

## Introduction

0:04

This short video guide will provide an overview of the Mid Module Check in process. The Mid Module Check In, or MMC, is how we'll gather your views, thoughts and experiences of each of the modules you study at Westminster.

## Features of the Mid-Module Check In

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The Mid Module Check In is your opportunity to provide feedback about your modules as you are studying them.

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By doing so, you'll participate in a dialogue with your lecturers and Module Leaders that informs enhancements to teaching and learning.

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The MMC will only collect qualitative free text comment data, allowing students to describe in detail their experiences of each module.

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The MMC will be administered during modules.

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This will mean that students feel the benefits of their feedback in real time.

## Features of the Mid-Module Check In 2

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The mid module check in will be open to all enrolled students studying on an undergraduate, postgraduate taught or a Polylang module.

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With few exceptions, all students can expect to receive a Mid-Module Check In for each of their modules.

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Details of exceptions can be found in the accompanying FAQ document under "What are the Eligibility Criteria?"

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As the name suggests, the Mid-Module Check In will occur part way through each module. There will be one Mid-Module Check In per module per semester, and students can expect to receive it at week five of the semester.

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There are very few exceptions to this. In these cases, module leaders will tell their students.

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The Mid-Module Check In will be open for one week. It will open Monday and close the following Sunday night.

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The Mid-Module Check In will ask students to answer three core questions. These are designed for students to explore their module experience, describe its strengths, any potential improvements, as well as providing any other feedback they have.

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Students may see additional questions included in their Mid-Module Check Ins. These will be selected by lecturers or module leaders as appropriate.

## Features of the Mid-Module Check In 3

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Accessing the mid module check in is extremely straightforward. Students will be invited to complete the Mid-Module Check In via e-mail and Blackboard notifications.

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These will grant access to Blue, a survey platform. Students simply need to click on the links provided the first time.

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The first time, students may need to log in with their university credentials. After that, single sign on will be active, meaning students won't need to log in again.

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Once logged in, students will see a task list. This will show each of the Mid-Module Check Ins they have to complete.

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More guidance on accessing the Mid-Module Check In is available in the FAQ document that accompanies this video.

## What is it Helpful to Comment On?

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Each survey at Westminster is designed for a specific purpose, and the Mid-Module Check In is no different. When completing the mid module check in, ask yourself “what is it helpful to comment on?”

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We encourage honest responses to the Mid-Module Check In as we do for all surveys you are invited to complete. It is important that you express yourself, but it is also important to note the specific purpose of the MMC process.

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Due to the timing of the MMC during the semester, there are aspects of the experience that cannot be changed. As such, feedback will be less impactful if it focuses on aspects such as timetabling, room allocations, or who is teaching on the module.

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Focusing on the tangible aspects of your teaching and learning experience will provide more meaningful feedback.

You may choose to comment 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.

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Depending on your level of study, your focus might be different to other points during your time at Westminster.

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Foundation year and 1st year undergraduate students might focus on things such as module content and structure, assessment clarity, using Blackboard and accessing materials and resources.

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Other undergraduate students might focus on these aspects as well as the alignment of module content with the modules aims.

And those in the final year of their undergraduate or postgraduate students might focus on these aspects as well as the relevance of module content to progression into industry.

## Resources and Support

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There are various ways in which you can receive support and guidance about the MMC.

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Your course representatives are trained and knowledgeable about the MMC process.

If you're a student in your first year at Westminster, the Friends of Newly Arriving Students will be able to provide clarity during your first semester.

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There is also a dedicated inbox for the MMC, which you can contact with any questions.

5:00

The MMC web page provides a helpful overview of the MMC, including a student FAQ guide to help you complete the MMC.

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To find the web page, simply Google 'Mid-Module Check In University of Westminster'.

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As ever, if you have a serious concern, do not wait for a standard survey to come around.

The University's Report and Support tool is accessible to all students at any time.

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Thanks for watching and thank you for your feedback.