

Course Rep Feedback Platform – Student Guide

Introduction

The Course Rep Feedback Platform is a space for you to share your views about your course and see what other students have raised. This guide will explain how to use the Course Rep Feedback Platform, including how to find your Course Reps, submit and support feedback, and check for updates.

How to Use the Platform

1. Find Your Course Reps

You can access the 'Your Course Reps' page to view your Course Reps, feedback related to your course and submit new feedback. The main page shows the course and mode that you are enrolled in, as well as your Course Reps.

2. Check Existing Feedback

The Feedback tab has a grid of all the submitted feedback to your course, with a brief overview of what each is about. You can click on any feedback to go to a new page with more information, including the description and any updates that have been created by Course Reps.

3. Support Existing Feedback

If you agree with an existing submission, you can use the thumbs up to show your support rather than creating a duplicate. You can use the thumbs up feature to share your opinion on existing feedback.

4. Submit New Feedback

If your feedback hasn't already been raised, select "Submit Feedback" and:

- Add a title and description.
- Select the relevant course or module.
- Choose whether your feedback is an **Issue, Question, Idea or Praise**.
- Choose whether you want to submit anonymously.

5. Check for Updates

You can return to the platform to see updates from your Course Representatives and follow the progress of feedback you've submitted or supported.

Before You Submit

- Check whether your feedback has already been raised.
- Ensure that your feedback is worded in a professional and constructive manner, keeping language and tone appropriate.
- Provide enough detail to help your Course Rep understand your feedback.

- Keep checking back on the platform for updates and responses.