

Student Feedback on Teaching Survey

THE UP WAY

How to access your SFTS results: HoDs

1. On ClickUP home page, go to the **EvaluationKIT Course Evaluations**. You'll be taken to the EvaluationKIT homepage (See Fig 1).
2. On the top left of this window (See figure 1), there is a "Custom Question Monitor" tab. If you click on "View all", you will be taken to the window as in figure 2. The name and surname of the lecturer that added additional questions, the module code in which the additional questions were added and the department, are reflected at the bottom of window 2. If you click on the small blue circle with a cross inside, you can review the questions that were added to the project being administered at the time. If there is no one who added additional questions to the project administered at the time, you will see the project name, the start and the end date the bottom of the window. If you click on the project you will be taken to the window showing all the names of the lecturers in your department participating in the project running at a time. (Please refer to the Help file on Adding additional questions).
3. Underneath the Custom Monitor Tab is the "Results Monitor Tab". This tab shows the number of lecturers that have viewed their results. If you click on the project written in blue, it will take you to the window (See figure 3) showing the number and percentage of lecturers that have viewed their results and the number of lecturers that have viewed their results in the past 24hrs. When you scroll to the bottom of this window (fig 3) you will see all the lecturers that have viewed their current project results and the time at which they viewed them.

Response Rates (Extreme right tab of figure 1)

4. At the extreme right, of the window there is the response rate panel/tab and results feedback. If there is a project currently being administered, you will see the response rate in percentage, actual numbers and a graph of daily responses.
5. 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.
6. The results feedback tab underneath the response tab at the bottom extreme right, contains communication from the UP EvaluationKIT administrator if there is. If there is no communication from the EvaluationKIT administrator, it will show "No Feedback at this time".

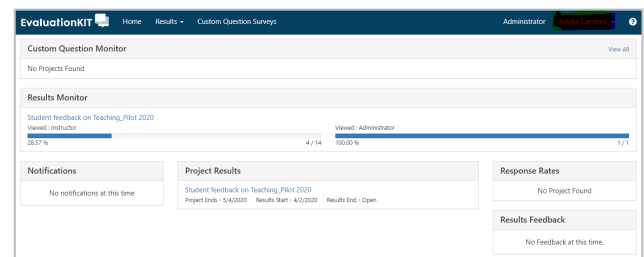


Figure 1

Project Results (Middle tab of figure 1)

7. The middle tab in figure 1 is the project results. If you click on the specific project in blue, you will be taken to the project results window as shown in figure 4. The project results window allows you to download results of the whole department, module or of a lecturer. In due course, there will be more projects shown and the HoD 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 the Student Feedback on Teaching SFTS Pilot is reflected on this window.

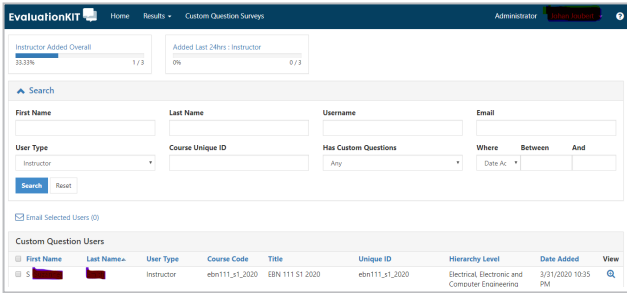


Figure 2

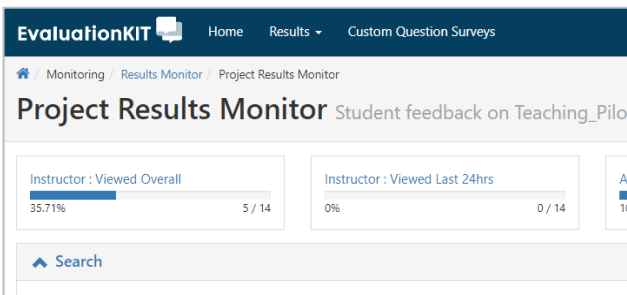


Figure 3

Reports

Various report options are available. You can then download any type of reports that you prefer as shown in Figure 4, 5, 6 & 7.

