

# USING THE SFTS MODULE ENROLMENT SYSTEM:

## Lecturer Guidelines



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# Step 1: Accessing the SFTS Module Enrolment System (MES)

**Step 1.1a:** Log into your UP Portal to access the link to the Student Feedback on Teaching Survey (SFTS) Module Enrolment System.

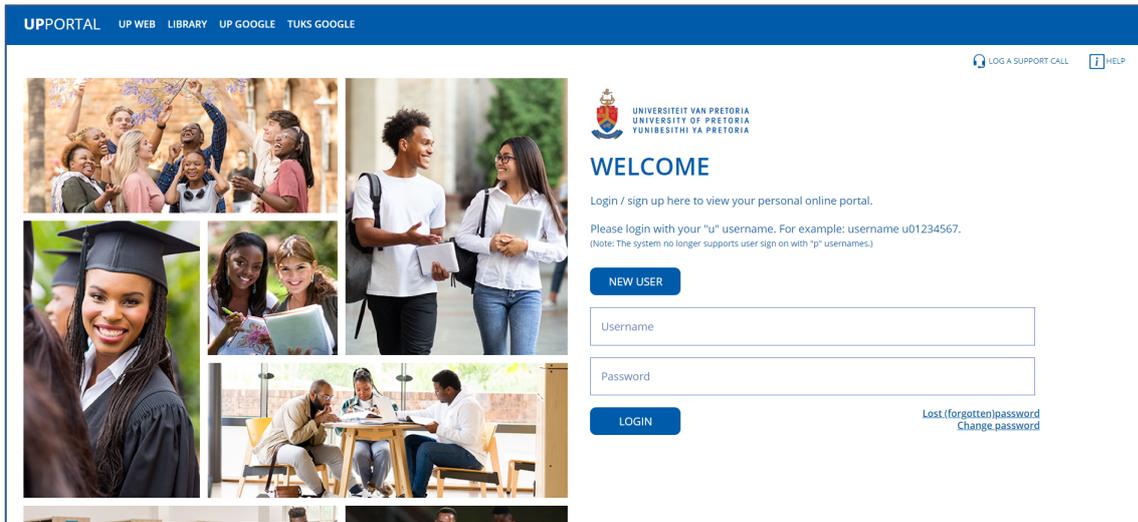


Figure 1a

**Step 1.1b:** Click on “ADD / REMOVE PORTLETS” if the “TEACHING FEEDBACK” portlet has not been added yet. If it has been added, skip to Step 1.1e.

**ADD / REMOVE PORTLETS**

Figure 1 b:

**Step 1.1.c:** Select the “TEACHING FEEDBACK” portlet.

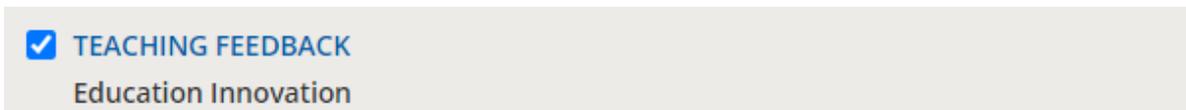


Figure 1 c:

**Step 1.1d:** Scroll to the bottom and click on “Save”.

**Save**

Figure 1d:

**Step 1.1e:** Once you’ve saved, the “Teaching Feedback” portlet will be active to be used. Clicking on the Teaching Feedback portlet will take you to the SFTS Module Enrolment System, reflected in step 2, pertaining to enrolling modules into the SFTS cycle.

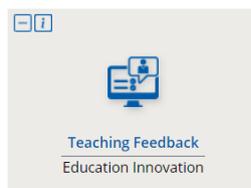


Figure 1e:

**Step 1.2:** The SFTS Module Enrolment system can also be accessed using the link published within the SFTS cycle schedule, found on the Department for Education Innovation website: <https://www.up.ac.za/education-innovation/article/2908305/student-feedback-on-teaching>

**Step 1.3a:** If you are a first-time user then you will be asked to log in into Microsoft.

Please log in using your email beginning with the employee ID number as follows: Email: [u\\*\\*\\*\\*\\*@up.ac.za](mailto:u*****@up.ac.za) “and click on next.

