

Student Business Systems (SBS)

Student Engagement



Swinburne Online Survey - EvaluationKit

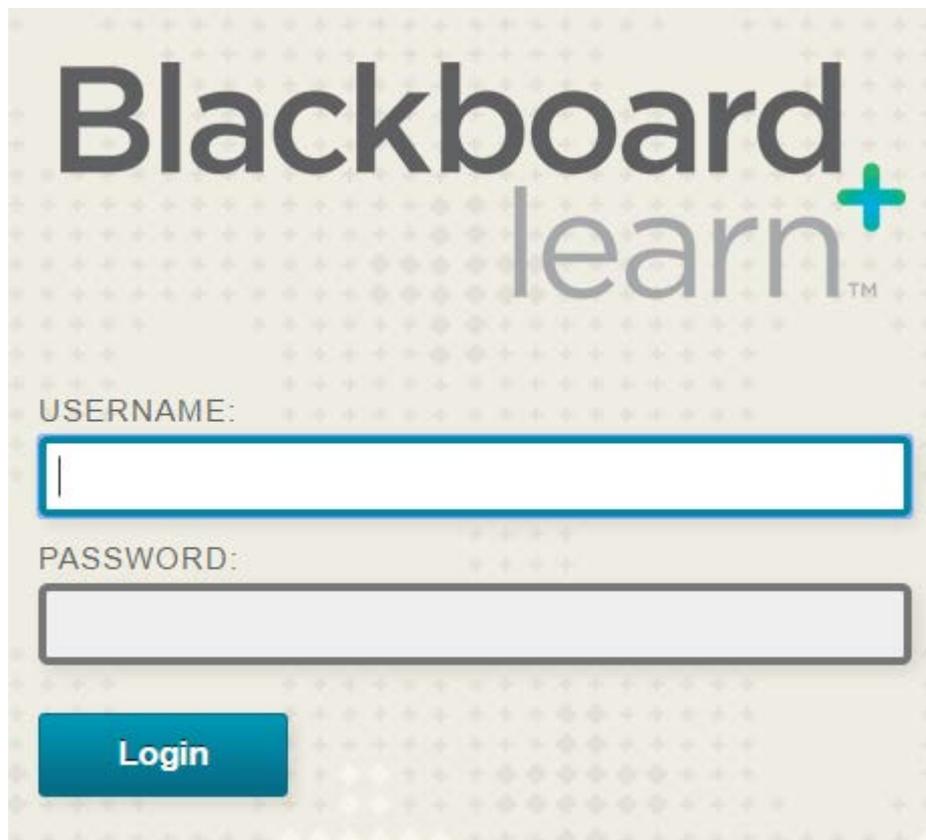
Student Guide (V3)

The user guide outlines:

