Module Evaluations New Module Evaluation Staff Portal

Log in using your University username and password: reading.evasysplus.co.uk

- 1. During the evaluation period
 - Encourage students to engage by displaying a QR code for the evaluation during a teaching session (available in the Module Evaluation Staff Portal)
 - Use the Module Evaluation Staff Portal to monitor live completion rates during a teaching session

- 2. At the end of the evaluation period
 - View the evaluation report (emailed to you when the evaluation closes, or available to download from the Module Evaluation Staff Portal)

- 3. Closing the feedback loop with students
 - Answer post-evaluation reflection questions in the Module Evaluation Staff Portal
 - Email the Student Feedback Report to students from the Module Evaluation Staff Portal
 - These should both be completed within two weeks of the evaluation closing

- 4. Post evaluation period
 - View current and historical evaluation reports (for modules you convene) in the Module Evaluation Staff Portal

More information, training videos and guidance documents can be found on the Module Evaluations website