

UM Pedagogy Project

Asynchronous (Online/Moodle) Small Group Analysis (SGA) Process [adapted for Autumn 2021]

- The SGA is designed to solicit feedback from students that is focused on discussion of three questions:
 1. What aspects of this course/instruction enhance your learning?
 2. How could this course be improved to enhance your learning?
 3. What could you - as a student - do to enhance your learning in this course?
- This adapted SGA process uses a Moodle shell that is separate from that used for the course (to maintain confidentiality) as well as [Qualtrics survey software](#) (available to all UM members). The Qualtrics component has been streamlined here, but there are also [resources](#) available (see also the Qualtrics instructions below).

PROCESS AT A GLANCE

Before the SGA

- Collaborate with the course instructor on the timeframe for the SGA
- Send [Jason Stahl](#) a list of students in the course
- Email the students from the Moodle site
- Edit the Qualtrics survey template (see Qualtrics instructions below)

During the SGA

- Check the Moodle shell to verify students are participating in discussion
- Email a deadline reminder to the students

After the SGA

- Prepare and distribute Qualtrics survey for individual ratings (see Qualtrics instructions below)
- Compile results
- Meet with course instructor to debrief

PROCESS IN DETAIL

Before the SGA

SGA facilitator

- Collaborate with course instructor on the timeframe for the SGA
- Jason Stahl will set up the Moodle site for this course's SGA, enroll the students in the Moodle site, and allocate them to groups. The name of the Moodle site will contain the course rubric and number and "Mid-Semester Feedback". You will be added as a Teacher in that Moodle shell.
- Once you receive confirmation that the Moodle site is ready, and you are ready to conduct the SGA, **make the course visible to students**.
- Email the students through the Announcement Forum in the Moodle course with the following information:
 - Explain that you and the course instructor are part of the Pedagogy Project.
 - Explain that the SGA was requested by the course instructor (and is completely voluntary on their part).
 - Describe the steps of the SGA
 - Answer three questions in small groups within the discussion forum.
 - Complete a Qualtrics survey in which you individually rank on how strongly you feel about the responses generated.
 - Explain that the process is confidential: the instructor will not know which comments were submitted by which students or how students ranked responses (ask students to be candid and constructive).
 - Describe how instructor/class will benefit from information collected:
 - Students will make their impressions of the class known.
 - Instructor will hear what students are thinking during the semester, rather than at the end; instructor can then keep/build on some components of course, change others, depending on feedback.
 - Identify the deadline for completing the SGA. The whole process should not extend beyond a week. We suggest the following timeframe to promote greater responsiveness:
 - Discussion: 2-3 days
 - Compilation of results: 1-2 days
 - Qualtrics survey: 2-3 days.
 - Include your email address in case students have any questions.
 - **It is important that the Moodle site is visible before you send the message out to the class.**
- Generate a Qualtrics contact list of e-mail addresses of students in the course (see Qualtrics instructions)

Course instructor

- Tell students in the class about the Pedagogy Project/SGA
- Share information about the SGA facilitator's Moodle shell and the timeframe for the SGA
- Send [Jason Stahl](#) a list of students in the course
- Send the SGA facilitator a list of student emails (this is for the Qualtrics survey – individual rankings)

During the SGA

- Check in on Moodle to verify participation in the SGA, sending email reminders and/or prompting specificity of responses, as needed.

After the SGA

- When the allocated discussion time period ends, make the Moodle site hidden from students (so that the course no longer appears in their list of courses).
- Review responses provided by each group/in each discussion board, note repetition in responses, emerging themes, etc.
- Select 3-6 responses per question to enter in the Qualtrics survey and email the survey link to the class (see Qualtrics instructions).
- Within 2-3 days (or an appropriate timeframe), close the Qualtrics survey and compile the results (see Qualtrics instructions).
- Complete the [SGA Report Form](#) and share with the course instructor. Consider also sharing other responses provided in the Moodle discussion forums but not individually ranked.
- Meet with the course instructor to discuss the feedback generated from the SGA and strategize ways to address it.

USING QUALTRICS FOR INDIVIDUAL RANKINGS

Getting started

- If you are conducting an SGA this semester, a template survey will be sent to your [UM Qualtrics account](#). Login with your NetID and password. When you open your account, the survey ("project") Pedagogy Project Zoom SGA template should be there.
- You can also import the Pedagogy_Project_Zoom_SGA_template QSF file to your Qualtrics account. For further details, see [Creating a Project](#) > Creating from a File

Create a contact list

- Use the CSV ContactListTemplate file to enter email addresses of the students in the course into a spreadsheet and upload to Qualtrics. For further details, see [Contacts Basic Overview](#) > Importing a Contact List from a File.
- Alternately, you can enter email addresses manually in Qualtrics. For further details, see [Contacts Basic Overview](#) > Creating a Contact List Manually.

Edit the survey template

- Rename the survey. For further details, see [Renaming Your Survey](#) > Project Name.
- Enter the class responses for the corresponding questions. Add/remove rows as needed. For further details, see [Matrix Table Question](#) > Statements vs. Scale Points > Adding and Removing statements and scale points.
- If you'd like, you can preview the survey. The survey template has been formatted to be mobile friendly. For further details, see [Preview Survey](#) > About Previewing Survey. Please note that the mobile friendly survey preview may not look entirely the same as it will on a mobile.

Distribute the survey

- The survey template is set to "by invitation only" and to "anonymize responses". Distribute the survey to the class by generating an email survey invitation through Qualtrics using the contact list containing the email addresses of all the students in the course (see above). For further details, see [Email Survey Invitations](#) > Emailing a Survey Invitation.
- If there isn't a lot of participation, consider sending a reminder through Qualtrics.

Close the survey

- When the allocated timeframe for the survey has ended, close the survey. For further details, see [Collecting Responses](#) > Pausing Response Collection.
- You can also set the survey to close automatically by setting a survey expiration date before distribution. For further details, see [Survey Protection](#) > Specifying When Your Survey Can Be Started.

Generate a report

- Responses can be viewed and exported in Reports > Results.
- The survey template has been set so that the Default Report will compile the results in simple tables. You are welcome to modify the report in a way that works best for you. For further details, see [Results-Reports Basic Overview](#) > About Results-Reports.
- If you want a copy of the results to view offline, you can export the results. For further details, see [Exporting Results-Reports](#) > Exporting a Results-Report.

Small Group Analysis procedure developed by the Searle Center for Teaching Excellence, Northwestern University. Used by permission. Adapted by Tobin Miller Shearer, 7/7/2010. Adapted for online course modality by Leora Bar-el & Kim Reiser 1/29/21. Last updated 9/28/2021. Special thanks to Jo Costello at UOnline for assistance and to members of the Pedagogy Project for feedback.