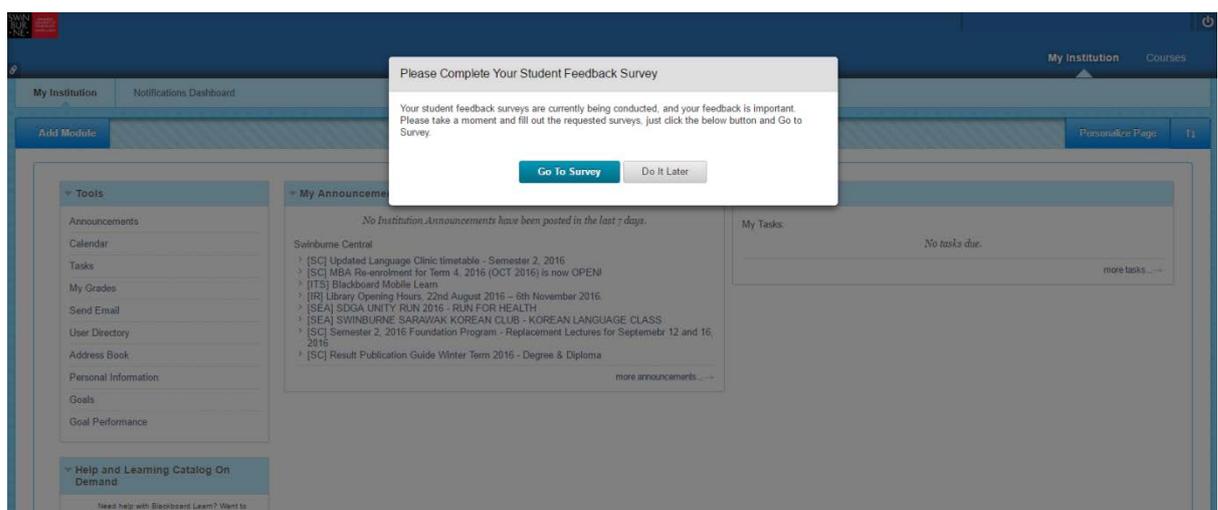
1. How to Access EvaluationKit Survey

How to Access EvaluationKit Survey Tool

1. To access EvaluationKit, please login to your Blackboard. Key in your username and password.

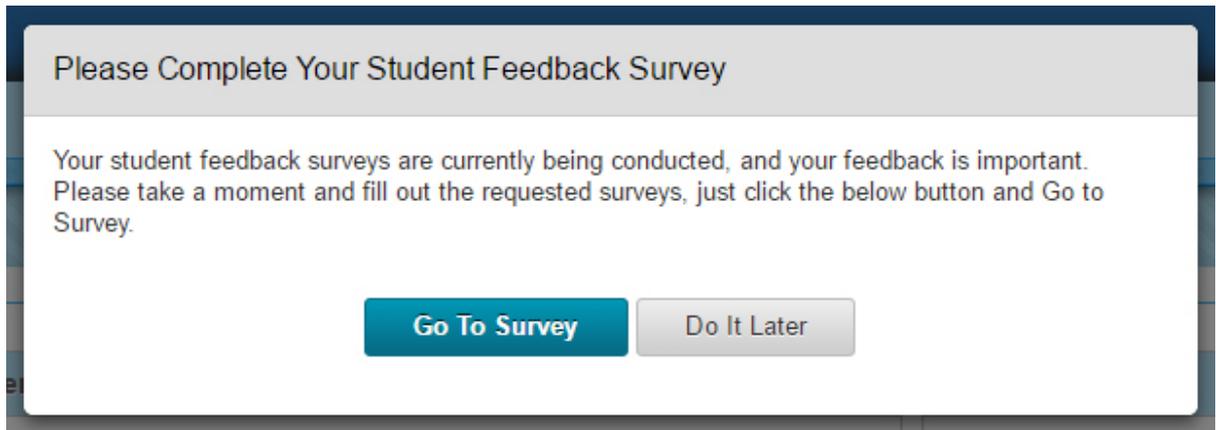


2. Upon successful login, you will be prompted with a pop-up box as shown and will only appear if you currently had on-going surveys. This pop-up box will continuously be displayed each time you login to Blackboard if you have not completed any available survey.



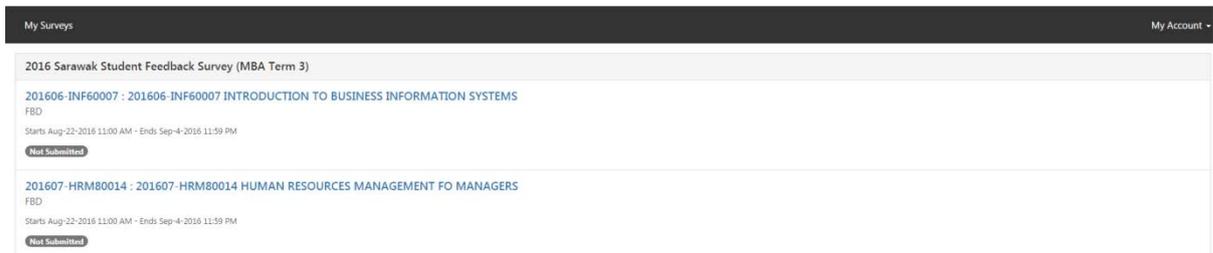
- To proceed to do the survey, you may click on the **'Go To Survey'**. If you decide to not do the survey at that particular moment, you may click **'Do It Later'**. By clicking on 'Do It Later', you will be able to close the pop-up and continue your activities in Blackboard.

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

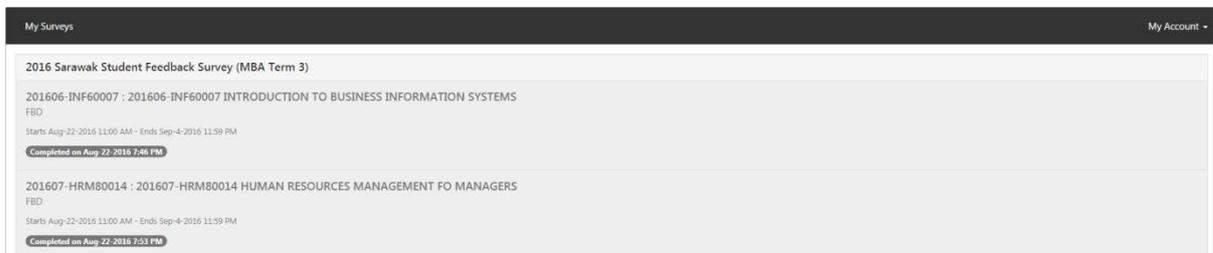


- Clicking on **'Go To Survey'**, you will be directed to survey dashboard where all of your surveys are displayed. Active surveys have a link, and completed surveys displays the date and time that the survey was completed.

