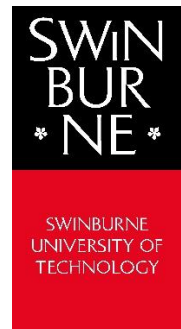


# STUDENT SYSTEMS AND ADMINISTRATION STUDENT ENGAGEMENT



## **Swinburne Online Survey – EvaluationKit via Canvas**

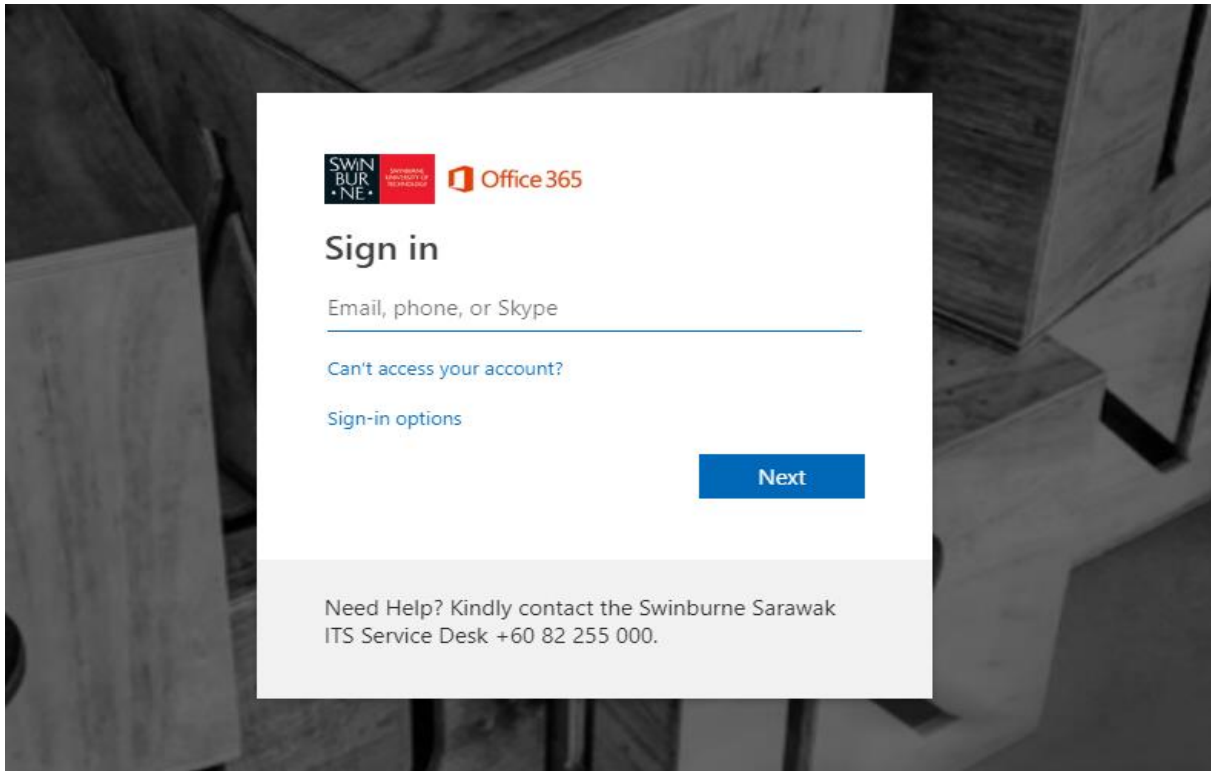
### **Student Guide**

The user guide outlines:

