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.
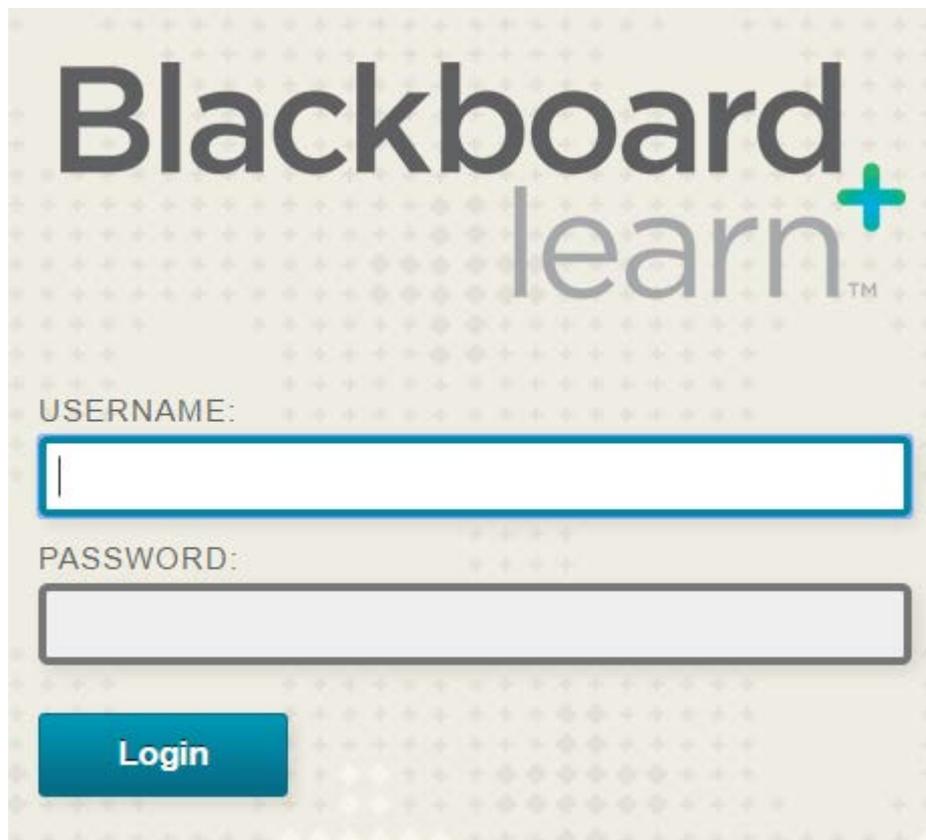
2. Upon successful login, you will be prompted with a pop-up box as shown and will only appear if you currently had on-going surveys. This pop-up box will continuously be displayed each time you login to Blackboard if you have not completed any available survey.
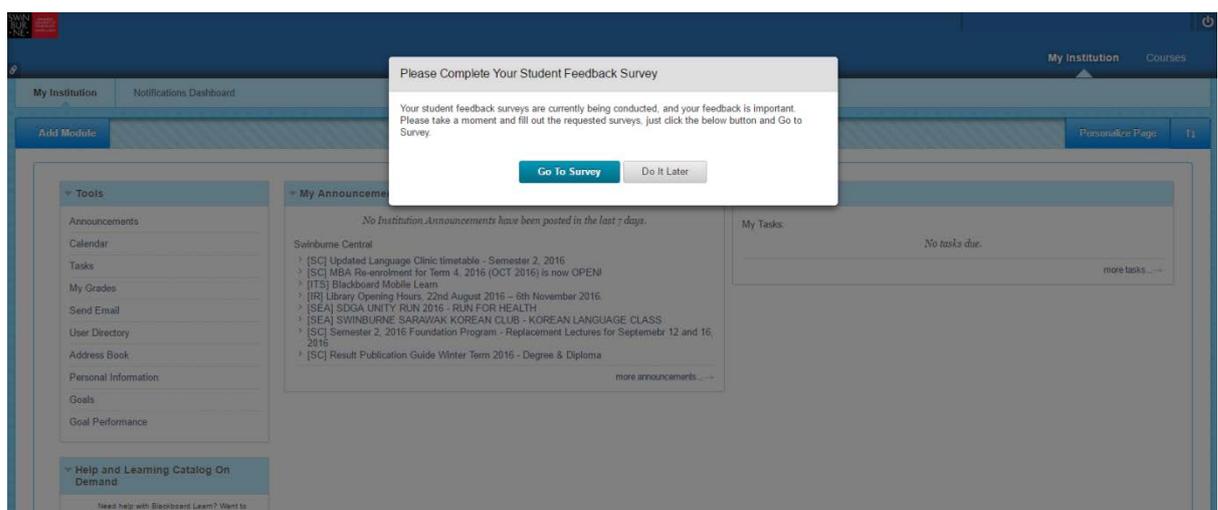
3. To proceed to do the survey, you may click on the **'Go To Survey'**. If you decide to not do the survey at that particular moment, you may click **'Do It Later'**. By clicking on 'Do It Later', you will be able to close the pop-up and continue your activities in Blackboard.

