

# Module evaluation staff portal

## Information for staff on how to use the module evaluation staff portal

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## Overview

The module evaluation staff portal gives you greater visibility of your end-of-module surveys. You can:

- View live response rates for your open surveys,
- Access reports for recently closed and historical surveys,
- Close the feedback loop with your students by responding to their feedback and sharing the quantitative survey data.

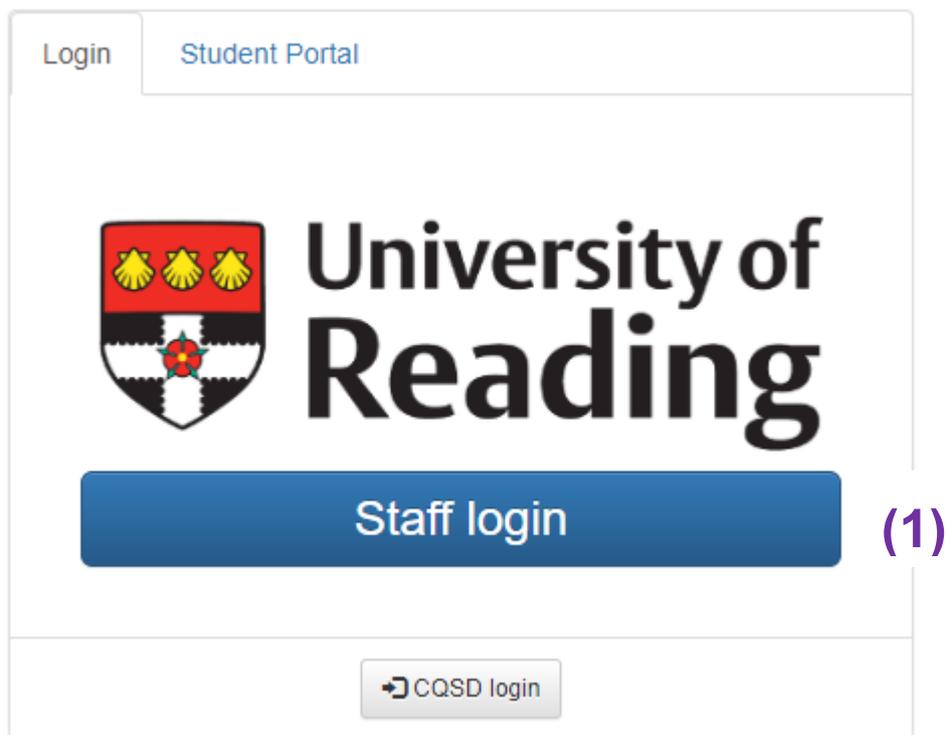
The module evaluation staff portal addresses two areas that students have told us they want to see as part of the end-of-module evaluation process.

- 1) **Students are more likely to complete their surveys if they are given time in class.** The module evaluation staff portal gives you the functionality to display a QR code to students (which will take them to the student evaluation portal), and to see the number of responses increase as students complete the survey. It has been designed to mimic the experience of distributing and collecting paper surveys.
- 2) **Students want to know that their feedback has been listed to.** The module evaluation staff portal gives you the ability to quickly respond to student feedback. You will be asked to answer a few reflection questions and you can then send your responses, along with the quantitative data, to your students from the portal.

You can find some short videos on how to navigate the module evaluation staff portal on our website (in the 'Guidance and Support' section): <https://sites.reading.ac.uk/curriculum-framework/module-evaluations/>

## How to log in

1. Go to <https://reading.evasysplus.co.uk/>
2. Click on the **Staff login** button (1).
3. If you are already logged into other UoR systems, then this page will automatically log you into the portal. If you are asked for a username and password, enter your UoR credentials (username@reading.ac.uk and your UoR password).



# The survey dashboard – open surveys

When you log in, the survey dashboard will default to show you any open surveys in the current evaluation period.

