

ECUonQ Instructions for Unit Reviews 2021

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 (aq@ecu.edu.au).

1. Log in to ECUonQ

EASY LOGINS

- Academic Misconduct Online Form
- BenchMARC
- Blackboard
- Callista
- Callista Connect
- Callista+
- CAPS
- CareerHub
- CMS
- Course & Unit Offerings System
- ECU Pool Vehicle System
- ECU ORCID Connect
- ECUonQ**
- ECURTS
- ECUSIS Room Bookings
- Emergency & Evacuation Induction (All staff)
- expense8
- Health & Safety Induction
- Information Security Awareness Training
- IT Services Kiosk
- IT Service Status - Student Systems

Access ECUonQ from the Staff Portal. It is in the Easy Logins. You will need to enter your ADS

2. Find your Units on the Dashboard

When you log into ECUonQ, click on 'My Reviews' to access your units to review. If your unit does not appear here contact aq@ecu.edu.au

Any active Action Plans, including actions you were assigned at the Unit Review Committee will appear under 'My Action Plans'. You can update these during any review period if the review period is open.

Review Period	Start Date	End Date
Active Review Period	2020	
Unit Review Mid-Year Period	20-Jul-2021	31-Jul-2021
Unit Review End of Year Period	26-May-2021	27-May-2021
Course Review Period	09-Jul-2021	10-Jul-2021

My Reviews (2 Open - 0 Not Started, 2 In Progress, 0 Submitted)
My Action Plans (3 Active)

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

Unit Review: SCP1111 F

Review 2021 SCP1111: [dropdown]

Review & Improve | Action Plans

Review Period	Status	Progress	Actions
30-Jul-2021 - 31-Oct-2021 (Open)	Not started	0% Complete	[dropdown] Save Answer(s)

Unit Learning Environment (Student Feedback)

> Access your UTEI Ratings Summaries
To access your UTEI Ratings Summaries please refer to the [Unit Review Dashboard](#) (UTEI, UTEI Questions and UTEI Deep Dive Tabs). These data sources should be referenced when considering your response.

Please consider the following in your response:

- What does the student feedback tell you about the students' experience of the content, delivery and assessment in this unit?
- Are there any clear trends in student experience over time?
- How does this align with the grade distributions for the assessment items?
- What actions will be taken to address student feedback, if required? *

RIKI STEVENS:

[Text Area]

Attachments: [Browse...] No file selected. Attachments are optional.

Unit UTEI Comments

Hide Comments

No.	Teaching Period	Unit	Location	What were the best aspects of this unit?	What changes would you suggest for this unit?
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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.

Explore / ECU Reports / Unit Review / Unit Review Dashboard / Home

Home | Summary | Unit Demand | Unit Demand Funnel | Key Demographics | Unit Demand (Advanced) | Unit Demand Course | Withdrawal Analysis | Withdrawal Timing | Withdrawal Analysis | **Advances**

Unit Dashboard

The Unit Dashboard provides Unit Coordinators and staff with a means to assess the performance of a single unit over 3 years across a number of key metrics.

The first phase of the dashboard includes Unit Demand (EFTSL and Student Numbers), Unit Withdrawals, Student Success, Grading Curve and Weighted Average Marks. From a quality side of things there are a number of views of UTEI data to provide further insights into the unit.

Use of Information within the Unit Dashboard

The information contained within this dashboard must only be used as aggregate data to ensure the confidentiality, anonymity and security of individual and/or personal information.

All employees of ECU are required to access, use, store, dispose and share this data responsibly and ethically in accordance with ECU's Code of Conduct, Privacy Policy and Information Security Policy.

For information on the prompts within the dashboard please click the information icon, or navigate to the 'Instructions' sheet.

[How to use the Unit Dashboard - Video](#)

[How to use the Unit Dashboard - PDF](#)

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.

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

Unit Review: [REDACTED]

Review [REDACTED]

Review & Improve | Action Plans

Review Period	Status	Progress	Actions
30-Jul-2021 - 31-Oct-2021 (Open)	Not started	0% Complete	[REDACTED] [REDACTED] [REDACTED] Save Answer(s)

Unit Learning Environment (Student Feedback)

Unit Assessment Results (Student Success and Grades)

The analysis composed in relation to the grade distributions (including pass rates, spread of grades, including any differences across locations) in the Marks Recording Systems has been provided for your reference. You do not need to add to this field.

