Create Survey

1. Getting there

Make a note of the module code, period, occurrence and survey end date in your calendar

1. Login to MyStudents: from staff home page or staff portal T&L tab

2. Click on “Evaluation” in the left hand panel

3. Click on “Create / Amend Module Evaluation Survey”

4. Select the Academic Year then click "Find Modules"

   A list of your modules will appear, contact administrator if missing

5. Click on “Create” or “Edit” in the right hand Action column for the relevant module

NB Surveys that have passed the start date cannot be edited.
Create Survey 2. Type and Occurrences

This allows other occurrences for the same module to be created at the same time all in one batch.

6. Choose template and occurrences (i.e. locations & course month start)


6. Optional: tick EXTRA individual occurrences to be created at same time. The one originally selected will always be processed. NB it is not possible to amend the module specific questions if additional occurrences are ticked.

Don’t tick any if you just want to do the one originally selected.

If a survey exists for an extra occurrence chosen a warning message will be displayed and the process will stop until they have been removed.
Create Survey  3. Start and End Dates

7. Define Start and End dates

Enter date directly as per this start date or use the pop up calendar window

💡 Start date must be at least one day after today

 '|' | Start date must be at least 12 days after start date, 21 is recommended

💡 End date must be at least 12 days after start date, 21 is recommended

Click create surveys

If multiple occurrences have been selected the surveys will now be generated.
8. Choose Module Survey Specific Questions  
NB This will not appear if any extra occurrences ticked.

<table>
<thead>
<tr>
<th>Question Text</th>
<th>Include this question?</th>
</tr>
</thead>
<tbody>
<tr>
<td>change question by overtyping the text</td>
<td>✓</td>
</tr>
<tr>
<td>This module is intellectually stimulating.</td>
<td>✓</td>
</tr>
<tr>
<td>Or leave as default question as above</td>
<td>□</td>
</tr>
<tr>
<td>Or exclude from survey by unticking the box to the right as this and next one is</td>
<td>□</td>
</tr>
<tr>
<td>This module has been relevant to my course/pathway and career aspirations.</td>
<td>□</td>
</tr>
</tbody>
</table>

As you can see there is no spell or grammar checking!  
Click Save/Continue and you’re done.  
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Once survey is created the Action will change to Edit on Display My Modules

### They do what they say:

<table>
<thead>
<tr>
<th>Action</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amend Dates</td>
<td>Select</td>
</tr>
<tr>
<td>Edit Module Specific Questions</td>
<td>Select</td>
</tr>
<tr>
<td>Preview this Survey</td>
<td>Select</td>
</tr>
<tr>
<td>Delete this Survey</td>
<td>Select</td>
</tr>
</tbody>
</table>

- **See Create Survey: 3 Start and End Dates**
- **See Create Survey: 4 Specific Questions**

- Will only edit one occurrence at a time
- Cannot edit after the survey start date is reached
1. From the Evaluation page click on “View My Module Survey Results” option

2. Select Academic year
   Enter a specific Period, Occurrence and Module Code to see other results

3. Click the relevant link for the required module. This will open in a new browser session

4. The results can be copied then pasted into Excel or Word if required.
   Close the new window with the button, don’t logout.
Help

Problems accessing My Students contact ASIS Support (email “ASIS support”)
Expected modules not appearing, contact school administrator.
Change requests to UTLC representative

Period Codes:
S1, Semester 1; S2, Semester 2; Year, Year; YA Long Year e.g. Health courses

Occurrence Codes:
Campus: QG Queensgate, BX Barnsley, OZ Oldham
Month: J Jan, F Feb, M Mar, L Apr, Y May, E Jun, U Jul, T Aug, A Sep, O Oct, N Nov, D Dec
Z can be used for summer students or to distinguish UG students studying PG module

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