

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 

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

Action
Create

NB Surveys that have passed the start date cannot be edited.

Create Survey 2. Type and Occurrences

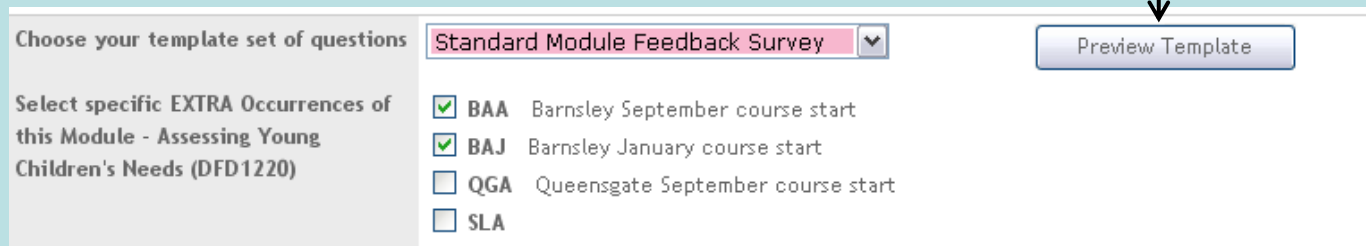


This allows *other* occurrences for the same module to be created at the same time all in one batch.

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

a. Select type of survey: standard, campus or placement.

Can view template here.



Choose your template set of questions: Standard Module Feedback Survey

Select specific EXTRA Occurrences of this Module - Assessing Young Children's Needs (DFD1220)

- BAA Barnsley September course start
- BAJ Barnsley January course start
- QGA Queensgate September course start
- SLA

Preview Template

b. 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.

Survey Exists

The following Surveys already exist. Please go back and amend the Occurrences selected.

Module	Year	Period	Occurrence	Survey Start Date
DIO1320	11/12	YEAR	ARA	Fri 23 Sep 2011



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

Survey Start Date	<input type="text" value="14/5/11"/>	
Survey End date:	<input type="text" value="01/06/2011"/>	



<< June >> <<2011>>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2



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

Click create surveys

Create Survey(s)

If multiple occurrences have been selected the surveys will now be generated.

Create Survey 4. Specific Questions



There is a maximum of five questions

8. Choose Module Survey Specific Questions
NB This will not appear if any extra occurrences ticked.

Amend Your Module Survey Questions	
Now showing records 1 - 5 of 5	
Question Text	Include this question?
<input type="text" value="change question by overtypin the text"/>	<input checked="" type="checkbox"/>
<input type="text" value="This module is intellectually stimulating."/>	<input checked="" type="checkbox"/>
<input type="text" value="Or leave as default question as above"/>	<input type="checkbox"/>
<input type="text" value="Or exclude from survey by unticking the box to the right as this and next one is"/>	<input type="checkbox"/>
<input type="text" value="This module has been relevant to my course/pathway and career aspirations."/>	<input type="checkbox"/>
<input type="button" value="Save / Continue"/>	



As you can see there is no spell or grammar checking!
Click Save/Continue and you're done.
Inspiring tomorrow's professionals

Edit Survey



Once survey is created the Action will change to Edit on Display My Modules

They do what they say:

Edit or Delete Survey	
Amend Dates	<input type="button" value="Select"/>
Edit Module Specific Questions	<input type="button" value="Select"/>
Preview this Survey	<input type="button" value="Select"/>
Delete this Survey	<input type="button" value="Select"/>

[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



View Results


1. From the Evaluation page click on “View My Module Survey Results” option

Retrieve your Survey Results

Please complete the required report options

Academic Year	2009/10	←
Period	YEAR	
Occurrence	QGA	
Module Code	HDG1001	List

Clear Fields Find Results

 Leave these blank to get all your results

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

Click a link to display the results

[View Results for HIQ1016_08/09_YEAR_QGA in new window](#)

4. The results can be copied then pasted into Excel or Word if required.

 Close the new window with the  button, don't logout.

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