Key information:

- **Response rate:** this shows you the number of responses received so far for each survey (1).
- **Questionnaire:** this link opens a pop-up window which displays a copy of the questionnaire that's been sent to your students (2).
- **Details:** the magnifying glass icon (3) opens a pop-up window which will show:
  - a QR code and link to the student module evaluation portal
  - live response rate information for the survey
  - the dates when reminder emails will be sent and when the survey will close

Instructor Portal ⓘ

Period: 2223SPR

Open surveys (3) [Closed surveys \(2\)](#)

Average response rate: 30% ⓘ



Q  Columns Excel Export

3 Entries: (1) (2) (3)

Title	Course ID	Period	Subunit	Questionnaire	Participants	Response rate	Details
Instructor Portal - Test Module 1 (IP1001_T2_2223)	IP1001_T2_2223	2223SPR	TEST Option 1 (Part 1)	<a href="#">InstructorPortalTest2</a>	4	25% (1/4)	🔍
Instructor Portal - Test Module 2 (IP1002_T2_2223)	IP1002_T2_2223	2223SPR	TEST Option 1 (Part 1)	<a href="#">InstructorPortalTest2</a>	4	25% (1/4)	🔍
Instructor Portal - Test Module 3	IP1003_T2_2223	2223SPR	TEST Option 1 (Part 1)	<a href="#">InstructorPortalTest2</a>	5	40% (2/5)	🔍

## Completing surveys in class

When you give your students time in class to complete their survey, we strongly encourage you to open the **details** screen for the survey and display it to the class.

Students can scan the QR code to access the student survey portal (1) or type the URL into a web browser (2).

You will be able to monitor the completion rate. Click the **refresh** button (3) and you'll see the response count increase as students submit their feedback (4).

Survey details    **Response rate progression**

Participants	5	Scan QR code to access all open surveys
Response count	2 (4)	(1)
Response rate	<div style="display: flex; align-items: center;"><div style="width: 40%; height: 10px; background-color: orange; margin-right: 5px;"></div>40.00%</div>	
	<div style="display: flex; justify-content: space-around; margin-top: 5px;"><div style="display: flex; align-items: center;"><div style="width: 10px; height: 10px; background-color: red; margin-right: 5px;"></div>0% - 20%</div><div style="display: flex; align-items: center;"><div style="width: 10px; height: 10px; background-color: orange; margin-right: 5px;"></div>20% - 55%</div><div style="display: flex; align-items: center;"><div style="width: 10px; height: 10px; background-color: green; margin-right: 5px;"></div>55% - 100%</div></div>	
Last survey submitted	23 Jan 2023, 15:26:01	
Survey open	19 Jan 2023, 16:00:00	
Survey reminder to participants	13 Mar 2023, 10:00:00	
Response rate notification	27 Mar 2023, 09:00:00	
Survey close	28 Apr 2023, 23:59:00	

Refresh ↻ (3)

Open surveys can be accessed by students at (2) <https://reading.surveys.evasysplus.co.uk/>



# The survey dashboard – closed surveys

To see information about closed surveys in the current period, go to the **closed surveys** tab above the average response rate visual (1).

Key information:

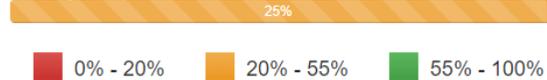
- **Response rate:** this shows you the final response rate for each survey (2).
- **PDF Report / HTML Report:** here you can download the survey results as a PDF report, or you can view an HTML report (3). You won't be able to download a report if the survey had 0 responses (the icons will be greyed out).
- **Reflections:** the speech bubble icon will open a pop-up window where you can complete your post-evaluation reflections. You will then be able to send your comments, and the quantitative results, to your students (4).

## Instructor Portal ⓘ

Period: 2223SPR ↻ Refresh

Open surveys (3) **Closed surveys (2) (1)**

Average response rate: 25% ⊕



Q		Columns	Excel Export			(2)	---- (3) ----	1	(4)	
Title	Course ID	Period	Subunit	Questionnaire	Participants	Response rate	PDF Report	HTML Report	Details	Reflections
Instructor Portal - Test Module 4	IP1004_T2_2223	2223SPR	TEST Option 1 (Part 1)	InstructorPortalTest2	2	50% (1/2)				
Instructor Portal - Test Module 5	IP1005_T2_2223	2223SPR	TEST Option 1 (Part 1)	InstructorPortalTest2	2	0% (0/2)				

## Completing your post-evaluation reflections

Once a survey has closed, you need to complete your post-evaluation reflections.

You need to:

- Open the reflections window for the relevant survey and answer all the questions **(1)**. You can save your comments and return to them later **(2)**. Guidance notes on answering the reflection questions can be found on our website (in the 'Guidance and Support' section): <https://sites.reading.ac.uk/curriculum-framework/module-evaluations/>
- Once you have finalised your comments, tick the **Reflections ready to be published** box, towards the bottom of the screen **(3)**.
- You can view the report before you send it by clicking the **View student feedback report** button **(4)**.
- Once you're ready to send your reflections to your students, click the **Send student feedback report** button **(5)**. This will automatically send your reflections and the quantitative data to the students who were invited to participate in the survey, regardless of whether they responded or not.

