

# Module Evaluation Questionnaires

## Teaching and Admin staff guidance

End of Semester Module Evaluation Questionnaires (MEQs) are delivered entirely through Sussex Direct. There is no administrative setup required from Schools, and all aspects of the process is managed on Sussex Direct pages.

This guide covers the process for administrative staff and Module Convenors to manage the results for the MEQs via Sussex Direct.

This guide has been presented so that staff can understand the whole process, but feel free to skip ahead to the section relevant to your role:

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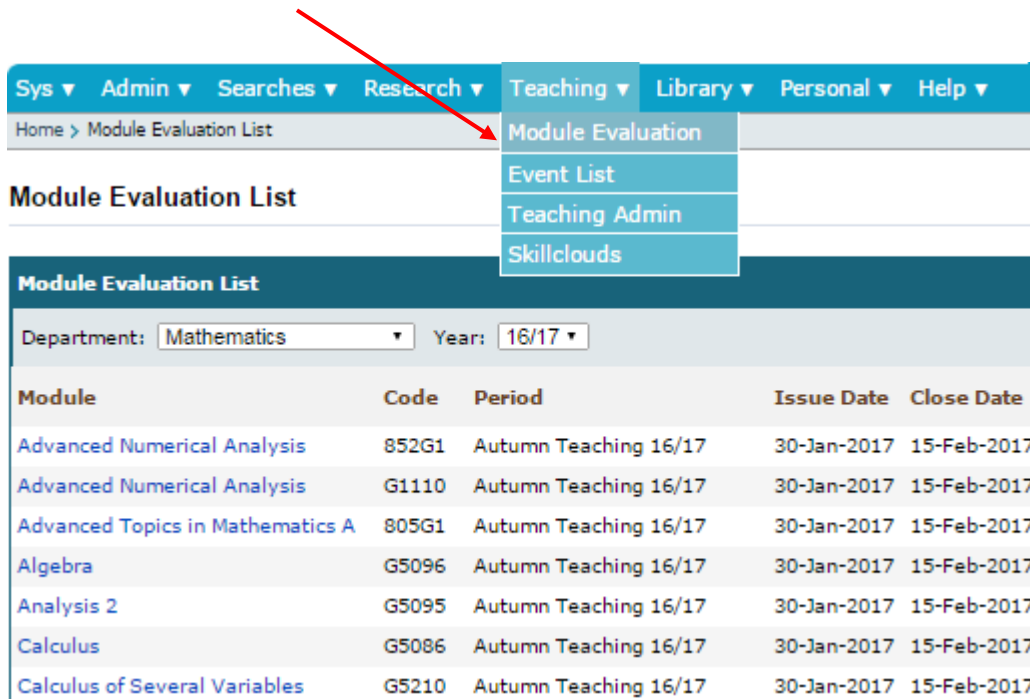
The following sections describe the aspects of the new system for each staff role.

## Administrative Staff – Comment vetting

The MEQ includes 7 core questions and 2 questions where students can include free-text comments.

### Accessing survey results

The comment vetting stage takes place through a Sussex Direct interface, where all comments for the selected department are listed on one page and can be edited directly. You can access the comments vetting page through Sussex Direct -> Teaching -> Module Evaluation (see below) :