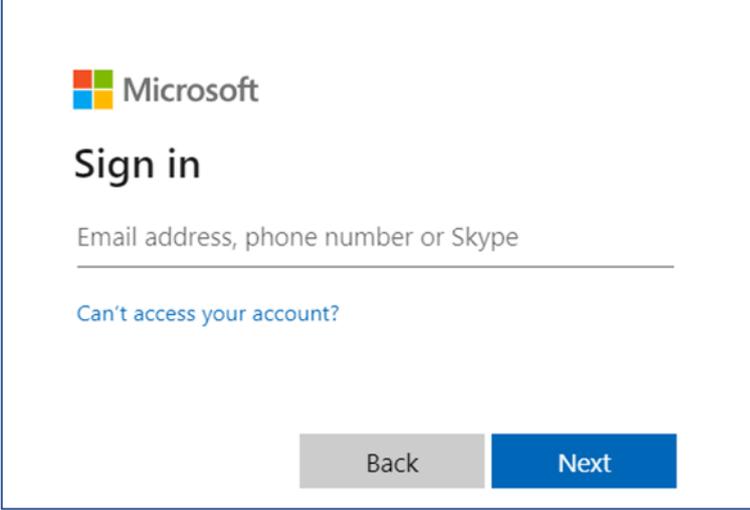
The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field with the placeholder text "Email address, phone number or Skype". Below the input field is a blue link that says "Can't access your account?". At the bottom of the screen, there are two buttons: a grey "Back" button and a blue "Next" button.

Figure 2:

**Step 1.3b:** You will then be asked for a password. Use the portal password.

## Step 2: Enrolling a module in the SFTS cycle

**Step 2.1:** You will be re-directed to the SFTS Module Enrolments System which is shown in fig 3 & 4. If you do not have access to the SFTS Module Enrolments System or nothing is displayed on the user profile page as shown in figure 3, please follow procedure to gain access on ClickUP using this link:

<https://clickup-help.up.ac.za/docs/how-to-get-access-through-ps-integration?highlight=access>

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STUDENT FEEDBACK ON TEACHING SURVEY  
MODULE ENROLLMENT PLATFORM

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**Permissions**

The buttons are inactive because you have not been listed as an instructor on clickUP modules. And that the module is visible to students. These data changes may take 24 hours to reflect. Click [HERE](#) for more information. If you have been added already please contact the SFTS office with the relevant module code.

**Lecturers:**

Ensure that you have been added as an instructor to your clickUP modules. And that the module is visible to students. These data changes may take 24 hours to reflect. Click [HERE](#) for more information. If you have been added already please contact the SFTS office with the relevant module code.

**Administrators:**

Please contact the Student Feedback Office at [studentfeedbackhelp@up.ac.za](mailto:studentfeedbackhelp@up.ac.za) or Hlangiwe Sehlapelo at [hlangiwe.sehlapelo@up.ac.za](mailto:hlangiwe.sehlapelo@up.ac.za) to request access to the SFTS Module Enrolment App.

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Previous Submissions

Please note that NO INFORMATION presented here may be supplied in any format to third parties without the permission of the Registrar. By entering the system the user agrees to comply with this condition. Furthermore the user acknowledges that the information presented will be used in accordance with the requirements set in the Protection of Personal Information Act, 2013.

Figure 3:

**Step 2.2:** Click on your user profile with a blue lecturer icon as shown in figure 4.

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Figure 4:

**Step 2.3:** This is how your default user landing page looks like, as shown in figure 5.

Figure 5:

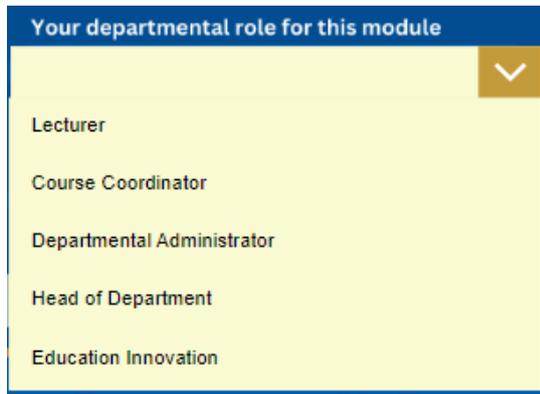
**Step 2.4:** Select your module which you want to enrol in a particular SFTS cycle, in the extreme left rectangle, titled, enrolment information (see figure 5 & 6). NB: Only one module can be enrolled at a time. SFTS cycles are open sequentially, i.e. you will not be able to enrol for a later SFTS cycle, when a current SFTS cycle is open for enrolments. For an example, in February you will not be able to enrol a module for the ENDQ2/MIDSEM2/MIDYR\_2024 SFTS cycle. Refer to the SFTS schedule published on EI's website, specifically on the student feedback tab. <https://www.up.ac.za/education-innovation/article/2908305/student-feedback-on-teaching>

