing the learning outcomes.

Changes to module pre and co-requisite modules

A recommendation to change the timetable slot where it does not impact on module choice.

Changes to the summative assessment detail including changing the weighting balance so long as the weighting balance of the overall module (if compulsory) does not change.

If the module is not running

[Do you have any LONG term changes you recommend for 2021/22?](#)

You should include here any recommendations for 2021/22 delivery of the module. These changes can include:

Changes to the module title.

Changes to the module assessment design.

Changes to the module learning outcomes.

Changes to module description.

Changes to semester module is delivered.

A recommendation to change the timetable slot that impact module choice.

Course Review form

[Course Director comments](#)

Please enter some general comments on how the course went this year. Further details and advice on what you can put here can be found in the associated guidance documents.

[Do you have any SHORT TERM changes you plan to make for 2019/20?](#)

You should include any immediate changes that you want to make to the course. Changes have to be carefully managed due to restrictions by the Competitions and Markets Authority (CMA) on what we can change after the course has been advertised. As such if you are recommending any significant changes then please discuss this with the relevant Teaching Director in the first instance.

[Please enter any MID TERM changes that you plan to make for 2020/21](#)

You should include here any changes you want to make for 2020/21 delivery of the course. These changes can include; Introduction of new optional modules Removal of optional modules so long as choice does not reduce significantly Changes to timetable slots that do not impact module choice

--

Please enter any LONG term changes you plan to make for 2021/22

You should include here any changes you want to make for 2021/22 delivery of the course. These changes can include;

- Changes to course titles
- Changes to course learning outcomes
- Changes to additional course costs
- Changes to course assessment design and the relative weightings of assessment type
- Changes to course descriptions
- Changes to COMPULSORY modules
- Changes to option ranges
- Changes to number of optional modules within an option range
- Changes to which modules can be compensated

--

Appendix B

How to access the forms remotely

The online forms that are used to report your course and module review information are fully accessible from your UEA desktop PC or laptop. There will be instances when you are completing the forms from an alternative location or a non-university machine. In these instances the instructions below should be used to access the forms.

These instructions are applicable to the following forms:

[Mid Module review form](#)

[Module Review form](#)

[Course Review form](#)

The forms are accessed via your Office 365 account, which you are automatically logged onto when you sign into your desktop or laptop PC. Given this, you need to login to this account before you can complete and submit the forms.

1) Login to Outlook online

- 1.1) Click on the link below to take you to the Outlook login page

<https://outlook.office.com/uea.ac.uk>

- 1.2) You will then need to login using your UEA username and password. Remember that your username needs to include @uea.ac.uk (as shown below).



The screenshot shows a login form with the following elements:

- Text: "Sign in with your UEA account" followed by "e.g. abc13xyz@uea.ac.uk"
- Text input field containing "abc13xyz@uea.ac.uk"
- Text input field labeled "Password:"
- A blue "Sign in" button
- A link: "I've forgotten my password."

2) Use the link in your email to access the forms

- 2.1) Once logged in you should see your Outlook inbox. Find the email with the links to the online forms and click on them (or click on the links above). The forms should now open correctly.

[It still isn't working, how do I get more help?](#)

If you still cannot access the forms when logged into Office 365 then please email r.gray@uea.ac.uk and we will try to get back to you as soon as possible.