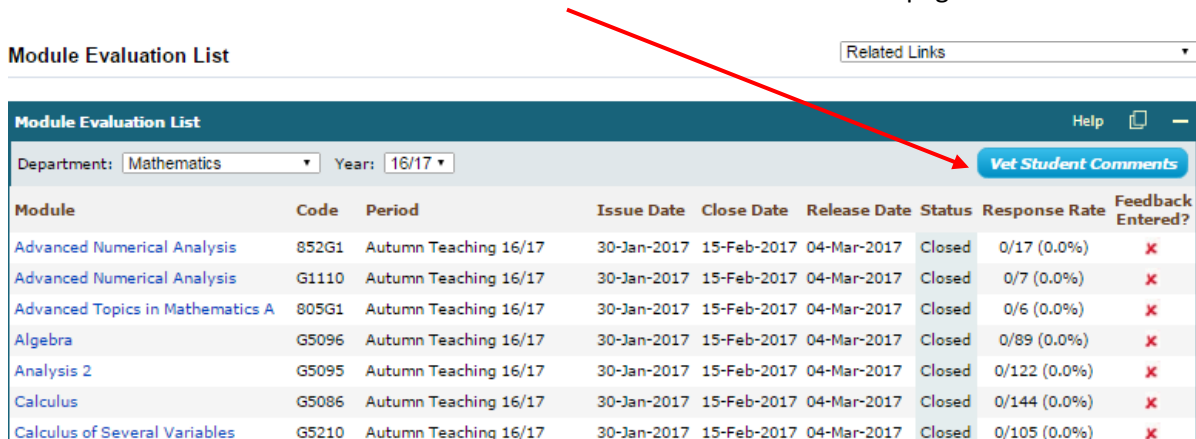


The screenshot shows the Sussex Direct navigation menu with 'Teaching' selected. A red arrow points to the 'Module Evaluation' option in the dropdown menu. Below the menu, the 'Module Evaluation List' page is displayed for the Department of Mathematics in the 16/17 year. The page contains a table with the following data:

Module	Code	Period	Issue Date	Close Date
<a href="#">Advanced Numerical Analysis</a>	852G1	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017
<a href="#">Advanced Numerical Analysis</a>	G1110	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017
<a href="#">Advanced Topics in Mathematics A</a>	805G1	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017
<a href="#">Algebra</a>	G5096	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017
<a href="#">Analysis 2</a>	G5095	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017
<a href="#">Calculus</a>	G5086	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017
<a href="#">Calculus of Several Variables</a>	G5210	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017

The page will list all the modules for the department with an indication of the response rate and the status of the questionnaire. You can use the drop-down menu to select any other departments you oversee.

You should then be able to use the “Vet Student Comments” button on this page:



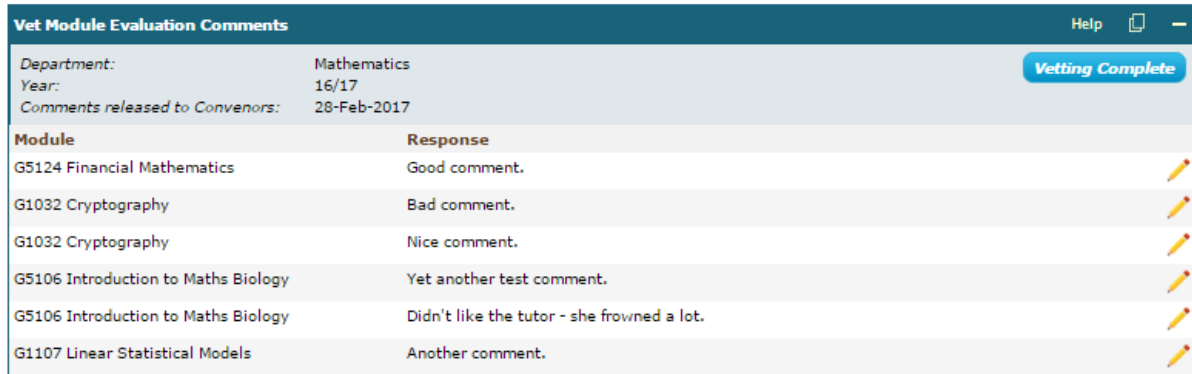
The screenshot shows the 'Module Evaluation List' page with a red arrow pointing to the 'Vet Student Comments' button. The page includes a 'Related Links' dropdown menu and a table with the following data:

Module	Code	Period	Issue Date	Close Date	Release Date	Status	Response Rate	Feedback Entered?
<a href="#">Advanced Numerical Analysis</a>	852G1	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017	04-Mar-2017	Closed	0/17 (0.0%)	✘
<a href="#">Advanced Numerical Analysis</a>	G1110	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017	04-Mar-2017	Closed	0/7 (0.0%)	✘
<a href="#">Advanced Topics in Mathematics A</a>	805G1	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017	04-Mar-2017	Closed	0/6 (0.0%)	✘
<a href="#">Algebra</a>	G5096	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017	04-Mar-2017	Closed	0/89 (0.0%)	✘
<a href="#">Analysis 2</a>	G5095	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017	04-Mar-2017	Closed	0/122 (0.0%)	✘
<a href="#">Calculus</a>	G5086	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017	04-Mar-2017	Closed	0/144 (0.0%)	✘
<a href="#">Calculus of Several Variables</a>	G5210	Autumn Teaching 16/17	30-Jan-2017	15-Feb-2017	04-Mar-2017	Closed	0/105 (0.0%)	✘

## Viewing student comments

The Vet Module Evaluation Comments page will show a list of all modules for the department with the free-text comments listed:

### Vet Module Evaluation Comments



Vet Module Evaluation Comments		Help	—
Department:	Mathematics	<b>Vetting Complete</b>	
Year:	16/17		
Comments released to Convenors:	28-Feb-2017		
Module	Response		
G5124 Financial Mathematics	Good comment.		
G1032 Cryptography	Bad comment.		
G1032 Cryptography	Nice comment.		
G5106 Introduction to Maths Biology	Yet another test comment.		
G5106 Introduction to Maths Biology	Didn't like the tutor - she frowned a lot.		
G1107 Linear Statistical Models	Another comment.		

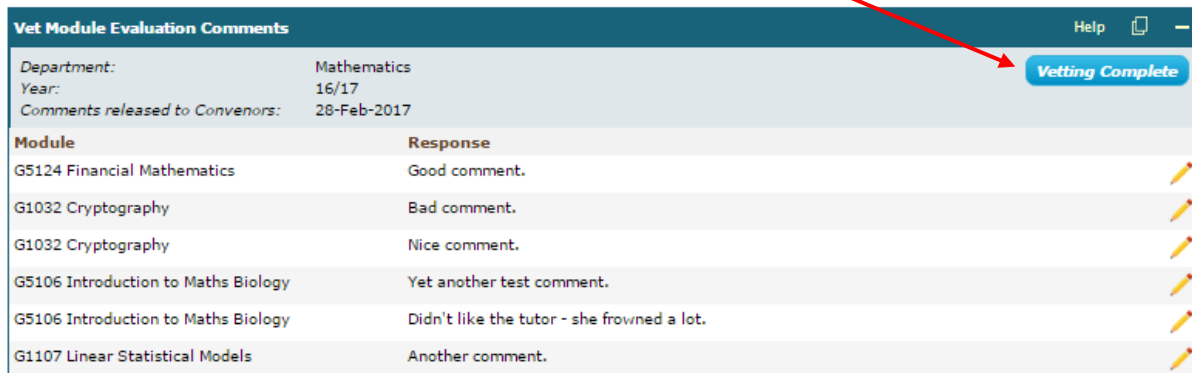
You can then look down the list of free-text comments and, using the pencil icons on the right, you can edit comments individually. Please ensure that you click “Save” once you have made any changes.

We do not have any specific guidance on the type of comments that should be vetted, this should be agreed within Schools.

***Please note: it is not a requirement for vetting to take place. The free-text student comments, whether vetted or not, will be taken at the comments release deadline and published to convenors.***

Schools can use the “Comments vetting complete” button to confirm that no further edits to free-text comments will take place.