This button will be greyed out until you have ticked the **Reflections ready to be published** box.

- If you want to download a copy for your records, click the **Download student feedback report** button **(6)**.



## Reflections

Please answer all the questions below and then tick the **Reflections ready to be published** box. You will then be able to click the **Send student feedback report** button, which will send a copy of your answers, along with the quantitative survey data to all students who were invited to complete the survey.

To view the student feedback report before sending it, click the **View student feedback report** button at the bottom of the page.

**What positive aspects of the module did students identify in their evaluations?**

**B** *I* U ☰

(1)

**What (if any) were the concerns raised by students in their evaluations and how will these be addressed?**

**B** *I* U ☰

(1)

**Are there any points that have been raised that cannot be resolved or addressed?**

**B** *I* U ☰

(1)

Cancel

Save

(2)

### Student Feedback Report Actions

Please tick the checkbox below when you are ready for your reflections to be included in the 'Student Feedback Report'. Adding or editing reflections is not possible while this box is ticked. After the Student Feedback Report has been sent, the marking can only be reverted by users with the role of department manager or administrator.

**Answer every question before marking your reflections as "Ready to be published"**

(3)  Reflections ready to be published

The Student Feedback Report is currently not available for sending: please make sure to save any pending changes to your reflections and mark them as ready to be published (tick box above).

(4)

View Student Feedback Report

Send Student Feedback Report

(5)

Download Student Feedback Report

(6)

Cancel

Ok

# Example Student Feedback Report

Here is an example of what a student feedback report looks like.

Please be aware that the minimum response count is three. If a question receives fewer than three responses, then the students will not see the quantitative data for that question. However, you (as module convenor) will still be able to see the full results in the PDF report.

## Module Evaluation Results - Instructor Portal - Test Module 4

TEST Option 1 (Part 1) / IP1004 / 2223SPR / IP1004\_T2\_2223



o00 [List Icon] [Pie Chart Icon]

Tabular mode

### Module Convenor's Response

**What positive aspects of the module did students identify in their evaluations?**

The module convenor's response to the first question would appear here.

**What (if any) were the concerns raised by students in their evaluations and how will these be addressed?**

The module convenor's response to the second question would appear here.

**Are there any points that have been raised that cannot be resolved or addressed?**

The module convenor's response to the third question would appear here.

### Legend

Mean  
Median  
Relative Frequencies of answers  
Scale 5 4 3 2 1  
Std. Dev.

