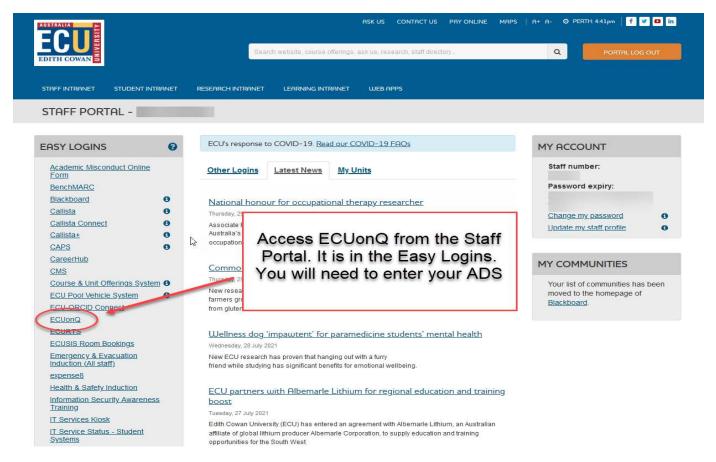
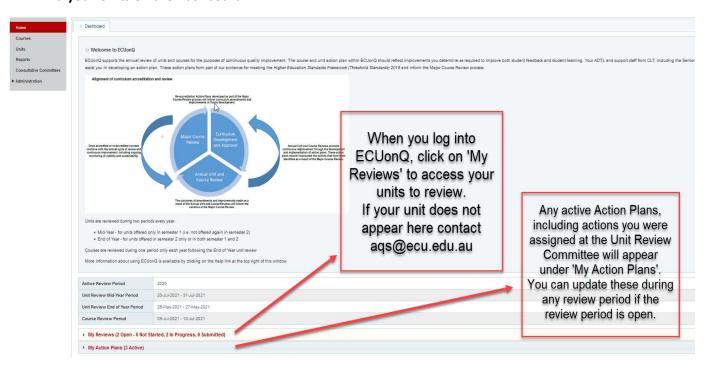
While ECUonQ has been designed to be fairly intuitive to use, the instructions in this document provide a basic introduction to the application. Any enquiries and feedback should be directed to Academic Quality and Standards (aqs@ecu.edu.au).

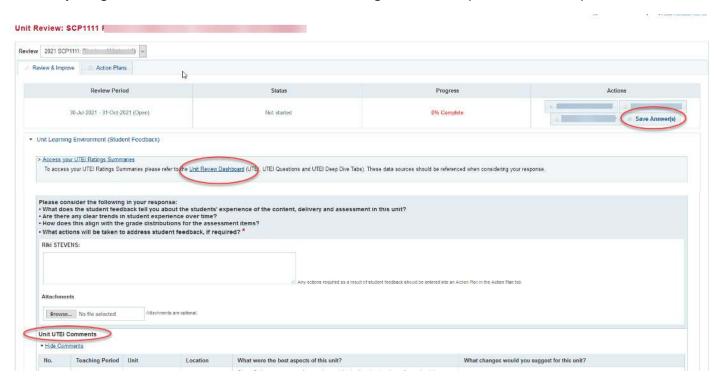
1. Log in to ECUonQ



2. Find your Units on the Dashboard

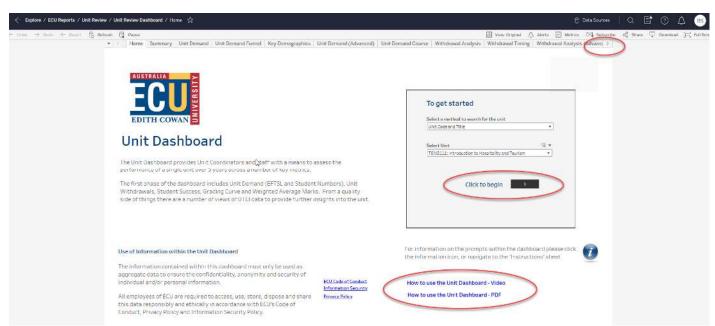


3. Completing the Unit Review – Section One Unit Learning Environment (Student Feedback)



Unit Coordinators will need to access the Unit Review Dashboard in Tableau for the Ratings Summaries (data).

