

Online module evaluations

Information for staff on how students access their online module evaluations

Module evaluation portal

Students should access all their open surveys via the Student Module Evaluation Portal. The portal provides an overview of their open surveys and a link to access each one.

A notification email will be sent to students when an evaluation opens, and it will provide students will a link to the portal. We would encourage all students to access their evaluations via the portal, as it offers a 'one stop shop' for their surveys, thus reducing the need for multiple logins.

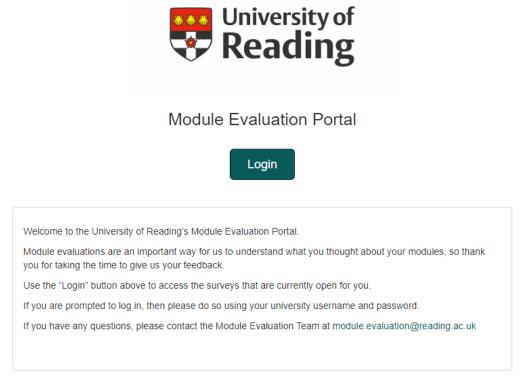
Students can access the student module evaluation portal here:

https://reading.surveys.evasysplus.co.uk/

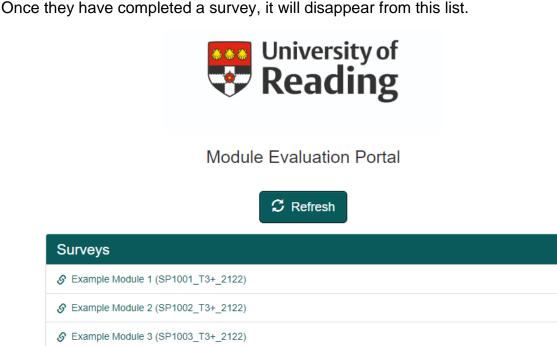
There is also a QR code available which will take students directly to the portal webpage:



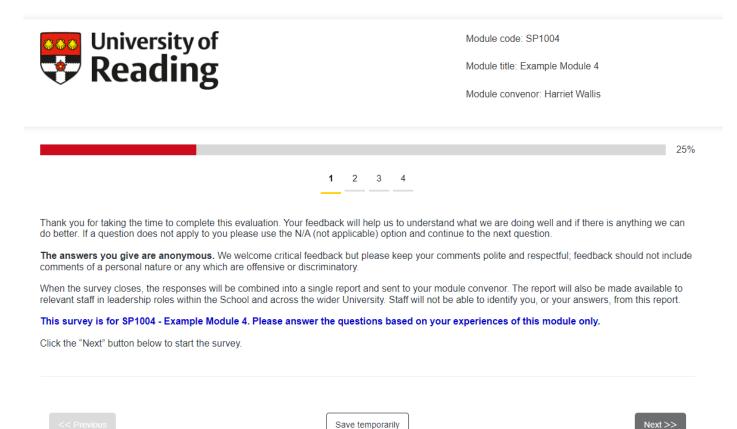
Students should click on the "Login" button to log in. The Portal is secured via multifactor authentication and if they are already logged into a University system then they should be taken automatically to a list of their open surveys. If they are prompted for a username and password, then they should use their university credentials.



Once logged in, they will see links to the surveys which are open for completion. They should click on a module name to open a survey. Each link is personalised to the student to prevent students completing an evaluation more than once.

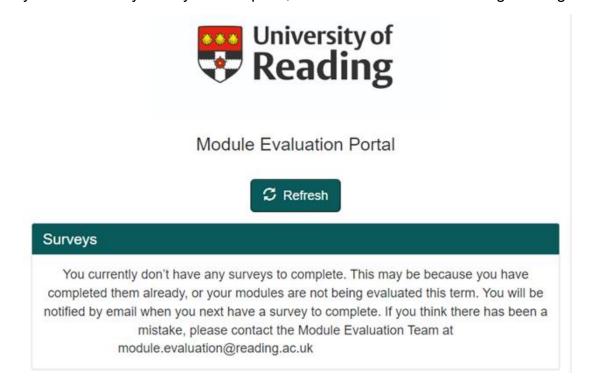


Here is an example of the first page of a survey.



Students can save their progress and return to complete a survey later by clicking the "save temporarily" button at the bottom of the page.

If they don't have any surveys to complete, students will see the following message:



Emails

Students will receive an email when a new survey opens. The email will contain:

- a link to the module evaluation portal
- the date and time that the survey closes

In case of any problems with the portal, the email will also contain a unique link directly to the relevant survey.

The email will come from hosting@evasys.co.uk.

Blackboard

During the main module evaluation periods, a Blackboard announcement will encourage students to log into the module evaluation portal to complete any outstanding surveys.

Version control

Version	Keeper	Reviewed	Approval date
1.0	CQSD	Annually	October 2020
2.0	CQSD	Annually	November 2021
3.0	CQSD	Annually	August 2022