

Student Feedback on Teaching Survey

THE UP WAY

Accessing reports for lecturers

How to access your SFTS results:

1. On ClickUP, go to the **EvaluationKIT Course Evaluations**. Once you are in EvaluationKIT, you will land on the homepage (See Fig 1).

Response Rates (Extreme right tab)

2. On the extreme right, on the response rate panel/tab. You will see the response rate in percentage/ actual numbers and a graph of daily responses.
3. Placing a cursor on the graph at any place and moving the cursor on the graph will show you the number of responses per day

Project Results (Middle tab)

4. On the middle tab, the project results, if you click on the current project in blue. In due course, there will be more projects shown and the lecturer would click on the project whose results they wish to view or download. If you are using **EvaluationKIT** for the first time at UP, only a single module is reflected on this pane.

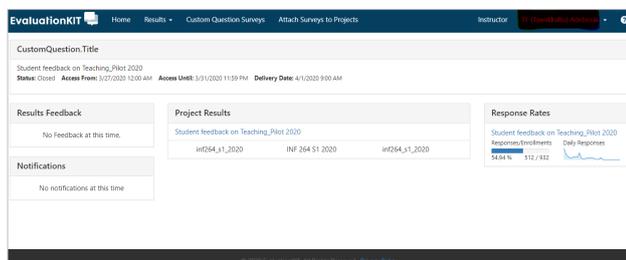


Figure 1

5. If you click on the current project in blue, the next screen will appear (Fig 2), reflecting the module, title and unique ID and a report. The report can be accessed by clicking the blue bar with an arrow on top.

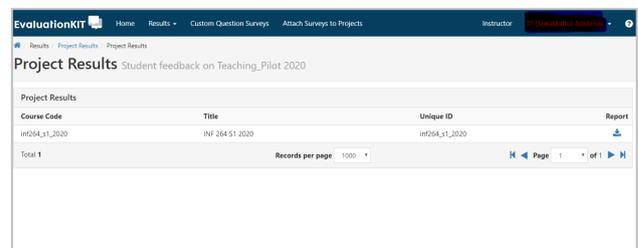


Figure 2

Report

6. Various report options are available for your module. You can then download any type of report that you prefer as shown in Figure 3.

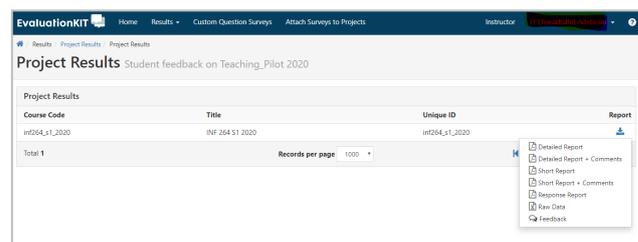


Figure 3