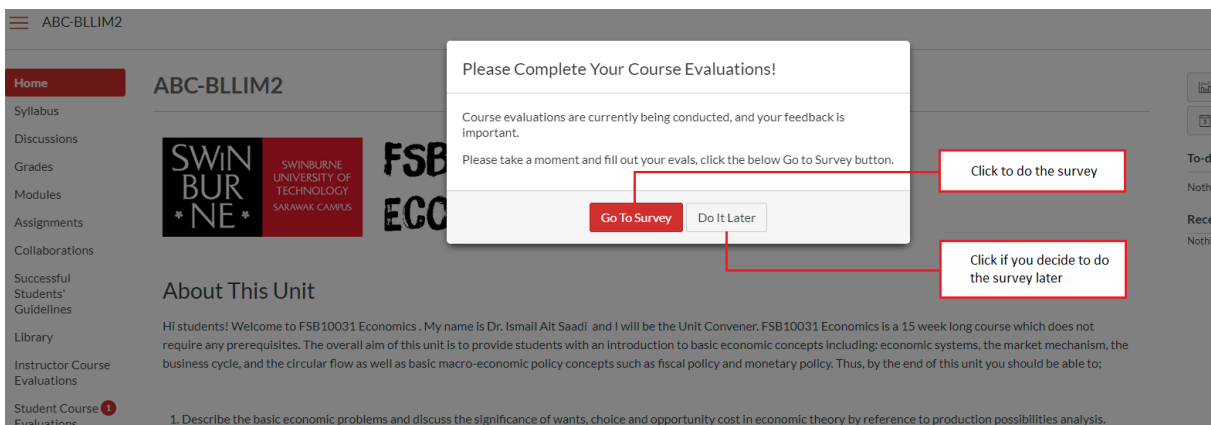
1. How to Access EvaluationKit Survey

## How to Access EvaluationKit Survey Tool

1. To access EvaluationKit, please login to your Canvas.



2. Once login is successful, students will see a pop-up box (if they have surveys currently available). This pop-up prompt will display each time the student re-login to Canvas if the student has not complete their survey.



3. To proceed to the survey, students may click on to the 'Go To Survey'. If the students decide not do the survey at that particular moment, they may click 'Do It Later'. Students clicking on 'Do It Later' will be able to close the pop-up and continue their session in Canvas.

**PLEASE BE INFORMED** that this function is to be **TURN-OFF** at a later stage of the survey period. Therefore, students are **strongly suggested** to complete their survey in order to avoid future inconvenience.

- Clicking on **'Go To Survey'**, students will be directed to survey dashboard where all of their surveys are displayed. Active surveys have a live link, and completed surveys display the date and time that the survey was completed.

- When the student clicks on the survey link, they will be presented with a dialogue box which lists the teaching staff in the unit. Students are to select their respective lecturers / instructors listed. Click **'Next'** to proceed.

- Once the lecturers / instructors are selected, the survey is generated. Unit questions are now presented at the beginning of the survey, along with the best aspects and improvement aspects of the unit.

**Canvas Testing 3**  
ABC-BLLIM2-1: ABC-BLLIM2-Section 2  
Andy Drahman

Survey questions as shown below

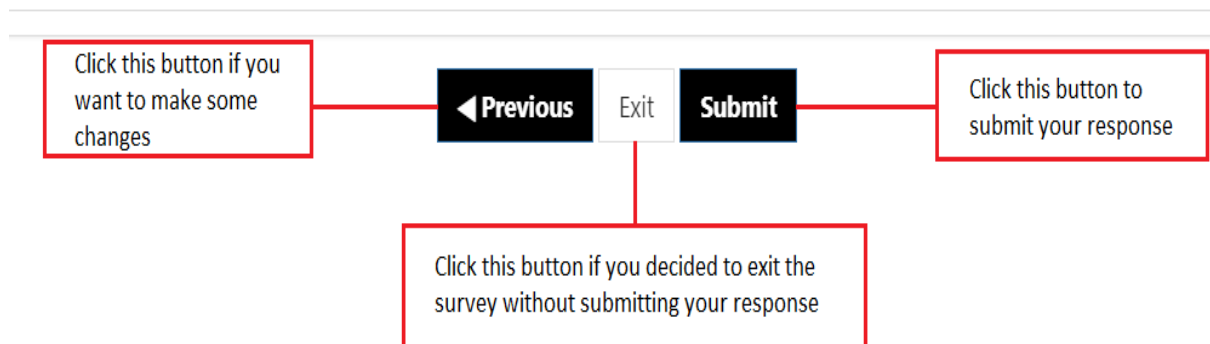
\* Please provide feedback on your unit.