### Vet Module Evaluation Comments



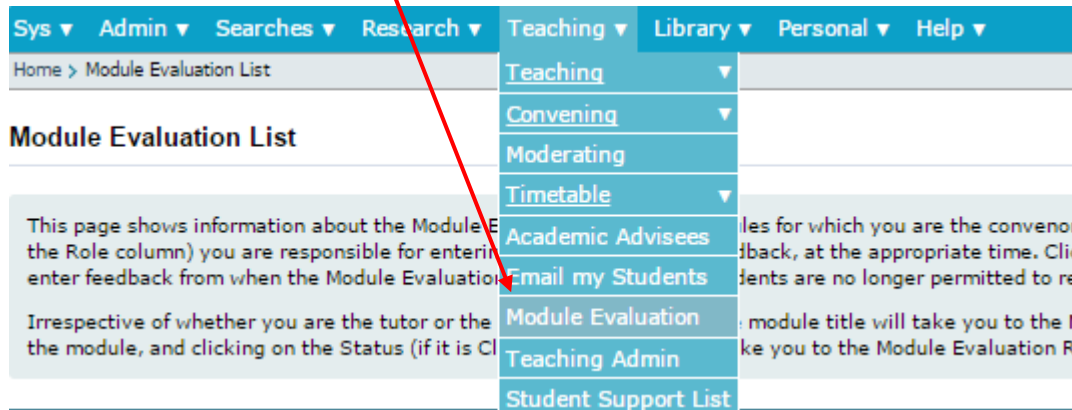
Vet Module Evaluation Comments		Help	—
Department:	Mathematics	<b>Vetting Complete</b>	
Year:	16/17		
Comments released to Convenors:	28-Feb-2017		
Module	Response		
G5124 Financial Mathematics	Good comment.		
G1032 Cryptography	Bad comment.		
G1032 Cryptography	Nice comment.		
G5106 Introduction to Maths Biology	Yet another test comment.		
G5106 Introduction to Maths Biology	Didn't like the tutor - she frowned a lot.		
G1107 Linear Statistical Models	Another comment.		

## Module Convenors – Responding to students

The next stage in the process allows Module Convenors to consider the satisfaction score and free-text comments submitted by students, and to provide a response back to students.

### Viewing module results

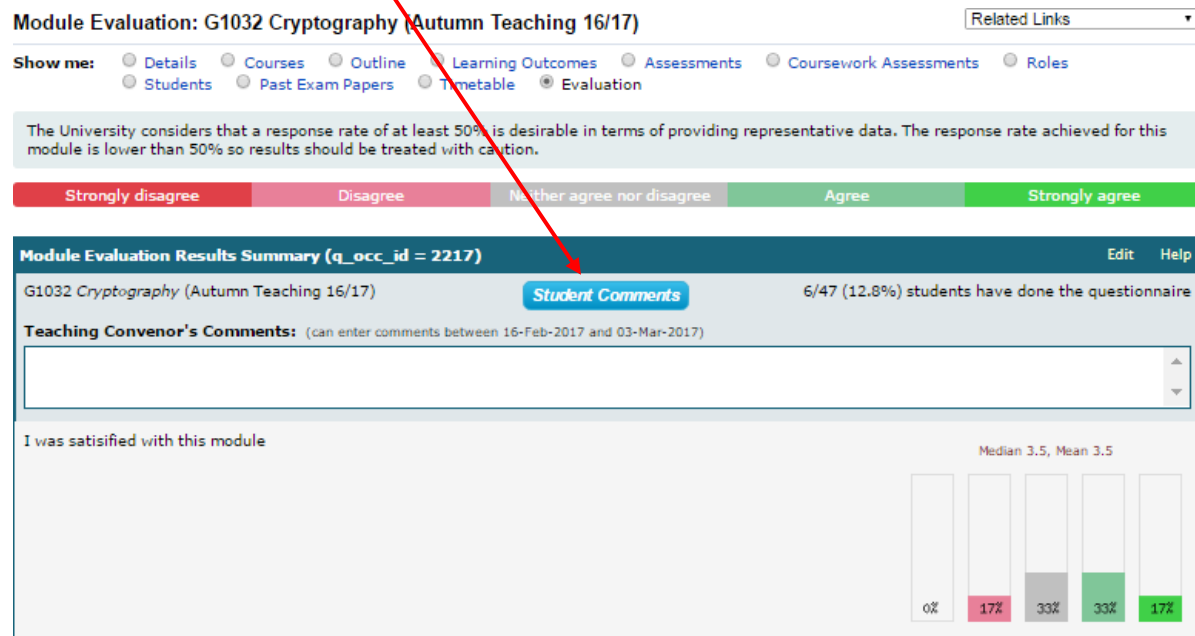
Once the survey has closed and the comments vetting deadline has passed, the student responses will be available to you on Sussex Direct -> Teaching -> Module Evaluation.