By clicking the link provided an internet browser tab will open and ADS log in credentials will be required to access Tableau. There are help functions available (see below) to assist you in using the dashboard.



The Unit Coordinator will then need to FIRST find their unit from the drop-down selection, then 'Click to begin'.

Once the Dashboard opens on the first tab, you will need to press on the arrow pointing to the right to access the tabs relating to UTEI. These are called the **UTEI**, **UTEI Questions** and **UTEI Deep Dive**.

The UTEI comments are in ECUonQ.

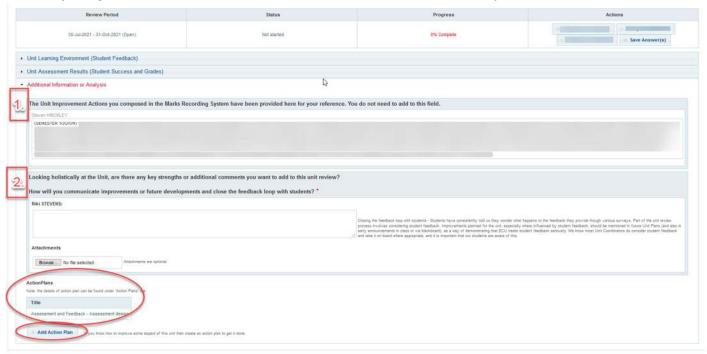
Consider the question and the data provided in Tableau and Student Comments and complete your response in the box provided. It is a good idea to intermittently 'Save Answers' so you do not lose your work if you are inactive for a period.

4. Completing the Unit Review – Section Two Unit Assessment Results (Student Success and Grades)



This section requires **no further comment or response** from the Unit Coordinator as it has already pulled a response from the Marks Recording System. All comments for all instances of the unit for that teaching period that were entered into the Marks Recording system for the question 'Comment and explain the grade distribution, with a particular focus on the pass rates and spread of grades, including any differences across locations' will show here.

5. Completing the Unit Review - Section Three Additional Information or Analysis



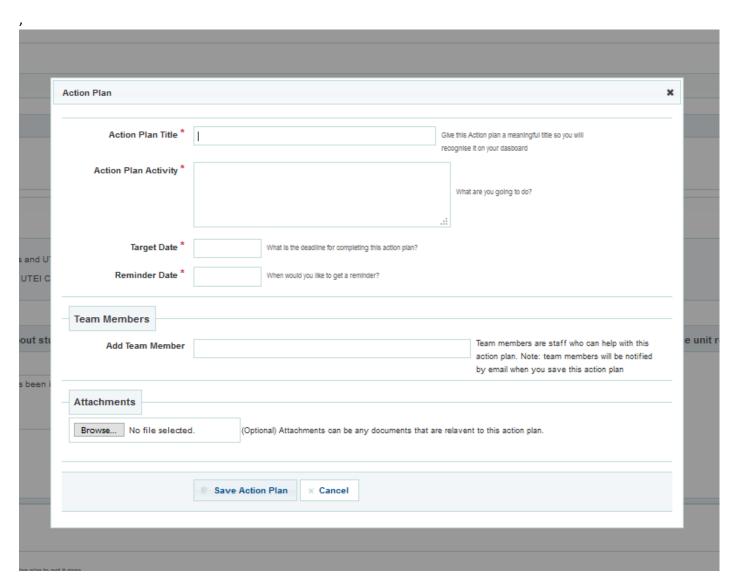
Question 1. This question requires **no further comment or response** from the Unit Coordinator as it has already pulled from the Marks Recording System. Again, all comments for all instances of the unit for that teaching period that were entered into the Marks Recording system for the question 'With reference to the unit performance this teaching period, please record your unit improvement actions for the Unit Review Committee to approve' will show here.