(SEMESTER /SESSION) / [REDACTED]

Add Action Plan If you know how to improve some aspect of this unit then create an action plan to get it done.

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

Review Period	Status	Progress	Actions
30-Jul-2021 - 31-Oct-2021 (Open)	Not started	0% Complete	[REDACTED] [REDACTED] [REDACTED] Save Answer(s)

Unit Learning Environment (Student Feedback)

Unit Assessment Results (Student Success and Grades)

Additional Information or Analysis

1. The Unit Improvement Actions you composed in the Marks Recording System have been provided here for your reference. You do not need to add to this field.

Steven BRIDGLEY
(SEMESTER /SESSION)

2. Looking holistically at the Unit, are there any key strengths or additional comments you want to add to this unit review?
How will you communicate improvements or future developments and close the feedback loop with students? *

Riki STEVENS:

Closing the feedback loop with students - Students have consistently told us they wonder what happens to the feedback they provide through 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.

Attachments
Browse... No file selected. Attachments are optional.

Action Plans
Note: the details of action plan can be found under 'Action Plans' box.

Title
Assessment and Feedback - Assessment design

Add Action Plan If you know how to improve some aspect of this unit then create an action plan to get it done.

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.

ECUonQ Instructions for Unit Reviews 2021

Students have consistently told us they wonder what happens to the feedback they provide through 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.

The screenshot shows a 'Action Plan' form with the following fields and sections:

- Action Plan Title ***: Text input field with tooltip: "Give this Action plan a meaningful title so you will recognise it on your dashboard".
- Action Plan Activity ***: Large text area with tooltip: "What are you going to do?".
- Target Date ***: Date input field with tooltip: "What is the deadline for completing this action plan?".
- Reminder Date ***: Date input field with tooltip: "When would you like to get a reminder?".
- Team Members**: Section with an "Add Team Member" input field and tooltip: "Team members are staff who can help with this action plan. Note: team members will be notified by email when you save this action plan".
- Attachments**: Section with a "Browse..." button, a tooltip: "No file selected.", and a note: "(Optional) Attachments can be any documents that are relevant to this action plan.".

At the bottom of the form are two buttons: "Save Action Plan" and "Cancel".

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.

ECUonQ Instructions for Unit Reviews 2021

Click here to access your Action Plans

Review Period	Status	Progress	Actions
31-Jul-2021 - 31-Oct-2021 (Closed)	Not started	0% Complete	Exclude from Review, Proxy Coordinators, Replace Coordinator

Unit Learning Environment (Student Feedback)
 Unit Assessment Results (Student Success and Grades)
 Additional Information or Analysis

The Unit Improvement Actions you composed in the Marks Recording System have been provided here for your reference. You do not need to add to this field.

Looking holistically at the Unit, are there any key strengths or additional comments you want to add to this unit review?
 How will you communicate improvements or future developments and close the feedback loop with students? *

Pending response.

ActionPlans
 Note: the details of action plan can be found under "Action Plans" tab

Title
Assessment and Feedback - Assessment design

Any actions you were assigned at the Unit Review Committee will be visible here under "Additional Information or Analysis". You will need to click on the 'Action Plans' tab above to be able to edit, progress or complete it.

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.

Unit Review: [Review Period]

Review Period	Status	Progress	Actions
29-Jul-2021 - 15-Aug-2021 (Open)	In progress	100% Complete	Save Answer(s), Submit Review

Unit Learning Environment (Student Feedback)
 Unit Assessment Results (Student Success and Grades)
 Additional Information or Analysis

The Unit Improvement Actions you composed in the Marks Recording System have been provided here for your reference. You do not need to add to this field.

Looking holistically at the Unit, are there any additional improvements or comments you want to add to this unit review?
 How will you communicate these improvements or future developments to students? *

Riki STEVENH
 Input a response here

Attachments
 [Browse] No files selected. [Add more attachments]

ActionPlans
 Note: the details of action plan can be found under "Action Plans" tab

Title
Assessment and Feedback - Rubric and outline

Once you have completed the two mandatory questions (marked with a red asterisk) and saved your answers, the SUBMIT button will become available and you will be able to close the review by submitting it. If you do not submit, you may continue to receive unnecessary reminders!

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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.