USING THE SFTS MODULE ENROLMENT SYSTEM:
Departmental Administrator Guidelines

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.
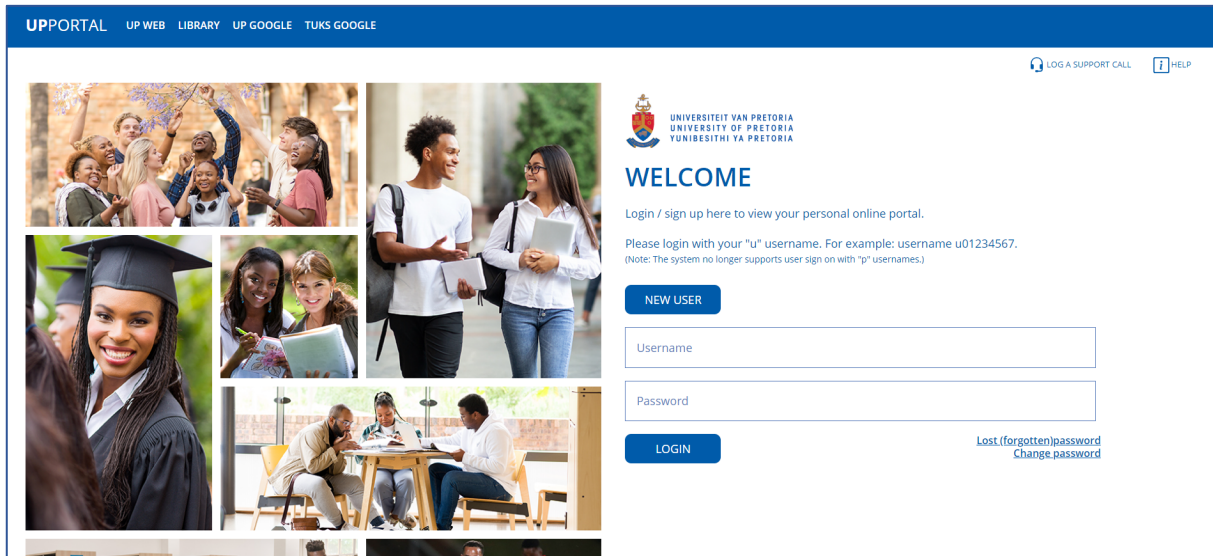

Figure 1a:

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.

Figure 1 b:

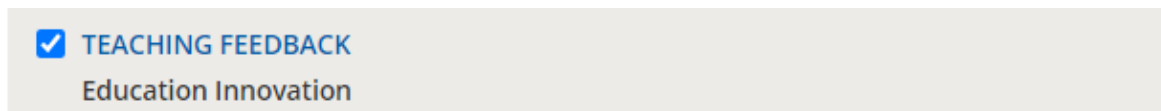**Step 1.1.c:** Select the "TEACHING FEEDBACK" portlet.

Figure 1 c:

Step 1.1d: Scroll to the bottom and click on "Save".

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.
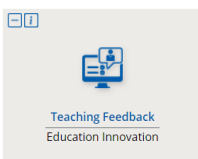

Figure 1e:

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* "and click on next.
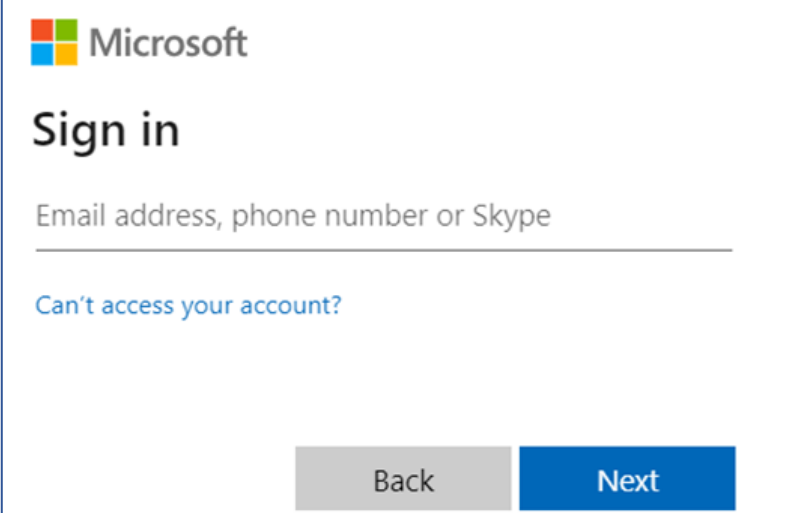

Figure 2

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 email the Student Feedback Office at: studentfeedbackhelp@up.ac.za with the permission of your head of department in order to be given access.
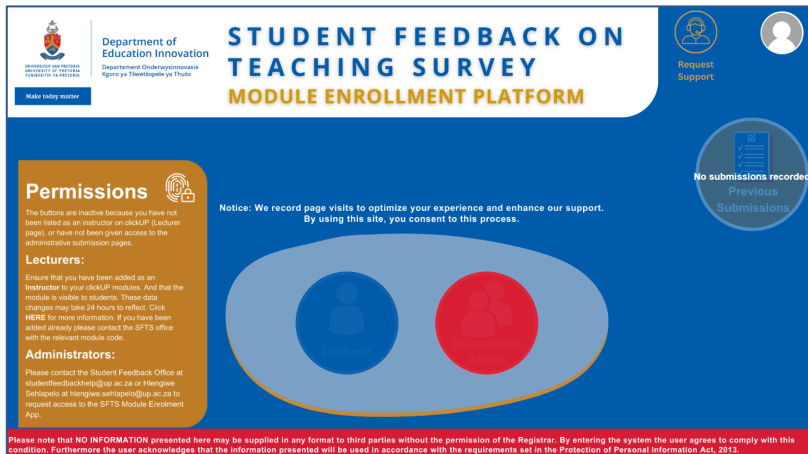

