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| Student digital experience tracker |
| Resource planning table (staff survey) |

You can use this table to plan how much time is needed and who will do what. We have given a rough guide to the time required for some technical tasks, depending on familiarity with BOS. Other tasks can be carried out more or less thoroughly depending on the resources available. If you are using more than one version of the tracker, some tasks will need to be carried out more than once.

You can copy and use this table for planning.

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| **Stage** | **Actions required** | **Time allocated & people responsible (your notes)** |
| **Plan** | Convene working group (you may not feel this is necessary for a pilot project)  Engage stakeholders with clear communication about the purpose & process of the project. You can refer teaching staff to [this page](https://digitalstudent.jiscinvolve.org/wp/data-service/student-digital-experience-service-information-for-teaching-staff/), and/or use some of this to create your own messages.  Go through the planning Guide:   * Clarify your rationale * Decide on survey population & sampling strategy (below) * Decide how the tracker will be promoted to teaching staff * Set out timetable, allocate time & responsibilities (this table) |  |
| **Sign up** | (Participation for the pilot project is already allocated). |  |
| **Set up** | Decide on your custom questions for teaching staff (see ***Guide to customizing your survey***)  Copy the master survey required, which will be either the full or the micro version: name and save it in BOS  Customise your survey (10-20 mins per custom question, depending on your experience with BOS) |  |
| **Launch & promote** | Upload email addresses and send out custom link to teaching staff  Put promotion plans in place |  |
| **Close and access data** | Download your summative report and raw data (available immediately you close the survey(s))  If relevant, import into analysis software e.g. excel, nVivo, SPSS  Note that benchmarking data will not be available for the pilot. We will produce a summative data report that you can reference, but we caution against making comparisons unless you have a very good sample size. |  |
| **Analyse** | Review your statistical data (see ***Guide to analyzing your data*** and ***Question by Question guide***) (2 hours to several days depending on the depth of analysis undertaken.  Further qualitative analysis (e.g. focus groups, consultation events) |  |
| **Report and respond** | Convene working group (if applicable)  Present and discuss draft analysis  Work through the ***Guide to responding to your findings***  Compare your findings with data from the Student survey  Create an action plan for responding to key issues |  |
| **Communicate** | Produce report(s) of the results (e.g. infographics, slides, posters, quotes, video clips, formal report…)  Disseminate widely |  |
| **Evaluate** | Help us to evaluate the Teaching staff survey with our feedback form.  Consider the value to your institution. You might like to include these considerations as part of your report on the findigns. |  |