

EvaSys – Online Module Evaluation Instructions

Access via Email

Once the online survey has been created by CQSD, all students enrolled on the module will receive an email from 'Student Module Evaluation <ModuleFeedback@do-not-reply.reading.ac.uk>'. The email will contain the following text:

Dear Student

Your views on the experience of your module are important to us and will be used to inform, and make improvements to, teaching and learning.

You are invited to complete the following module evaluation questionnaire by clicking on the link below:

Module Code – Module Title <https://reading.evasys.co.uk/evasys/online.php?pswd=XXXX>

If hyperlink above has not displayed correctly, please cut and paste it into your browser. If you are asked for a password it is the alphanumeric text after the equals sign.

Alternatively, visit the Blackboard website (www.bb.reading.ac.uk) and go to the Enrolments tab to view a list of all outstanding module evaluation surveys.

N.B. Module evaluations cannot be accessed via the Mobile Blackboard app.

The evaluation link will remain open until **Date & Time**

Once you have submitted your response, or the survey period has expired, the link will no longer appear on your Blackboard page. Once closed, the link will not be re-opened.

Please note, all links are unique to you and can only be used once. This enables the evaluation software to track who has responded to this survey so that reminder emails can be sent out appropriately. This information is not used for any other purposes.

Please don't write anything personally identifiable in your answers as this could make your responses attributable to you. Further information on your rights and protection of your data can be found in our [student privacy notice](#).

The aggregated results of this survey (including the collated responses to open-ended questions) will be shared with the relevant Module Convenor and made available to staff in leadership roles within the School and wider University.

The aggregated results of scaled questions will be made available for publication on Blackboard.

Many thanks

Student Module Evaluation Team

Telephone: 0118 378 8623; email: module.evaluation@reading.ac.uk

The link in the middle of the email is unique to each student. Click on this link to be taken to the EvaSys website to complete the survey.

Access via Blackboard

Once the online survey has been created by CQSD, students enrolled on the module can access the survey via the Blackboard Website (*N.B. surveys are not currently accessible via the Blackboard app*).

Once you have logged into Blackboard, click on the Enrolments tab at the top right of the screen. If you have a survey to complete the following box will be visible (see next page for an enlarged version):

The screenshot displays the Blackboard user interface. At the top left is the University of Reading logo. On the top right, there are navigation links for 'My Blackboard', 'Blackboard Help', and 'My Files'. A central banner reads 'SHAPE THE FUTURE OF YOUR UNIVERSITY WITH THE CHANCE TO WIN VIP SUMMER BALL TICKETS' with a 'FIND OUT MORE' button. Below this are three main sections: 'My Modules', 'Announcements', and 'My Organisations'. The 'My Modules' section shows a course 'AP2A423A78-13-45H: Agronomy of Root and Tuber Crops (2013/14) (not currently available)'. The 'Announcements' section shows a message: 'No Institution Announcements have been posted in the last 7 days. No Course or Organisation Announcements have been posted in the last 7 days. more announcements...'. The 'My Organisations' section shows a message: 'Currently you are not participating in any organisations.' A red box highlights a 'Module Evaluation Survey' notification. The notification text reads: 'Please complete the online module evaluation surveys, as indicated. If you believe you should have more module evaluation surveys to complete than are shown here, please contact module.evaluation@reading.ac.uk with your name, student number and details of the module(s) that are missing. Level 3 Course'.

Module Evaluation Survey



Please complete the online module evaluation surveys, as indicated. If you believe you should have more module evaluation surveys to complete than are shown here, please contact module.evaluation@reading.ac.uk with your name, student number and details of the module(s) that are missing.

[Level 3 Course](#)

Click on the link (the name of the module, in the above example the module is called '*Level 3 Course*') to access the EvaSys website to complete the survey. Once a survey has been completed, the link for that module evaluation will disappear.

If you have no surveys outstanding, the Module Evaluation box will look like this (see next page for an enlarged version):

The screenshot displays the Blackboard user interface. At the top left is the University of Reading logo. On the top right are navigation links for 'My Blackboard', 'Blackboard Help', and 'My Files'. A central banner reads 'SHAPE THE FUTURE OF YOUR UNIVERSITY WITH THE CHANCE TO WIN VIP SUMMER BALL TICKETS' with a 'FIND OUT MORE' button. Below this are three main sections: 'My Modules', 'Announcements', and 'My Organisations'. The 'My Modules' section shows a course 'AP2A423A78-13-45H: Agronomy of Root and Tuber Crops (2013/14) (not currently available)'. The 'Announcements' section shows a message: 'No Institution Announcements have been posted in the last 7 days. No Course or Organisation Announcements have been posted in the last 7 days. more announcements...'. The 'My Organisations' section shows a message: 'Currently you are not participating in any organisations...'. The 'Module Evaluation Survey' section, highlighted with a red border, shows a message: 'No Surveys Available. If you believe you should have module evaluation surveys to complete, please contact module.evaluation@reading.ac.uk with your name, student number and details of the module(s) that are missing.'

University of Reading

My Blackboard Blackboard Help My Files

SHAPE THE FUTURE OF YOUR UNIVERSITY
WITH THE CHANCE TO WIN VIP SUMMER BALL TICKETS

FIND OUT MORE

My Modules

Courses where you are: Teaching Assistant

AP2A423A78-13-45H: Agronomy of Root and Tuber Crops (2013/14) (not currently available)

Announcements

No Institution Announcements have been posted in the last 7 days.
No Course or Organisation Announcements have been posted in the last 7 days.
[more announcements...](#)

My Organisations

Currently you are not participating in any organisations.

Module Evaluation Survey

No Surveys Available
If you believe you should have module evaluation surveys to complete, please contact
module.evaluation@reading.ac.uk with your name, student number and details of the module(s) that are missing.

Module Evaluation Survey



No Surveys Available

If you believe you should have module evaluation surveys to complete, please contact module.evaluation@reading.ac.uk with your name, student number and details of the module(s) that are missing.

If you do not have any surveys but believe you should, please follow the instructions shown on screen which state:

No Surveys Available

If you believe you should have module evaluation surveys to complete, please contact module.evaluation@reading.ac.uk with your name, student number and details of the module(s) that are missing.