Mid-Module Check In (MMC) Student FAQs

What will I be asked?

The Mid-Module Check In features three core qualitative (free text) comment questions. These have been designed to help guide you to reflect on your module experience so far:

· **Q1. What are the strengths of the module so far?**
· **Q2. How could your experience of this module be improved?**
· **Q3. Please use this box to provide any other constructive feedback.**

You may see some additional questions in the Mid-Module Check In. These questions will be selected by your lecturers/Module Leaders as required and appropriate.

When will the Mid-Module Check In happen?

The Mid-Module Check In will take place during week 5 of each semester.
The Mid-Module Check In will open on Monday and close the following Sunday night.

There are a limited number of exceptions to this.
In these cases, Module Leaders will inform their students of the timing of the Mid-Module Check In.

What are the eligibility criteria?

The Mid-Module Check In is open to all enrolled students studying undergraduate, postgraduate taught, and Polylang modules.
Modules are excluded if:
• They are not taught on a University of Westminster campus.
• They are taught via distanced learning.
• They are WeThrive modules.
• They occur is semester two of students' final undergraduate year.

Do I have to participate in the Mid-Module Check In?

Participation in the Mid-Module Check In is voluntary. You are encouraged to provide feedback through this process as the Mid-Module Check In is your chance to share your thoughts about each module, helping us to further enhance the learning experience of our students.

All Mid-Module Check In responses are anonymised when used in reporting.

What can I expect before and after the Mid-Module Check In?

Before the Mid-Module Check In, you will hear about it from your lecturers and Module Leaders.
Course Representatives or FANS may also promote it to you.
After Mid-Module Check In closes, your Module Leaders will receive reports containing the feedback on their module.
Module Leaders will respond to your feedback through reports on Blue and via in-class presentations and/or Blackboard announcements.
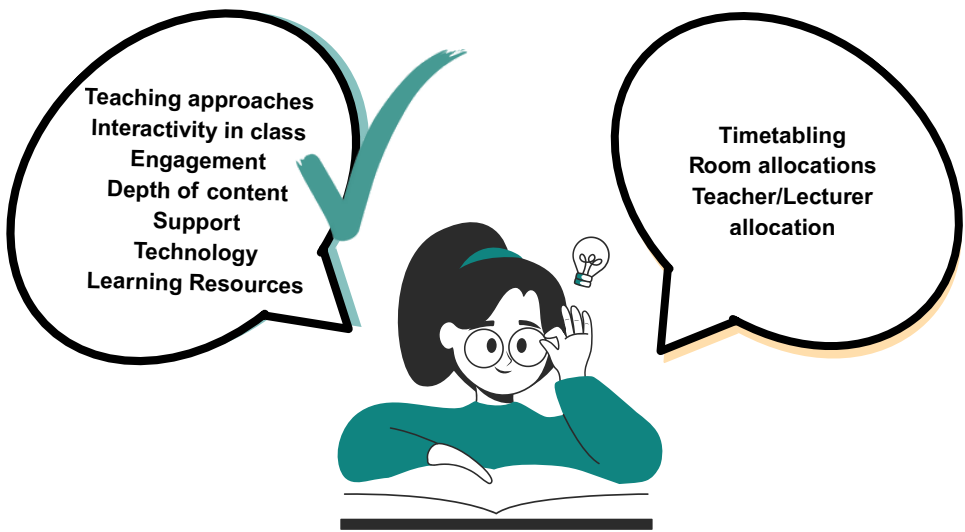These will describe what is being actioned based on your feedback, as well as outlining what cannot currently be changed.

What should I comment on when completing the Mid-Module Check In?

Due to the timing of the Mid-Module Check In during the semester, there are aspects of the experience that are unlikely to be changed.
Feedback will be less impactful if it focuses on aspects such as timetabling, room allocations, or who is teaching on the module.

To provide the most impactful feedback, focus on aspects such as teaching approaches, interactivity and engagement, breadth and depth of content, support both academically and around assessment, use of technology, and the resources provided to support your learning or independent study.

Who can I contact about the Mid-Module Check In?