n=No. of responses  
m.=Mean  
md.=Median  
dev.=Std. Dev.  
ab.=Abstention

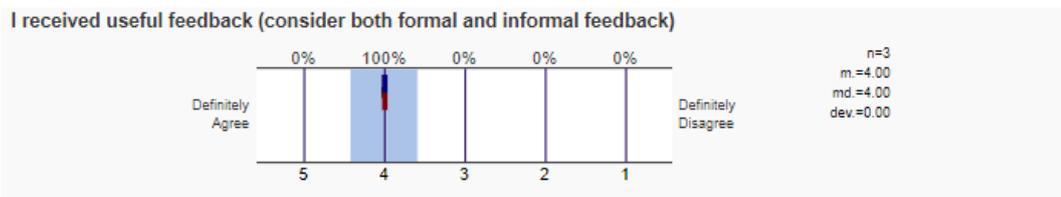
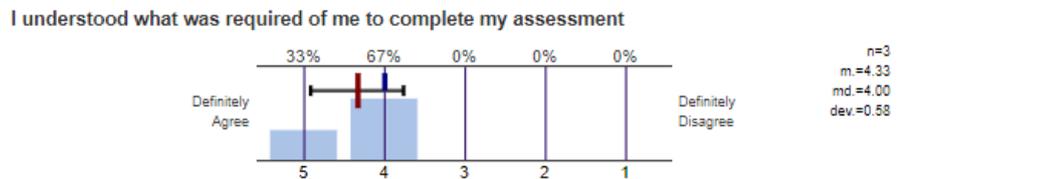
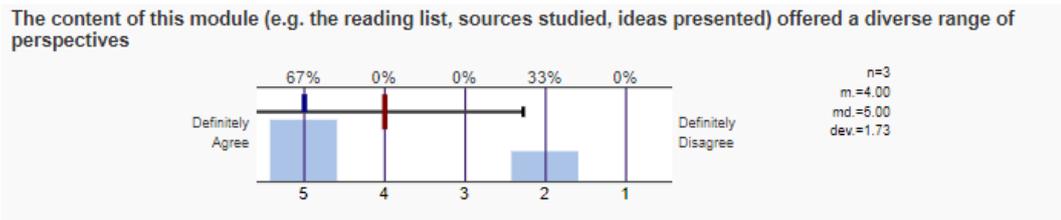
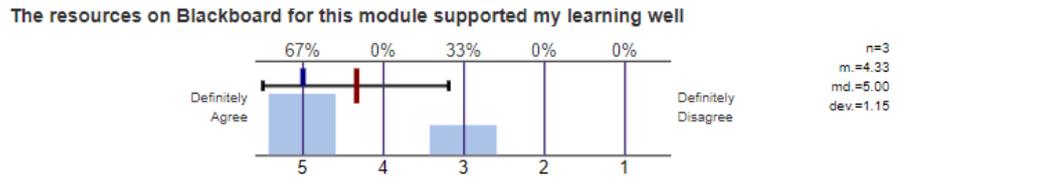
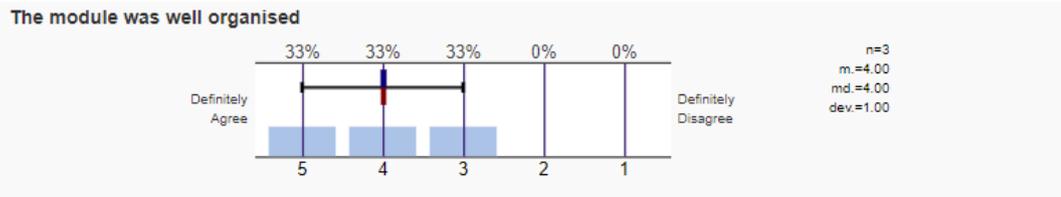
### Section 1

**Staff were good at explaining things**

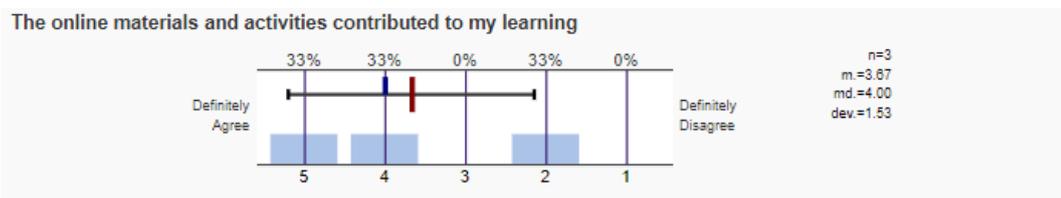
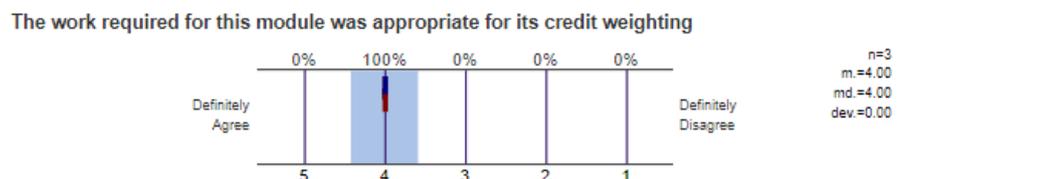
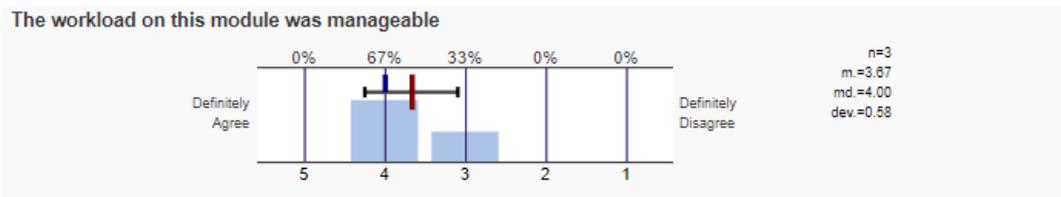
33% 67% 0% 0% 0%

Definitely Agree 5 4 3 2 1 Definitely Disagree

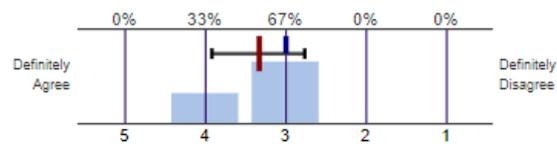
n=3  
m.=4.33  
md.=4.00  
dev.=0.58



## Section 2



Overall, I am satisfied with the module



n=3  
m.=3.33  
md.=3.00  
dev.=0.58



# The survey dashboard – historical surveys

You can also view details and reports for historical surveys for the modules that you currently convene.

