

Student Evaluation – Guidance for Staff

This document provides guidance to academic and administrative staff for the Online Student Evaluation process.

- If the School does not have an established approach for all module evaluations approved through FLTQC, the LTS Team Leader liaises with the Teaching Director who, in consultation with the Module Organiser, will advise when the student evaluations should be released and for how long
- The Team Leader populates the Annual Module Review tracking spreadsheets and records the release date and closing dates
- The Team Leader sends the information relating to module lecturers, including guest speakers, to Module Organisers to confirm accuracy of the records
- The Team Leader releases the evaluations to the students on the specified date and provides guidance to Module Organisers (see Appendix 1)
- After the evaluation is closed, Team Leaders download the files from eVision, converts them to Excel files from HTML for security and saves them to the LTS Quality Review Blackboard site
- Team Leaders email Module Organisers directing them to the evaluations and requesting the responses for students
- Team Leaders collate responses from Module Organisers and save to the Blackboard site
- Team Leaders email Teaching Directors, directing them to the responses on the Blackboard site for approval
- Once approval is received, the Team Leader liaises with the Module Organiser, agreeing the date and method of feedback to students
- Team Leaders record the method and date of feedback on the Annual Module Monitoring tracker

Appendix 1 – Responsibilities of Module Organisers

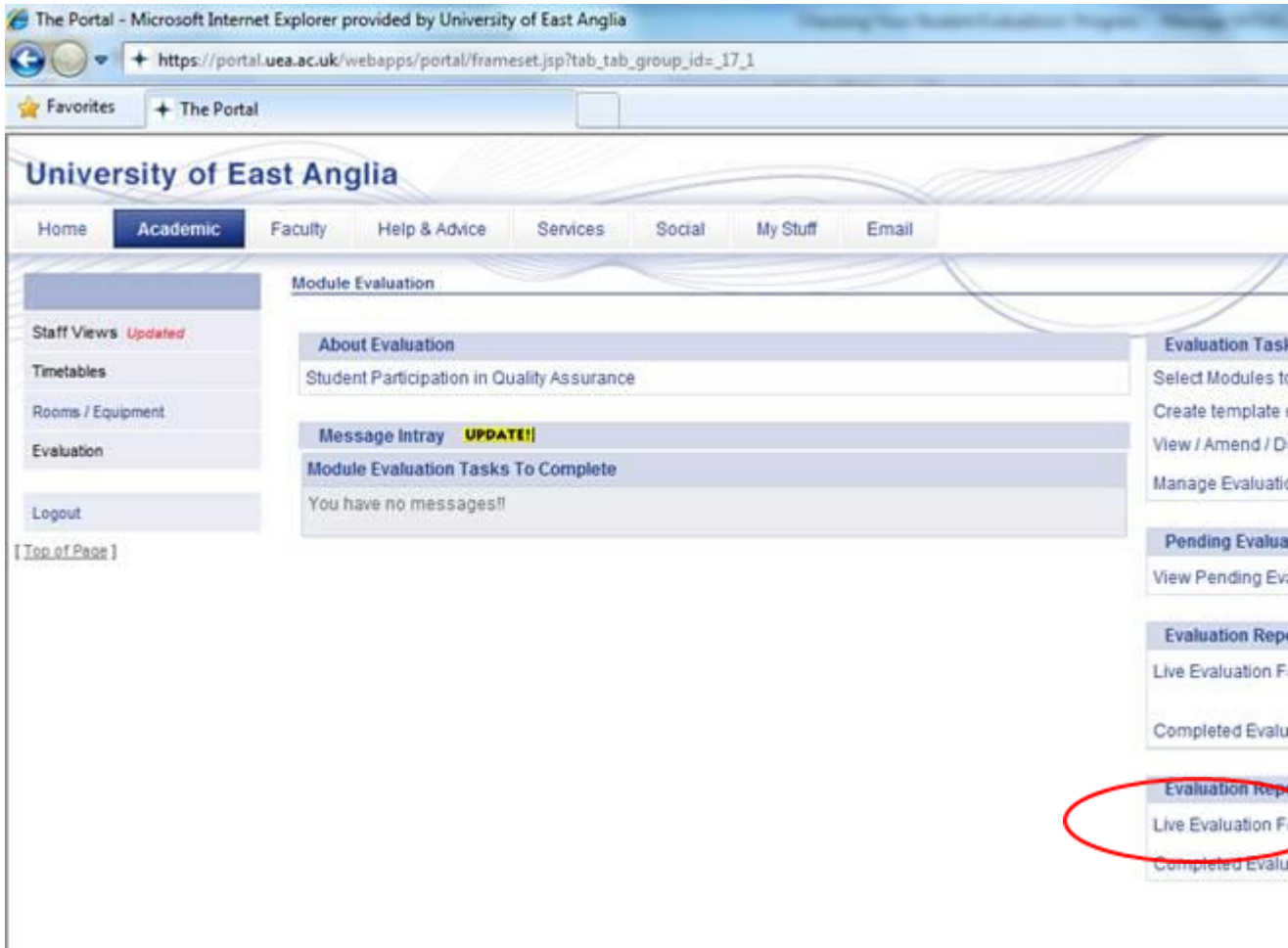
- The feedback from student evaluations are an important element in the review of modules – please see Module Review and Annual Course Monitoring- Guidance for Staff
- As a minimum, all modules which are triggered for annual review must be evaluated and Modules Organisers may additionally evaluate all modules (note that some School choose to evaluate all modules)
- Responses from the evaluation must be provided to students
- At the start of the module, where there is no established school policy approved via FLTQC, the Teaching Director, in consultation with the Module Organiser, should advise the release and closing dates for evaluations
- At the start of the module, Module Organisers will be asked by LTS Team Leaders to confirm the module lecturers, including any guest speakers on each module
- Modules Organisers should note the release date of the evaluation and speak to students during lectures/seminars etc and encourage engagement with the evaluation process
- The format for the evaluation will be the Module Evaluation Questionnaire Bank
- Module Organisers can check progress by following the instructions in Appendix 2
- Your evaluations will be saved to the LTS Quality Review Blackboard site
- If the evaluation is blank, no students completed the questionnaire
- Module Organisers will receive an email from their LTS Team Leader directing them to the Blackboard site and requesting information about method and date of response to students

