

During the lecture

- Explain that feedback is anonymous. Students' phone numbers do not link to a name and their phone numbers will not be kept or used for any other purpose
- Show a range of example quotes. Copy and paste some of the text responses into PowerPoint to display them for the audience
- Give verbal feedback to your audience on emerging themes / key points that arise from the responses you receive
- Inform your students as to how many people responded to the question, encouraging even more people to participate

After the lecture

1. Import all text messages into Nokia Ovi suite from phone (should automatically synchronise)
2. In Nokia Ovi suite software, sort messages by date and time so that all are in order
3. Select answers to Q1 File > Export > .csv > Save, and so on for any additional questions. Repeat for all answers, so that each set of answers is in a separate file
4. Open Excel
5. Open all .csv files
6. Delete all columns other than Question responses
7. Copy each set of answers into separate sheet of Excel workbook so that all are in one place and easier to manage.
8. Rename sheets in workbook to sensible name – for ease of use
9. Scan through spreadsheets and rejoin any texts which have split into two because they were too long
10. Feedback to students the number of responses, all the quotes, the key themes emerging – 'Quilt of quotes'
11. Save a second version to adjust words for creating word clouds
12. Compare to other quotes on the same subject

Further support and advice is available from the INTEGRATE project website projects.exeter.ac.uk/integrate