

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 with 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.



Module Evaluation Portal

Login

Welcome to the University of Reading's Module Evaluation Portal.

Module evaluations are an important way for us to understand what you thought about your modules, so thank you for taking the time to give us your feedback.

Use the “Login” button above to access the surveys that are currently open for you.

If you are prompted to log in, then please do so using your university username and password.

If you have any questions, please contact the Module Evaluation Team at module.evaluation@reading.ac.uk

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.

Once they have completed a survey, it will disappear from this list.



Module Evaluation Portal

Refresh

Surveys

[Example Module 1 \(SP1001_T3+_2122\)](#)

[Example Module 2 \(SP1002_T3+_2122\)](#)

[Example Module 3 \(SP1003_T3+_2122\)](#)

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



Module code: SP1004

Module title: Example Module 4

Module convenor: Harriet Wallis



- 1
- 2
- 3
- 4

Thank you for taking the time to complete this evaluation. Your feedback will help us to understand what we are doing well and if there is anything we can do better. If a question does not apply to you please use the N/A (not applicable) option and continue to the next question.

The answers you give are anonymous. We welcome critical feedback but please keep your comments polite and respectful; feedback should not include comments of a personal nature or any which are offensive or discriminatory.

When the survey closes, the responses will be combined into a single report and sent to your module convenor. The report will also be made available to relevant staff in leadership roles within the School and across the wider University. Staff will not be able to identify you, or your answers, from this report.

This survey is for SP1004 - Example Module 4. Please answer the questions based on your experiences of this module only.

Click the "Next" button below to start the survey.

<< Previous

Save temporarily

Next >>

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:

The screenshot shows the University of Reading logo and the text "University of Reading" at the top. Below this is the heading "Module Evaluation Portal" and a "Refresh" button. A dark green header labeled "Surveys" is followed by a message box containing the text: "You currently don't have any surveys to complete. This may be because you have completed them already, or your modules are not being evaluated this term. You will be notified by email when you next have a survey to complete. If you think there has been a mistake, please contact the Module Evaluation Team at module.evaluation@reading.ac.uk".

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