Question 2. This question provides an opportunity to note down some key strengths of the unit, or aspects that are working really well. The other part of this question asks how the Unit Coordinator will close the feedback loop with students by informing them about the changes or improvements to the unit which has been influenced by their feedback.

Students have consistently told us they wonder what happens to the feedback they provide though various surveys. Part of the unit review process involves considering student feedback. Improvements planned for the unit, especially where influenced by student feedback, should be mentioned in future Unit Plans (and also in early announcements in class or via blackboard), as a way of demonstrating that ECU treats student feedback seriously. We know most Unit Coordinators do consider student feedback and take it on board where appropriate, and it is important that our students are aware of this.

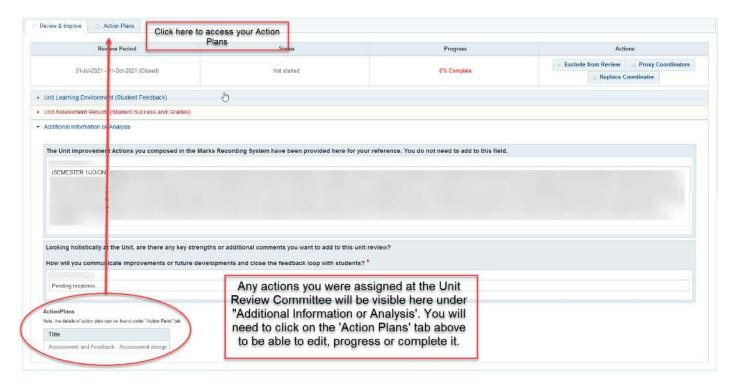
6. Action Planning

At the end of each of the three sections of ECUonQ there is the facility to add in an Action Plan if there is something that needs to be changed, improved or amended. By Clicking on the 'Add Action Plan' button, a new screen will pop up and prompt you to fill in the required information to create an Action Plan. Fields with a red asterisk are mandatory, but may be amended later by editing the Action Plan.



Once you have clicked 'Save Action Plan, it will be available in the Action Plan tab (see picture below).

Any actions assigned to the unit at the Unit Review Committee will be automatically pulled in under the 'Additional Information or Analysis' heading and pre-populated as an Action Plan, or multiple Action Plans, if multiple actions were assigned.

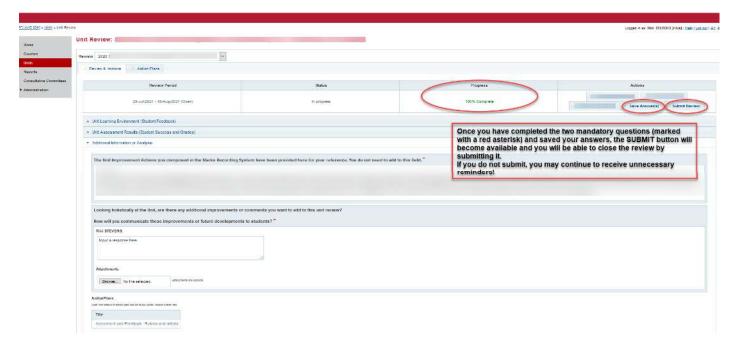


It is important to note that you cannot amend, edit or update your Action Plan from this screen – you need to click on the Action Plan tab to access the Action Plans.

7. Submitting the Unit Review

Once you have completed the two mandatory fields, questions one and four marked with a red asterisk; and you are satisfied that you have answered the questions, you can submit your review. This is a two-step process.

- 1. You firstly must 'SAVE' your answers. It is a good idea to do this periodically so that answers are not lost if you are interrupted and with periods of inactivity if you become interrupted.
- 2. If you have completed the two mandatory questions, after you save, you will see a 100% progress in the status field and you will then be given the option to submit with the appearance of the SUBMIT button.



Please be aware that you may still update your Action Plan even after you submit, as long as you are in an open review period for your unit. If you do not complete the action in this review period, it may be updated when the unit is open again for review.