Incomplete Survey View



Completed Survey View



- When you clicked on the survey link, you will be presented with an instruction to select the respective lecturers/instructors for the unit. Click 'Next' to proceed.

2016 Sarawak Student Feedback Survey (MBA Term 3)
 201607-LAW80004 : 201607-LAW80004 INTERNATIONAL GOVERNANCE, ETHICS AND LEGAL REQUIREMENTS

Please select your teacher(s) from the list below. If one or more of your teachers are not listed, please email Andy Drahman at adrahman@swinburne.edu.my or Charlene Wong at ymwong@swinburne.edu.my and include your unit code and the teacher that is missing from this list.

Jacob Ting King Soon
 Elizabeth AiLin Voong

- 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.

2016 Sarawak Student Feedback Survey (MBA Term 3)
 201607-LAW80004 : 201607-LAW80004 INTERNATIONAL GOVERNANCE, ETHICS AND LEGAL REQUIREMENTS

* 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"/>									
The unit is well organised	<input type="radio"/>									
The assessment requirements were clear	<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, you are presented with list of questions for each of the teaching staff selected. If you hover the mouse over a particular radio button, the survey displays the question and radio button value, to assist you to select the correct respond. (Example: ... has a thorough knowledge of the unit 2)

* Please provide feedback **Jacob Ting King Soon's** teaching in this unit.

Jacob Ting King Soon...

	1 (Strongly Disagree)	2	3	4	5	6	7	8	9	10 (Strongly Agree)
Overall, I am satisfied with the teaching in this unit by this staff member	<input type="radio"/>									
...has a thorough knowledge of the unit	<input type="radio"/>									
...communicates information and ideas clearly and effectively	<input type="radio"/>									
...responds to questions and concerns in a helpful and timely manner	<input type="radio"/>									
...teaches in a way that provides motivation and inspiration to learn	<input type="radio"/>									

* Please provide feedback **Elizabeth AiLin Voong's** teaching in this unit.

Elizabeth AiLin Voong...

	1 (Strongly Disagree)	2	3	4	5	6	7	8	9	10 (Strongly Agree)
Overall, I am satisfied with the teaching in this unit by this staff member	<input type="radio"/>									
...has a thorough knowledge of the unit	<input type="radio"/>									
...communicates information and ideas clearly and effectively	<input type="radio"/>									
...responds to questions and concerns in a helpful and timely manner	<input type="radio"/>									
...teaches in a way that provides motivation and inspiration to learn	<input type="radio"/>									

- After the questions for each staff member, the survey presents an option of comment box for each staff member.

The image shows two identical survey comment boxes. Each box has a header with the name of the staff member and a prompt: "Please explain your overall satisfaction with [Name]'s teaching in this unit." Below the header is a smaller line of text: "Your comments should provide **constructive, direct feedback to the staff member named on this question**. Do not comment on other staff members in this section, and please note that Swinburne does not condone comments that are offensive or embarrassing. If you wish to comment on staff not included in this form, you may do so in the unit section above." Below this text is a large empty text area for the comment. At the bottom of the form, there are four buttons: "Previous" (with a left arrow), "Exit", "Come Back Later", and "Submit".

- You can click '**Come Back Later**' and finalise your response, however the data is not transferred until the form is submitted. By doing so, you will be prompted with pop-up confirmation if you wish to come back later to complete your survey. As you are satisfied with your response, you may complete the survey by clicking '**Submit**' and would be asked to confirm your submission.

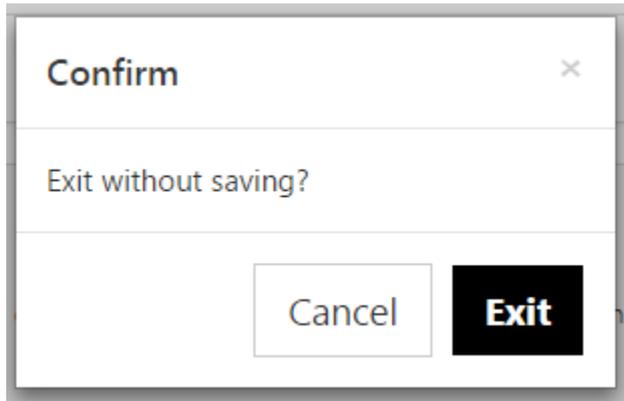
Prompt Message when Clicking '**Submit**' button.

