

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) :

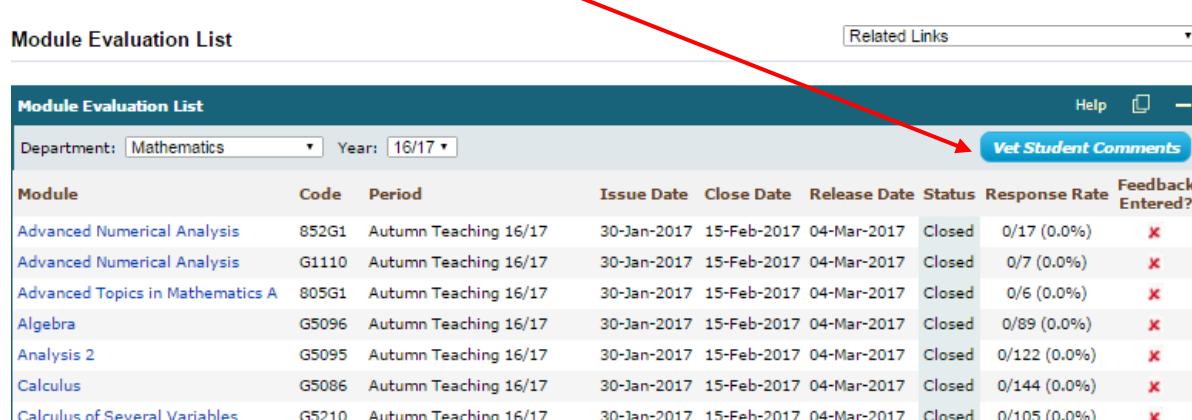


A screenshot of the Sussex Direct navigation bar. A red arrow points from the 'Research' dropdown menu to the 'Module Evaluation' link in the main content area. The navigation bar includes links for Sys, Admin, Searches, Research, Teaching, Library, Personal, and Help. Below the bar, a breadcrumb trail shows 'Home > Module Evaluation List'. The main content area is titled 'Module Evaluation List' and displays a table of modules for the Mathematics department in the 16/17 year.

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



A screenshot of the 'Module Evaluation List' page. A red arrow points from the 'Related Links' dropdown menu to the 'Vet Student Comments' button in the top right corner. The page displays a table of modules for the Mathematics department in the 16/17 year, including columns for Issue Date, Close Date, Release Date, Status, Response Rate, and Feedback Entered?

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

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	Print	Close
Department:	Mathematics	Vetting Complete		
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	Print	Close
Department:	Mathematics	Vetting Complete		
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.

Sys ▾ Admin ▾ Searches ▾ Research ▾ Teaching ▾ Library ▾ Personal ▾ Help ▾

Home > Module Evaluation List

Module Evaluation List

This page shows information about the Module Evaluation List. You can enter feedback from when the Module Evaluation List is open. Irrespective of whether you are the tutor or the convenor of the module, and clicking on the Status (if it is Clickable) will take you to the Module Evaluation page. This page will take you to the Module Evaluation Results Summary page.

Teaching ▾

- Convening
- Moderating
- Timetable
- Academic Advisees
- Email my Students
- Module Evaluation
- Teaching Admin
- Student Support List

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.

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 (q_occ_id = 2217)

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

0% 17% 33% 33% 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 (n_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

0%	17%	33%	33%	17%
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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.