The screenshot shows the top navigation bar of the Sussex Direct system. The 'Teaching' menu is expanded, showing options: Teaching, Convening, Moderating, Timetable, Academic Advisees, Email my Students, Module Evaluation, Teaching Admin, and Student Support List. A red arrow points from the 'Email my Students' option to the corresponding text in the main content area below.

Select the module you are convening to see the summary evaluation page for that module.

You should see the overall satisfaction results in the summary evaluation page, and you should be able to use the “Student Comments” button to view all the free-text comments submitted for that module.



The screenshot displays the 'Module Evaluation Results Summary' page for 'G1032 Cryptography (Autumn Teaching 16/17)'. The page includes a 'Show me:' section with radio buttons for various views, a warning about a low response rate (12.8%), a satisfaction scale from 'Strongly disagree' to 'Strongly agree', and a bar chart showing the distribution of responses. A red arrow points from the 'Student Comments' button to the 'Teaching Convenor's Comments' text box.

**Module Evaluation Results Summary (q\_occ\_id = 2217)** Edit Help

G1032 Cryptography (Autumn Teaching 16/17) **Student Comments** 6/47 (12.8%) students have done the questionnaire

**Teaching Convenor's Comments:** (can enter comments between 16-Feb-2017 and 03-Mar-2017)

I was satisfied with this module

Median 3.5, Mean 3.5

Satisfaction Level	Percentage
Strongly disagree	0%
Disagree	17%
Neither agree nor disagree	33%
Agree	33%
Strongly agree	17%

## Student Comments on Module Evaluation

**Module Evaluation Student Comments: G1032 Cryptography (Autumn Teaching 16/17)** Help

Do you have any comments you would like to add about this module

- Bad comment.
- Another comment.
- Comments.
- Commenting here.
- Test comment.
- Nice comment.

### Providing a response

Once you have considered the satisfaction score and comments submitted, you can provide your response back to students in the “Teaching Convenor’s Comments” text box.

**Module Evaluation: G1032 Cryptography (Autumn Teaching 16/17)** Related Links

Show me:  Details  Courses  Outline  Learning Outcomes  Assessments  Coursework Assessments  Roles  
 Students  Past Exam Papers  Timetable  Evaluation

The University considers that a response rate of at least 50% is desirable in terms of providing representative data. The response rate achieved for this module is lower than 50% so results should be treated with caution.

Strongly disagree Disagree Neither agree nor disagree Agree Strongly agree

**Module Evaluation Results Summary (c\_occ\_id = 2217)** Edit Help

G1032 Cryptography (Autumn Teaching 16/17) **Student Comments** 6/47 (12.8%) students have done the questionnaire

**Teaching Convenor’s Comments:** (can enter comments between 16-Feb-2017 and 03-Mar-2017)

I was satisfied with this module

Median 3.5, Mean 3.5

Response Category	Percentage
Strongly disagree	0%
Disagree	17%
Neither agree nor disagree	33%
Agree	33%
Strongly agree	17%

Once the convenor comments deadline has passed then the summary evaluation results (satisfaction scores) and your response to students will be published.

**Please note: the free-text comments will not be published to students.**

**You should also note that the questionnaire results will be published at the release date, regardless of whether you have entered a response. Please check this release deadline on the summary results page and ensure that you have entered your response by this date. All teaching convenors are strongly encouraged to respond to the students prior to the results publication.**

### Why can't I see results for a module?

If fewer than five students have completed the evaluation for the module, the median scores and the distribution of responses will not be displayed. For this reason, we recommend that staff encourage students to complete the survey to provide results for convenors to consider.