	1 (Strongly Disagree)	2	3	4	5	6	7	8	9	10 (Strongly Agree)
Overall, I am satisfied with this unit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This unit is well organised	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The assessment requirements were clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

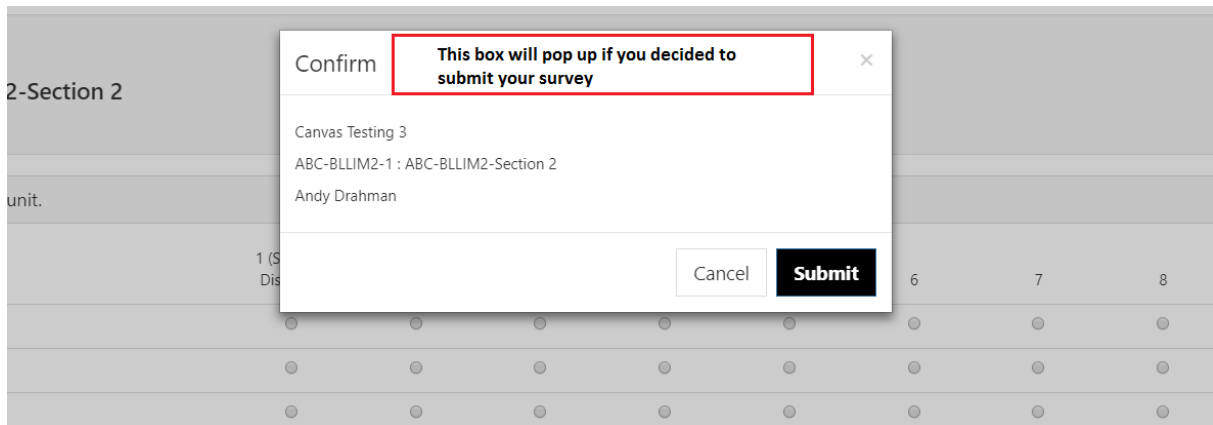
In my opinion, the best aspects of this unit were ...

\* In my opinion, aspects of this unit that could be improved were ...

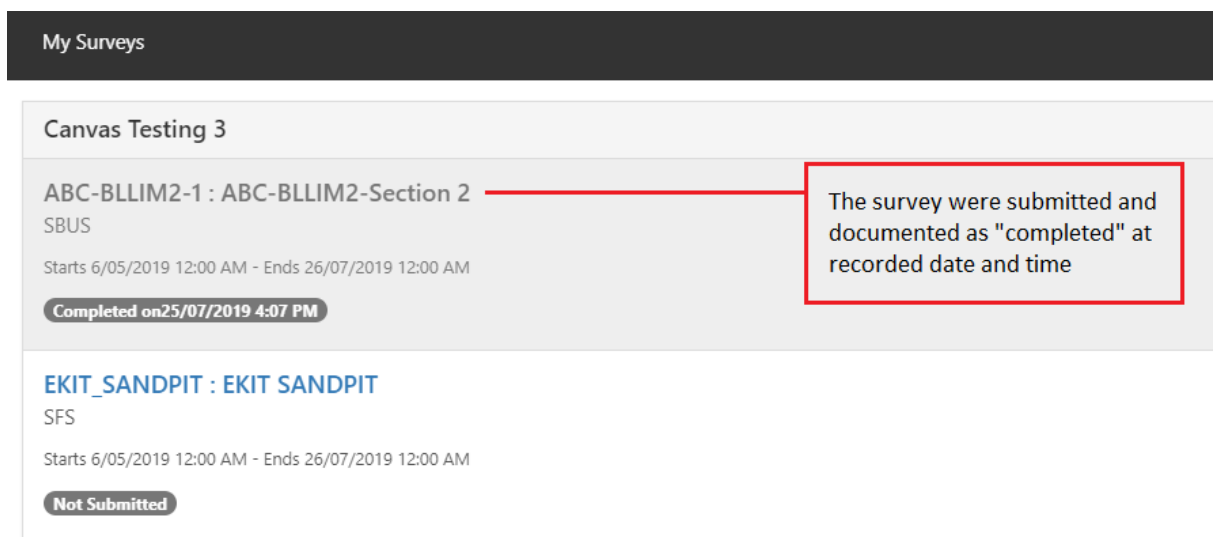
- After the unit questions, the student is presented with list of questions for each of the teaching staff selected (Step 5). If a student hovers the cursor over a particular radio button, the survey displays the question, radio button value and lecturers/instructors’ name, to assist students to select the correct respond.
- After the questions for each staff member, the survey presents the students with a comment box for each staff member.