Figure 6

**Step 2.5:** After selecting a module on the list, all the relevant information as shown in figure 7, will be visible.

Figure 7:

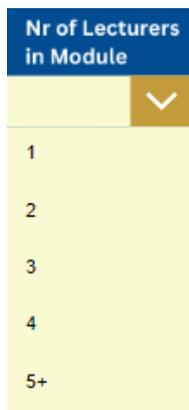
**Step 2.6:** Select your departmental role for this module. (To view this step in context, refer to figure 5, 7 & 8)



A dropdown menu titled "Your departmental role for this module" with a blue header and a white background. The menu is open, showing a list of roles: Lecturer, Course Coordinator, Departmental Administrator, Head of Department, and Education Innovation. A downward arrow icon is visible in the top right corner of the menu.

Figure 8:

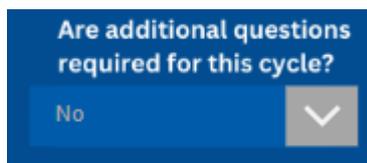
**Step 2.7:** Select the number of lecturers that teach the module. (To view this step in context, refer to figure 5, 7 & 9)



A dropdown menu titled "Nr of Lecturers in Module" with a blue header and a white background. The menu is open, showing a list of options: 1, 2, 3, 4, and 5+. A downward arrow icon is visible in the top right corner of the menu.

Figure 9:

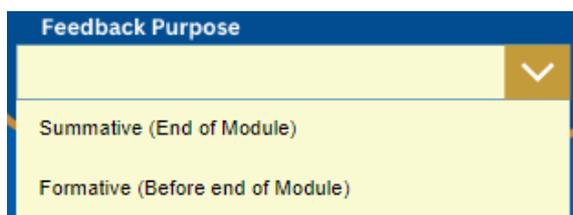
**Step 2.8:** You will not be able to select additional questions for the flexible cycle, viz, Quarter 1, 2, 3 & 4. If you are enrolling modules in the fixed SFTS cycles, viz; ENDQ1/MIDSEM1, ENDQ2/ENDSEM1/MIDYR, ENDQ3/MIDSEM2 and ENDQ4/ENDSEM2/ENDYR, lecturers are allowed to add a maximum of 7 additional question to inquire into their teaching context. When you indicate that you would like to add additional questions, you will receive a message from the [studentfeedbackhelp@up.ac.za](mailto:studentfeedbackhelp@up.ac.za) confirming your choice to add additional questions and informing you about the time-frame within which the questions should be submitted to the Student Feedback Office. Refer to figure 5, 7 & 10.



A form titled "Are additional questions required for this cycle?" with a blue header. Below the header is a text input field containing the word "No" and a downward arrow icon in a grey box to its right.

Figure 10:

**Step 2.9:** Select the feedback purpose. Formative feedback is feedback obtained before the end of the module/teaching. Summative feedback is obtained at the end of the module/teaching. Summative feedback can be obtained by a lecturer when the lecturer has finished teaching a section in a sequentially team-taught module. Refer to figure 5, 7 & 11.



A dropdown menu titled "Feedback Purpose" with a blue header and a white background. The menu is open, showing two options: Summative (End of Module) and Formative (Before end of Module). A downward arrow icon is visible in the top right corner of the menu.

Figure 11:

**Step 2.10:** If the Head of Department information does not auto-fill or is incorrect, click on HoD not listed and manually fill in the correct HoD Name and HoD Email. Refer to figure 5, 7 & 12.

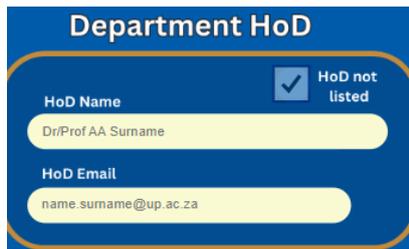


Figure 12:

**Step 2.11:** Select “all” if all the lecturers that teach in a team-taught module require student feedback. If there is only one lecturer in a team-taught module that requires student feedback in a particular cycle, click on that lecturer’s name only. Refer to figure 5, 7 & 13.



Figure 13:

**Step 2.12:** The top section of the SFTS Cycle information will display the relevant information, such as the date on which the SFTS will be administered to student etc. Remember to enrol your module at the appropriate SFTS cycle, i.e. a cycle that suits your teaching schedule. Refer to figures 5, 7 & 14.