- On the hierarchy level tab, if you place your cursor on the empty box, the name of your department will appear slightly on top, on your right in a new box, written Select Hierarchy level as shown in figure 5. Click on it such that it enters the box and then choose the type of report that you would like. After a few minutes of processing the, aggregate results for the whole department will be downloaded. You can play around with downloading the different types of reports (*Detailed, Detailed with comments, Short, Short with comments, Raw data*) such that you can determine which one you would prefer.

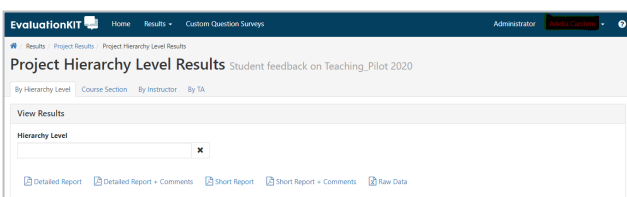


Figure 4

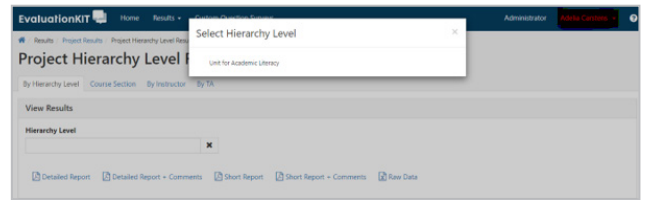


Figure 5

- To obtain a report for any of the modules offered in your department, click on the Course section tab, to obtain the window shown in figure 5. All the modules offered by your department will be shown at the bottom of the window under course results. If you click on the blue tray at the bottom of figure 4, on the extreme right under "view" you will have an option to download results for the module and results for each lecturer teaching in a team-taught module. Again, you have a choice of downloading the type of report that you wish to see, viz; Detailed, Detailed with comments, Short, Short with comments and Raw data.

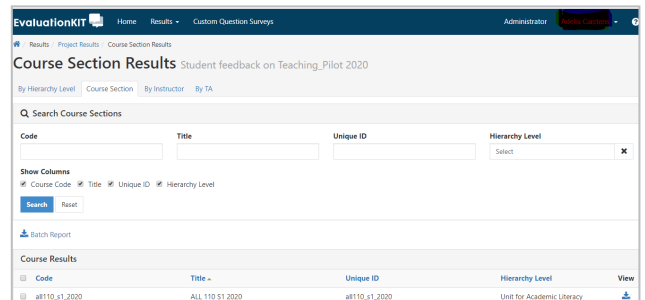


Figure 6

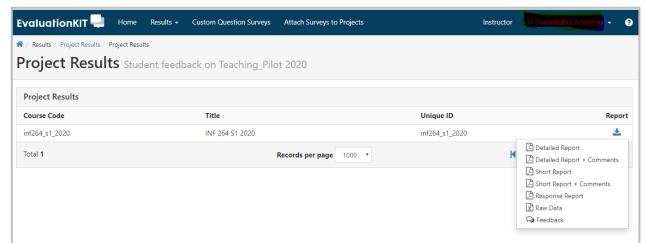


Figure 7

- Similarly, if you click on the "By Instructor" tab, you can download results for each lecturer and choose the report type that you prefer as explained in step 8 and 9 above. This window cannot be illustrated as it will show the names of lecturers. Hiding the name of the lecturers will make the document look untidy. Even though a list of lecturers appears on this window below the "batch report" (See figure 8), another option of downloading a lecturer's report

is to type their name in the “Instructor Name” box. The Hierarchy level box is already selected because is already manually captured by the UP EvaluationKIT administrators and is also integrated with clickUP. A batch report will take slightly longer to download if your department has many modules that took part in the evaluation cycle.

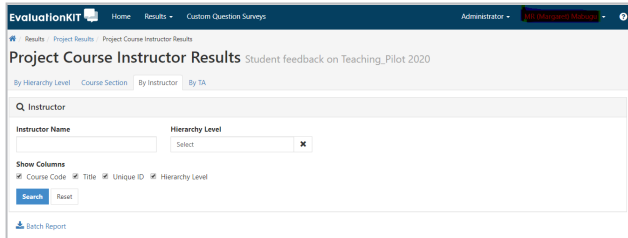


Figure 8