Figure 3

Step 2.2: Click on your user profile with a red department admin icon as shown in figure 4.
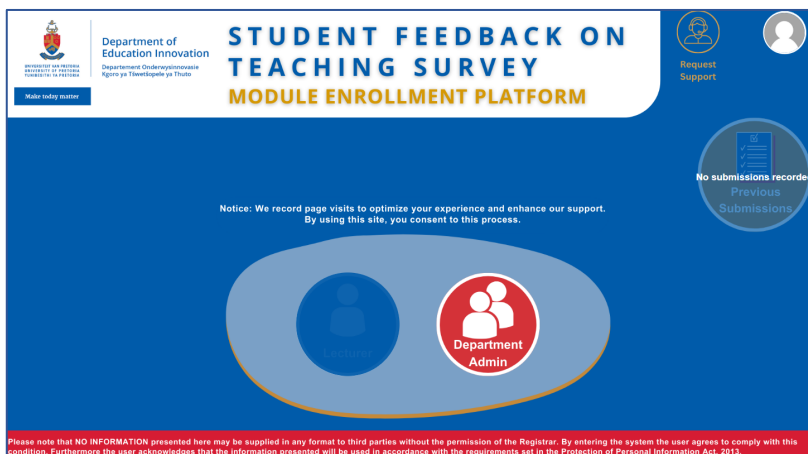

Figure 4

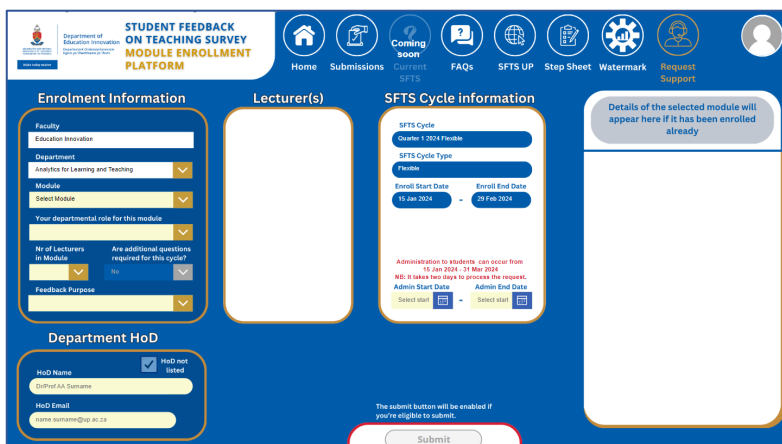**Step 2.3:** This is how your default user landing page looks like, as shown in figure 5.

Figure 5

Step 2.4: In the extreme left rectangle titled Enrolment information, the faculty will be pre-selected (see figure 5 & 6).

Figure 6

Step 2.5: Select the department in which the module you want to enrol belongs to, in the extreme left rectangle, viz Enrolment information (see figure 5 & 7).

Figure 7

Step 2.6: Select your module which you want to enrol in a particular SFTS cycle in the extreme left rectangle, titled enrolment information (refer to figure 5 & 7). 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 8

Step 2.7: After selecting a module on the list, all the relevant information as shown in figure 9, will be visible.

Figure 9

Step 2.8: Select your departmental role for this module. (To view this step in context, refer to figure 5, 9 & 10)

Figure 10

Step 2.9: Select the number of lecturers that teach the module. (To view this step in context, refer to figure 5, 9 & 11)

Figure 11

Step 2.10: A lecturer is 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 a lecturer indicates that she/he would like to add additional questions, she/he will receive a message from studentfeedbackhelp@up.ac.za confirming her/his choice to add additional questions and informing him/her about the time-frame within which the questions should be submitted to the Student Feedback Office. Refer to figure 5, 9 &12.

Figure 12

Step 2.11: 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 to teach a section in a sequentially team-taught module. Refer to figure 5, 9 & 13.

Figure 13

Step 2.12: 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, 9 &12.

Figure 14

Step 2.13: 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, 9 &15.

Figure 15

Step 2.14: 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 the lecturer teaching schedule. Refer to figures 5, 9 & 16.

Figure 16

Step 2.15a: 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 17.

Figure 17

Step 2.15b: Select the correct administration dates. If correct, then you will be able to submit. Refer to figure 18.

Figure 18

Step 2.16: When you have completed the enrolment form, click on the submit button as shown in figure 19.

Figure 19

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, 9 & 20.

Figure 20

Step 3.2: The relevant information or receipt will be visible on the extreme right-hand side as shown in figure 20. In addition, you will receive a confirmation of your enrolment from studentfeedbackhelp@up.ac.za.
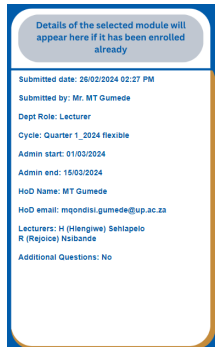

Figure 20

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 21. 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 confirming the changes which you have made.
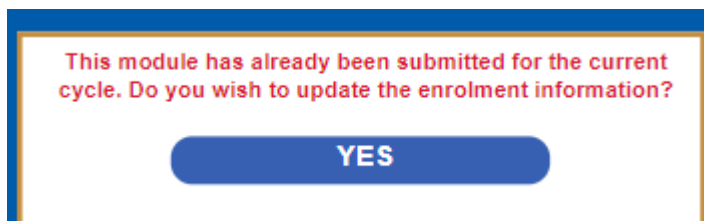

Figure 21