- The student can click **‘Previous’** however the data is not transferred until the form is submitted.



10. Students completing the survey and click **'Submit'**. Prompt message on the confirmation of submitting the feedback will pop-up.
11. Once the student clicks on **'Submit'** button a completed surveys display the date and time that the survey was completed.



12. Students completing the survey will receive email notification to confirm that the survey was successfully submitted.

Swinburne University of Technology : Survey  
Certificate of Completion  
2019 Sarawak Student Feedback Survey ACCA  
(January Intake)



Subject: 201901-P2 : 201901-P2 STRATEGIC BUSINESS  
REPORTING

Submitted: Feb-27-2019  
Student: [REDACTED]

Dear Student,

Thank you for completing your the **2019 Sarawak Student Feedback Survey ACCA (January Intake)** on units and teaching. Your feedback is taken very seriously, and action is taken on the basis of survey results.

Summarised results from student feedback are provided to staff (along with student comments) in a report. **Kindly be assured that your responses are fully confidential**; no information which may identify you is included in these reports. The reports will be used by the University only for the purpose of improving the courses, units and teachings.

Should you have any questions about the survey process, please contact StudentHQ.

Thanks again for your participation. Your feedback is greatly appreciated.

Best regards,  
Student Systems and Administration,  
Student Engagement,  
Swinburne University of Technology Sarawak Campus

13. For students who opt for ‘Do It Later’ at Step 3, they may gain access to the survey dashboard by looking for the Tools panel and you will see **Student Course Evaluations** link.

ABC-BLLIM2

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**SWINBURNE** SWINBURNE UNIVERSITY OF TECHNOLOGY SARAWAK CAMPUS **FSB10031 ECONOMICS**

**About This Unit** [Click to do the survey NOW!](#)

Hi students! Welcome to FSB10031 Economics . My name is Dr. Ismail Ait Saadi and I will be the Unit Convener. FSB10031 require any prerequisites. The overall aim of this unit is to provide students with an introduction to basic economic concepts such as the business cycle, and the circular flow as well as basic macro-economic policy concepts such as fiscal policy and monetary policy.

1. Describe the basic economic problems and discuss the significance of wants, choice and opportunity cost in econor

14. Or they can opt to go to the survey dashboard via the following steps.

**SWINBURNE** AD

**Account** [Log out](#)

- Dashboard
- Courses
- Calendar
- Inbox
- Commons
- Help

Notifications

Profile

Files

Settings

ePortfolios

EvaluationKIT Auth

**Course Evaluations**

**Attention:**

**Access to the survey is individualised to students via Canvas. Each feedback provided is confidential and anonymous.**

For more information, please go to the link provided:

<https://www.swinburne.edu.my/current-students/services-wellbeing/student-feedback/evaluation-services.php>