The image shows a "Confirm" pop-up message box. The title is "Confirm" with a close button (X) in the top right corner. The main text reads: "2016 Sarawak Student Feedback Survey (MBA Term 3)" followed by "201607-LAW80004 : 201607-LAW80004 INTERNATIONAL GOVERNANCE, ETHICS AND LEGAL REQUIREMENTS". At the bottom right, there are two buttons: "Cancel" and "Submit".

Prompt Message when Clicking '**Come Back Later**' button.

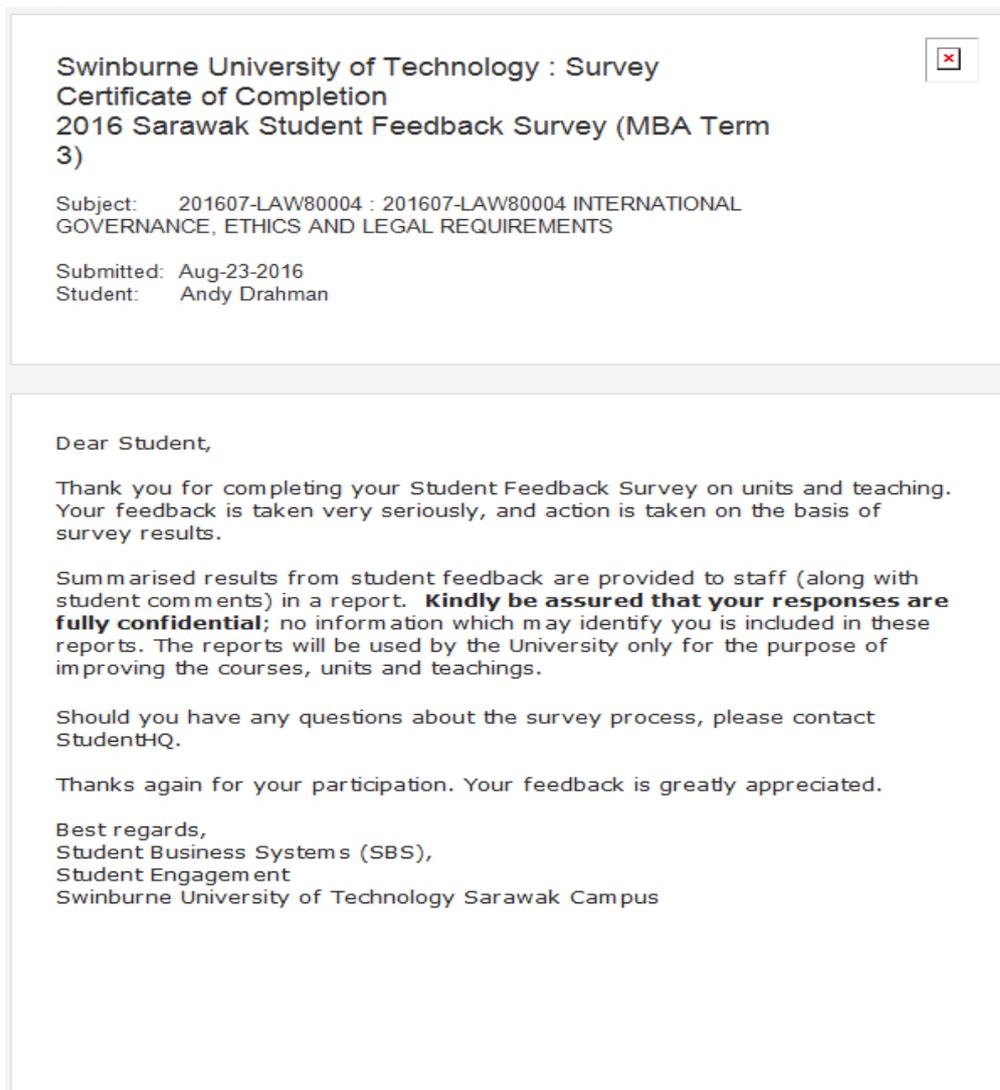
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Prompt Message when Clicking 'Exit' button.



10. By completing the survey, you will receive email notification to confirm that the survey was successfully submitted.

Sample:



11. For those who opt for **‘Do It Later’** at Step 3, you may access the survey dashboard via the **“My Surveys (Unit and Teaching)”** module.

