Accessing online module evaluations

Students can access their module evaluations either via the link sent to them by email, or via Blackboard.

Accessing the evaluations via email

Students will receive an email from hosting@evasys.co.uk on the day the survey opens. The email contains a personalised link to the evaluation. The personalised link prevents students from completing an evaluation more than once, and it ensures that only students registered on the module can access the survey.

They should click on the link in the email they receive. This will take them to the survey. Below is a copy of the email that students receive. Please note that there may be slight variations to the content, but the process of accessing the survey is the same for all students.

Dear student,

We value your views and opinions, and your feedback is important to us. By working in partnership with you we can enhance the quality of our teaching and your learning.

You are invited to complete an evaluation for the module below. Please follow the link to complete the survey.

[Module code] - [Module name] [link to survey]

Alternatively, you can access the survey via Blackboard (www.bb.reading.ac.uk). Once you have logged in you will see any outstanding evaluations displayed in the 'Module Evaluation Survey' container on the landing page. For further guidance, please see screenshots here. Please note that module evaluations cannot be accessed via the Blackboard mobile app.

The deadline for giving your feedback on this module is [survey close date and time] (UK local current time). Once closed, the link will not be re-opened.

Please note, all links are unique to you and can only be used once. This is used by the evaluation system to enable reminder emails to be sent out appropriately and is not used for any other purpose.
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 Module Convenor and made available to relevant staff in leadership roles within the School and wider University.

The Module Convenor will use your feedback to write a brief commentary on the results of this module evaluation, including any action to be taken. The commentary and aggregated results of scaled questions will be available in the Blackboard course for this module.

Many thanks,

The Student Module Evaluation Team

Telephone: 0118 378 8623
Email: module.evaluation@reading.ac.uk
Accessing the evaluations via Blackboard

Students should log into Blackboard (www.bb.reading.ac.uk).

The “Module Evaluation Survey” container will be on their landing page. Any open, uncompleted surveys will be listed here.
They need to click on the module name to access the EvaSys website and complete the survey. Once they have completed a survey, the link will disappear from Blackboard.

Please note that not all surveys are released at the same time and therefore they may not all appear at once. Students will receive an email from hosting@evasys.co.uk when a new survey has opened.