# MOST standard Course Survey dates for 2018

These dates apply to both Internal and Distance full semester offerings.

# Semester 1

21 May **- Cut off for initiating a Course Survey**

Visit <http://most.massey.ac.nz> before this date to initiate your Course Survey.

23 May **- Student data accessed from SMS**

latest up-to-date student lists accessed, to ensure all enrolled students receive survey

25 May **- Survey opens for Semester 1 courses**

Students, registered lecturers and Paper Coordinators are all informed by email that the survey is live.

* Make sure you remind students to complete the survey for your paper.
* Add the link to the survey that you receive to your STREAM site.

15 June **- Reminders for non-respondents**

The system emails students who have not responded to the survey.

25 June **- Survey closes**

25 June - 9 July **– Comments open**

Paper coordinators asked to comment on survey results.

This comment will be sent to students with a summary report of aggregated data.

9 July **- Final survey results are published**

Download a copy of your results for your files.

Final survey results remain available online for two years.

# Course Surveys for Semester 2 and Double Semester

These dates apply to both Internal and Distance offerings.

8 October **- Cut off for initiating a Course Survey**

Visit <http://most.massey.ac.nz> before this date to initiate your Course Survey.

10 October **- Student data accessed from SMS**

latest up-to-date student lists accessed, to ensure all enrolled students receive survey

12 October **- Survey opens for Semester 2 and Double Semester courses**

Students, registered lecturers and Paper Coordinators are all informed by email that the survey is live.

* Make sure you remind students to complete the survey for your paper.
* Add the link to the survey that you receive to your STREAM site.

9 November **- Reminders for non-respondents**

The system emails students who have not responded to the survey.

16 November **- Survey closes**

16 November - 3 December**– Comments open**

Paper coordinators asked to comment on survey results.

This comment will be sent to students with a summary report of aggregated data.

3 December **- Final survey results are published**

Download a copy of your results for your files.

Final survey results remain available online for two years.

# Flexible Surveys in MOST

With a Flexible Survey you are able to select your own dates. Check the Workflow generated to view when each step will happen based on the dates you selected.

Results of the Flexible Surveys are not stored centrally. They will be sent directly to the individual teacher for interpretation, use and storage.

Contact ostadmin@massey.ac.nz if you are interested in running a flexible survey. More detailed assistance will be given.