Appendix 2 – Checking Progress for Module Organisers

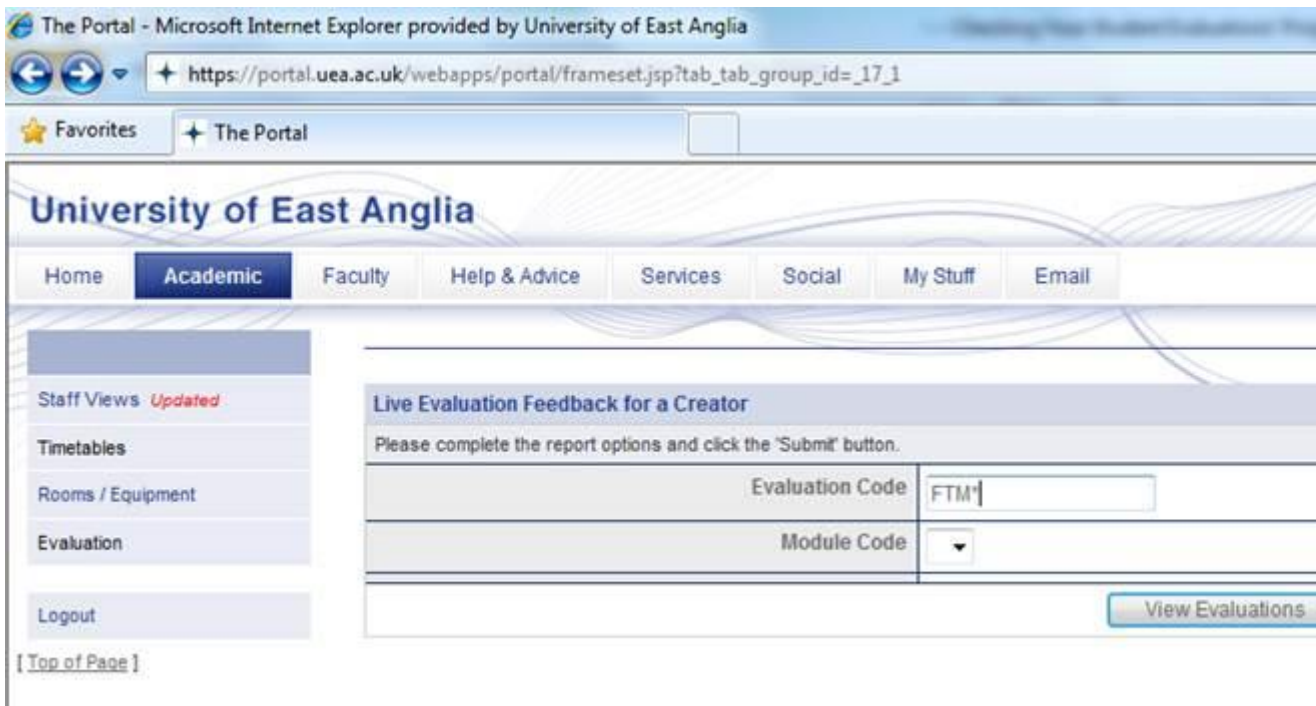
- Go to the Portal and click on **Staff View**
- On the Left Hand Side in the pale blue box, you will see the 'EVALUATION' hyperlink.