Select an evaluation **period** from the drop-down list in the top-right hand side of the screen (1) and then select the **closed surveys** tab (2).

Instructor Portal (1) Period: 2122SPR Refresh

Open surveys (0) Closed surveys (3) (2)

Average response rate: 47%

0% - 25% 25% - 55% 55% - 100%

Title	Course ID	Period	Subunit	Questionnaire	Participants	Response rate	PDF Report	CSV	HTML Report	Details	Reflections
Instructor Portal - Test Module 2 (IP1002_T2_2122)	IP1002_T2_2122	2122SPR	TEST Option 1 (Part 1)	InstructorPortalTest1	4	50% (2/4)					
Instructor Portal - Test Module 3 (IP1003_T2_2122)	IP1003_T2_2122	2122SPR	TEST Option 1 (Part 1)	InstructorPortalTest1	4	25% (1/4)					
Instructor Portal - Test Module 4 (IP1004_T2_2122)	IP1004_T2_2122	2122SPR	TEST Option 1 (Part 1)	InstructorPortalTest1	3	67% (2/3)					

3 Entries 1 20

3 Entries 1 20

The information on this screen is the same as that for the current evaluation period.

**Please do not complete reflections for surveys from previous academic years**, as the students may no longer be at the University.

## FAQs

### Survey visibility

#### Why can't I see any surveys?

- 1) *It may be that your modules are not being evaluated in this evaluation period. Evaluation timings are agreed with your DTL at the beginning of each academic year. Please email the Module Evaluation team at [module.evaluation@reading.ac.uk](mailto:module.evaluation@reading.ac.uk) if you want to check when your evaluation is due to be sent to students.*
- 2) *It may be that the survey for your module has not been set up yet. Surveys need to have been set up by the Module Evaluation team before they will appear in the staff portal.*
- 3) *If you have recently taken over as module convenor for a module, it may be that the evaluation system hasn't yet updated to reflect this. Please ensure that the correct module convenor information is showing on the published MDF. The Module Evaluation team will then manually update your access in the module evaluation staff portal.*

#### Why is a survey in the "closed surveys" tab when it hasn't opened yet?

*If a survey has been set up, but it hasn't opened yet, it will appear in the **closed surveys** tab. You can check when it's due to open by clicking on the **details** icon. Once it has opened, it will automatically move to the **open surveys** tab.*

#### I've just taken over as module convenor for a module, why I can't I see any historical surveys for that module?

*If you have recently taken over as module convenor for a module, it may be that the evaluation system hasn't yet updated to reflect this. Please ensure that the correct module convenor information is showing on the published MDF. The Module Evaluation team will then manually update your access in the module evaluation staff portal.*

#### Why can't I see details for the surveys I used to convene?

*You are only able to see details about surveys for modules where you are currently the module convenor. If the module is now convened by another member of staff, they will have access to the information.*

*If you need a copy of any historical surveys, and you cannot access them from the portal, please email the Module Evaluation team at [module.evaluation@reading.ac.uk](mailto:module.evaluation@reading.ac.uk) and we will be able to provide them for you.*

## Survey details

### **Can I change the open or close date of a survey?**

*If you want to change the open or close date of a survey, please contact the Module Evaluation team to request this - [module.evaluation@reading.ac.uk](mailto:module.evaluation@reading.ac.uk).*

## Reflection questions

### **Do I need to answer all the reflection questions?**

*Yes, please ensure you answer all questions. The system will not allow you to send out the student feedback report until all questions have been answered. Guidance notes on answering the questions can be found on our website (in the 'Guidance and Support' section):*

*<https://sites.reading.ac.uk/curriculum-framework/module-evaluations/>*

### **I can't send the student feedback report because the button is greyed out.**

*Please make sure you have answered all the reflection questions and ticked the **Reflections ready to be published** box. You should then be able to send the report to your students.*

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If you experience any problems with the portal, please contact the Module Evaluation team at [module.evaluation@reading.ac.uk](mailto:module.evaluation@reading.ac.uk).

## Version control

VERSION	KEEPER	PUBLISHED DATE
1.0	CQSD	February 2023

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