

# Information Sheet 8 – Using the Multi Source Feedback Assessment – DFT, DTFT and PLVE

## Introduction

The Multi Source Feedback (MSF) assessment within the ePortfolio is a paperless system. It is set up by the trainee by sending email requests to selected colleagues, who are then able to respond to a feedback questionnaire. The results of the MSF are moderated and published by the TPD. There is the facility to carry out several MSFs, if needed, during the training programme.

## MSF Variations

Although the principles and function of the MSF are common to all training programmes, there are variations in content and procedure between the DFT programmes (DFT, DTFT and PLVE) and the DCT programmes. For this reason, this information sheet will cover the DFT Programme – another information sheet will cover DCT programmes.

## DFT MSF Procedure

The MSF Assessment link is found in the Feedback panel of the Dashboard. The normal MSF used in practice is just below the PSQ link, and there is a second 'Non-Practice MSF' link to be used for an MSF which can be carried out in a Placement or other non-practice situation. The questions in the feedback form are suitably amended for the situation.

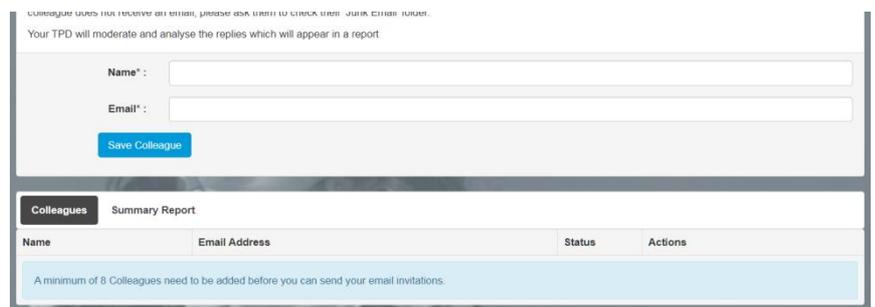


The first form seen shows a 'Start MSF' button, and clicking on this opens the area where details of colleagues selected to give feedback can be entered.



As each name and email address of the selected colleagues is entered, a list will build up showing their details.

It is necessary to add the names and email addresses of at least eight colleagues (two for the non-practice MSF) before it is possible to view the button which will send the emails to the invitees.



Once enough names are present a button appears which when clicked will send an invitation email to each listed colleague.

There are also buttons allowing amendment or deletion of any of the names in the list

Additional names can be added and invitations sent.

**Colleagues Summary Report**

Name	Email Address	Status	Actions
Chris Robin	crobin@cranfield.co		<a href="#">Edit</a> <a href="#">Delete</a>
Bert Woester	Bertie@cranfield.co		<a href="#">Edit</a> <a href="#">Delete</a>
John Silver	JSilver@cranfield.co		<a href="#">Edit</a> <a href="#">Delete</a>
Scarlet O'Hara	scarls@cranfield.co		<a href="#">Edit</a> <a href="#">Delete</a>
Ron Weasley	WesIR@cranfield.co		<a href="#">Edit</a> <a href="#">Delete</a>
Hermione Grainger	HermG@cranfield.co		<a href="#">Edit</a> <a href="#">Delete</a>
Zaphod Beeblebrox	zaphodb@cranfield.co		<a href="#">Edit</a> <a href="#">Delete</a>
Harry Potter	HarryP@cranfield.co		<a href="#">Edit</a> <a href="#">Delete</a>

You have added 8 Colleagues and have met the minimum of 8 Colleagues required to send your email invitations.  
Please click the button below to send an email invitation to all of the Colleagues that have not been sent an email invitation yet.

[Send email to all uninvited Colleagues](#)

Once the emails have been sent, the form changes and now shows the status of each invitation and buttons are present allowing the resending of an email. The Status indicator will show you who has completed a feedback form and also those who have only partially completed their feedback

**Colleagues Summary Report**

Name	Email Address	Status	Actions
Chris Robin	crobin@cranfield.co	Completed	<a href="#">Resend email</a>
Bert Woester	Bertie@cranfield.co	Completed	<a href="#">Resend email</a>
John Silver	JSilver@cranfield.co	Completed	<a href="#">Resend email</a>
Scarlet O'Hara	scarls@cranfield.co	Completed	<a href="#">Resend email</a>
Ron Weasley	WesIR@cranfield.co	Invited	<a href="#">Resend email</a>
Hermione Grainger	HermG@cranfield.co	Invited	<a href="#">Resend email</a>
Zaphod Beeblebrox	zaphodb@cranfield.co	Invited	<a href="#">Resend email</a>
Harry Potter	HarryP@cranfield.co	Invited	<a href="#">Resend email</a>

You have added 8 Colleagues and have met the minimum of 8 Colleagues required to send your email invitations.  
Please click the button below to send an email invitation to all of the Colleagues that have not been sent an email invitation yet.

[Send email to all uninvited Colleagues](#)

## TPD Moderation

Once eight replies have been received from invited colleagues, the TPD will be able to moderate and publish the report. If insufficient replies have arrived the TPD will see this view. Please note in this view the 'Summary Report' tab has been clicked. Clicking on the Colleagues tab will allow the TPD to see the status of the invitations.

If more items of feedback become available you will be able to add them to the report by placing a tick next to that comment and re-sending an email invitation. You can 'un-publish' the whole report by selecting 'Not Publish' and clicking the 'Submit' button

**Colleagues Summary Report**

A minimum of 8 Multi-Source Feedback Questionnaires need to be completed before you can begin the summary report.

Learning / Development Needs

When eight (two non-practice MSF) replies have been received the view changes to show a heat map displaying the graded responses, and a section which shows all the text comments.

A minimum of 8 comments need to be saved as published before you can publish the report.

	Development Required			Satisfactory			Outstanding			Not observed
	1	2	3	4	5	6	7	8	9	N/A
Being approachable	0	0	0	0	0	1	3	3	1	0
Listening to you	0	0	0	0	0	2	4	2	0	0
Being sympathetic to your point of view	0	0	0	0	0	3	4	0	1	0
Showing appreciation to you for the contribution you make	0	0	0	0	0	1	5	2	0	0
Listening to advice given by yourself or others	0	0	0	0	0	1	4	3	0	0

What does the FD do particularly well: Areas the FD could improve upon: Publish

Save comments to publish/unpublish

Beside each of the comments are buttons allowing a yes/no decision for publishing that comment. An option to set all to 'Yes' is available at the top of the list.

At the bottom of the form is a blue 'save' button. The form must be saved before it can be published.

When the form is saved a 'Publish' Button appears, and clicking on that shows the published report.

8 Colleagues have provided feedback. You have set 6/8 comments to be published and 2/8 comments to NOT be published.

Published by Stay Oding

Unpublish Report Start Report for Multi-Source Feedback Questionnaire

An 'Unpublish' button now appears and also a button to permit the commencement of an additional MSF.

The TPD's published view shows both published and unpublished comments and they are highlighted in different colours.

The FD's published view shows only the published comments, as will the ES's view.

At all stages there is the opportunity to return to the 'Colleagues' view to check that all replies have been received, or to send additional invitations.

Colleagues Summary Report

Name: Chris Robin

December 2020