If you have a query or concern about the MMC, please contact
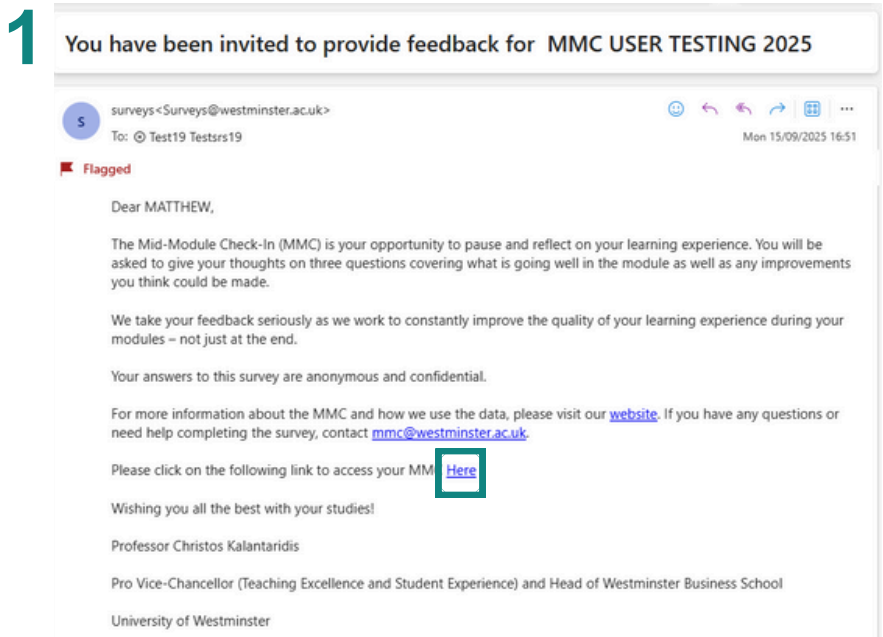mmc@westminster.ac.uk
If you would like to learn more about the data collected and your rights, please read the university's survey data privacy notice.

How can I access the Mid-Module Check In?

The Mid-Module Check In will be completed via the Blue survey platform.
Once the Mid-Module Check In is live, students will receive email invitations and Blackboard notifications to complete their forms.
Emails will come from surveys@westminster.ac.uk.
Single Sign On is set up; students may need to use their university log in when accessing the Mid-Module Check In for the first time.
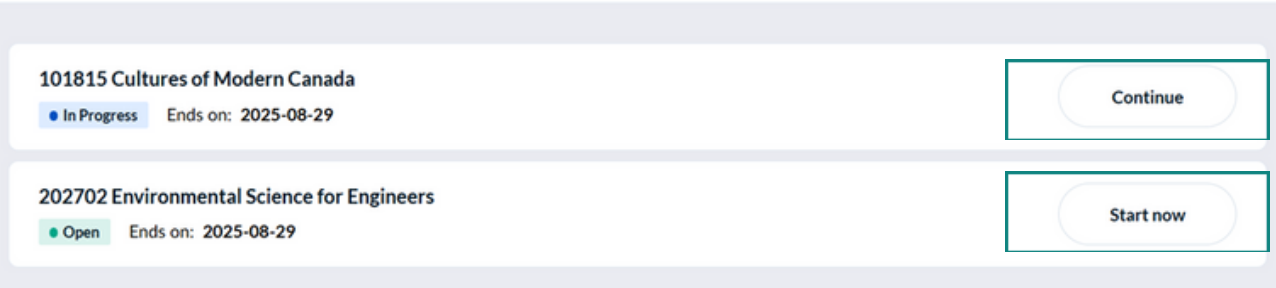

Once logged into Blue, your task list will show one form for each of your modules being surveyed.
Select a Check-In to complete, and work your way through the questions.
You can pause and return later, any time before the deadline.

3. Read the welcome message and click **"Continue"** to enter the Mid-Module Check In.
4. Complete all of the questions. You can find a video guide on providing constructive feedback on the MMC webpage.
5. Once you have completed the MMC questions, the summary page will allow you to see your responses.
You can edit your answers by clicking **"Modify"**. Please note, you can't revisit your responses once you submit the Mid-Module Check In.