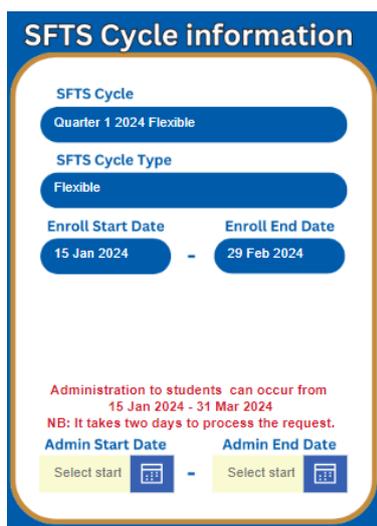


Figure 14:

**Step 2.13 a:** If you are enrolling in a flexible SFTS cycle, viz; Quarter 1, 2, 3 or 4, select the correct administration dates published on EI's website, student feedback tab. The administration date is the date within which the SFTS is administered to students. If the dates you selected are incorrect, then the dates will be highlighted red and you will not be able to submit. The dates selected can be incorrect only in flexible SFTS cycles, viz; Quarter 1, 2, 3 or 4. For instance, if the dates you select for the SFTS to be administered to students falls outside the dates planned and published by EI, then you will not be allowed to proceed as the SFTS Module Enrolment system, interprets them as incorrect. If you are enrolling for fixed SFTS cycles, viz; ENDQ1/MIDSEM1, ENDQ2/ENDSEM1/MIDYR, ENDQ3/MIDSEM2 and ENDQ4/ENDSEM2/ENDYR, you are not able to choose the dates within which to administer the SFTS to your students as these are fixed. Refer to figure 15.

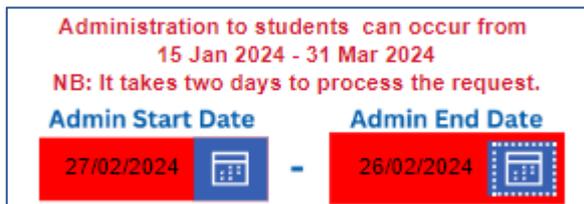


Figure 15

**Step 2.13b:** Select the correct administration dates. If correct, then you will be able to submit. Refer to figure 16.



Figure 16

**Step 2.14:** When you have completed the enrolment form, click on the submit button as shown in figure 17.

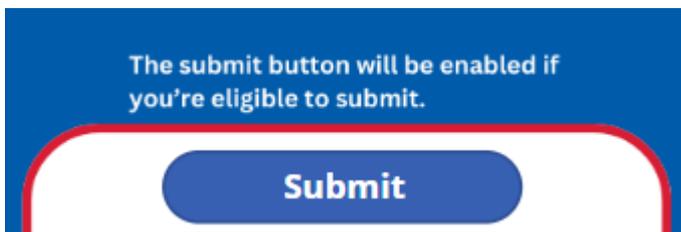


Figure 17

## Step 3. Checking and amending module enrolment

**Step 3.1:** To view if any submission was made, select the module you wish to check as shown in figures 5, 7 & 18.



Figure 18

**Step 3.2:** The relevant information or receipt will be visible on the extreme right-hand side as shown in figure 19. In addition, you will receive a confirmation of your enrolment from [studentfeedbackhelp@up.ac.za](mailto:studentfeedbackhelp@up.ac.za).

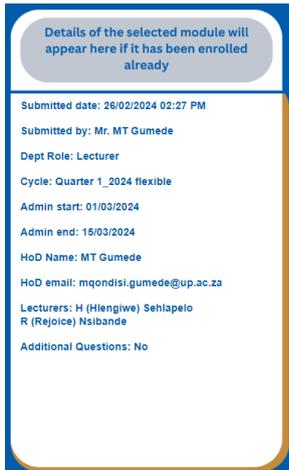


Figure 19

**Step 3.3:** If you made a mistake or would like to make changes, click on the "YES" button at the bottom of the enrolment page as shown in figure 20. You will then have to continue making your changes as explained in step 2. In addition, you will receive another email from [studentfeedbackhelp@up.ac.za](mailto:studentfeedbackhelp@up.ac.za) confirming the changes which you have made.

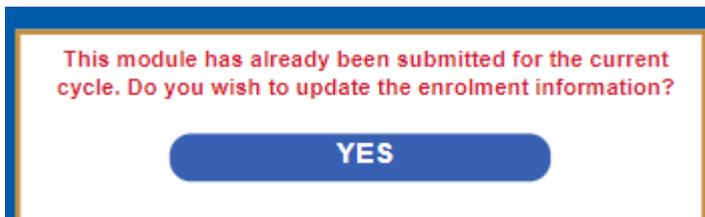


Figure 20