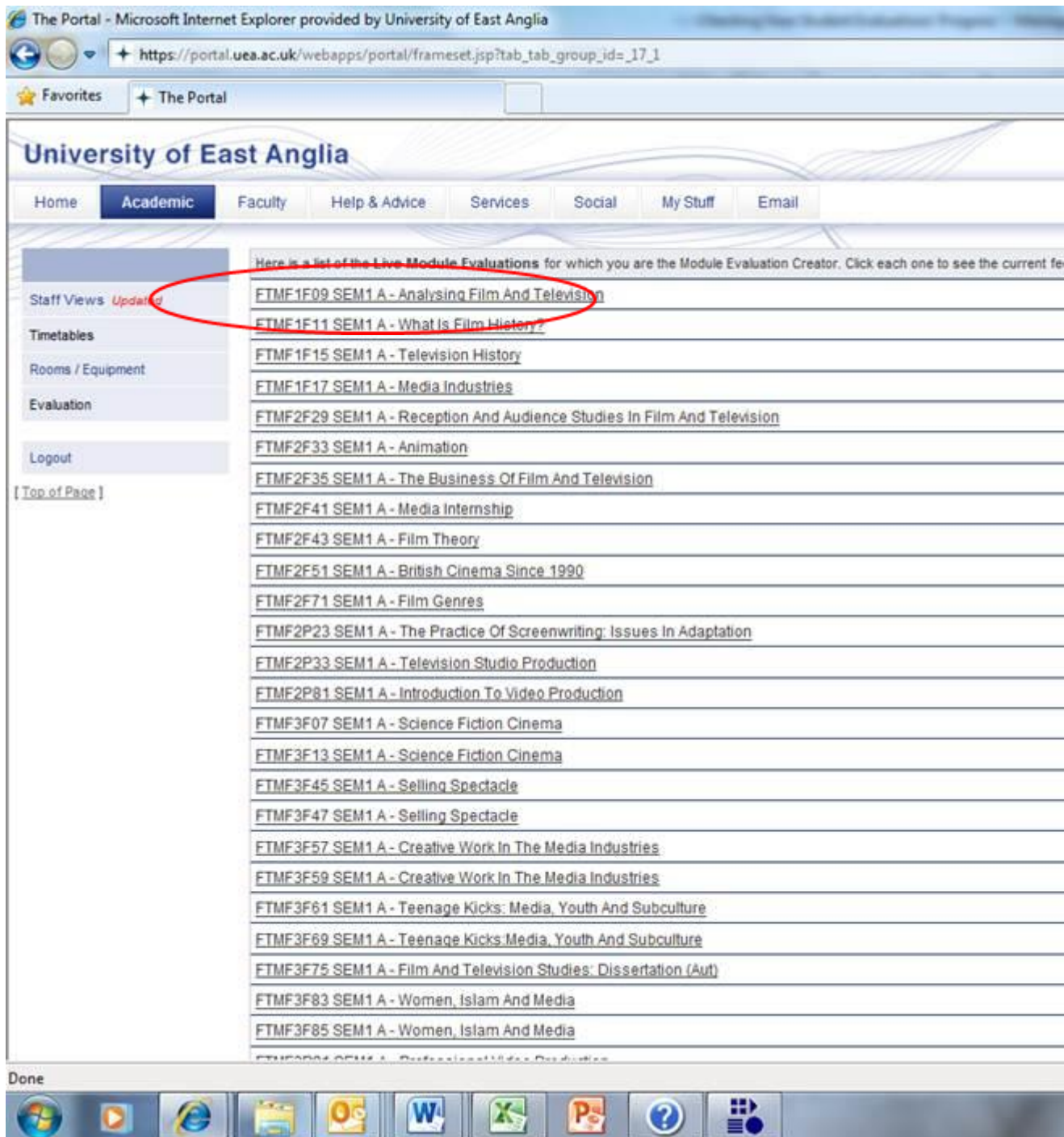
- After clicking on it, your page will look like this:



- Click on the *Live Evaluation Feedback* hyperlink and the screen changes to this



- Input into the Evaluation Code field the following = **FTM*** (FTM + a wildcard or star symbol)
- You get a list of all the modules to which you have access



- The on-going evaluations are listed in module order
- click on the module name to check the results
- The results will appear in the format below

Staff Views *Updated*

Timetables

Rooms / Equipment

Evaluation

Logout

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N/A = Left blank, 1 = Strongly Disagree, 2 = Disagree, 3 = Neutral, 4 = Agree, 5 = Strongly Agree

Question

Attendance and Engagement

I attended all of the seminars.

I prepared well for seminars.

Staff

The teacher(s) made the subject interesting and intellectually stimulating.

The teacher(s) was good at explaining things.

The contact time with staff was what I expected.

I was given good advice by staff when I asked for it.

Module Organisation and Management

The module met with my expectations based on the pre-enrolment information.

The module was well organised.

The recommended reading lists were valuable for my understanding of the subject.

Module materials (paper and online) were useful.

The overall workload on the module was appropriate.

The Learning and Teaching Hub provided information and support when needed.

Assessment and Feedback

There was a good mix of assessments.

The amount of assessment was appropriate for the module.