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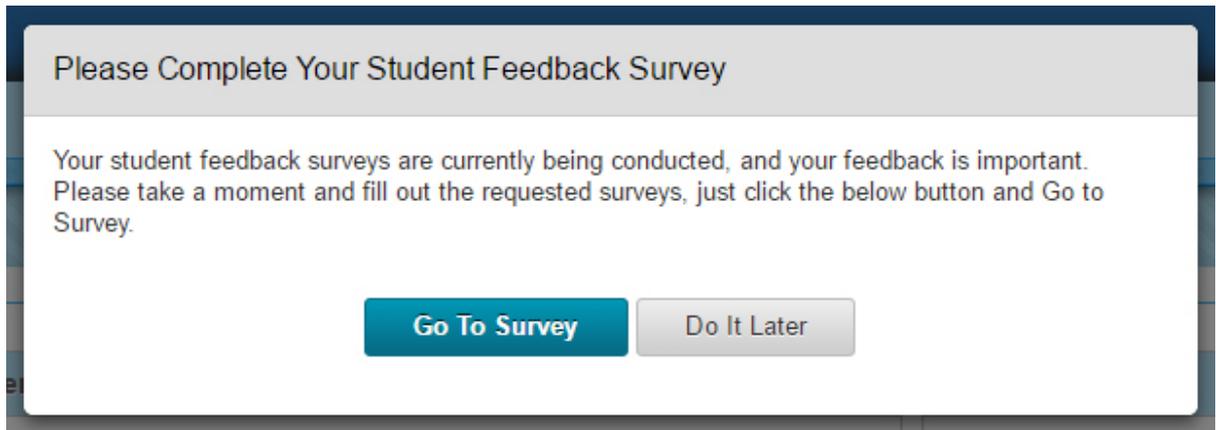
4. Clicking on **'Go To Survey'**, you will be directed to survey dashboard where all of your surveys are displayed. Active surveys have a link, and completed surveys displays the date and time that the survey was completed.

   Incomplete Survey View
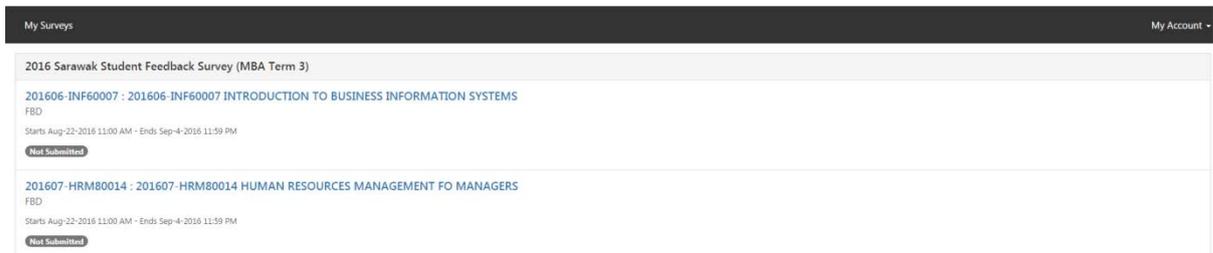
   Completed Survey View
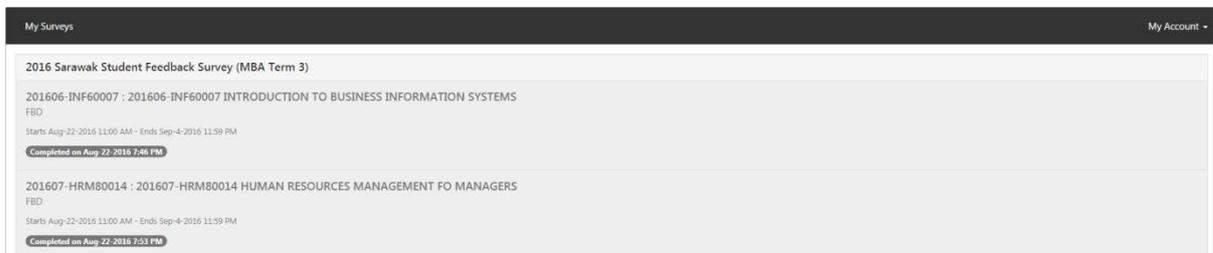
5. When you clicked on the survey link, you will be presented with an instruction to select the respective lecturers/instructors for the unit. Click **'Next'** to proceed.

6. 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.

7. 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)

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

9. 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 respond, you may complete the survey by clicking **'Submit'** and would be asked to confirm your submission.

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

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

Prompt Message when Clicking **'Exit'** button.
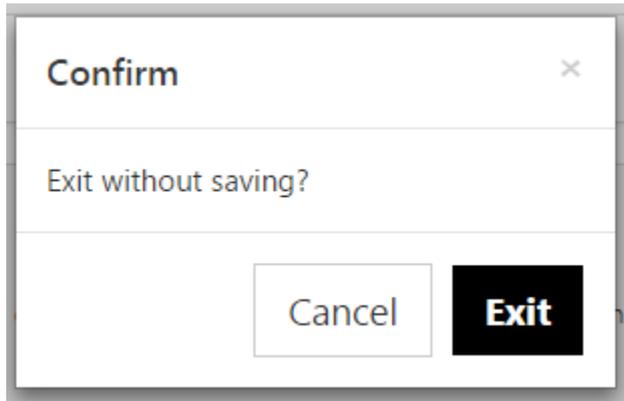
10. By completing the survey, you will receive email notification to confirm that the survey was successfully submitted.

Sample:
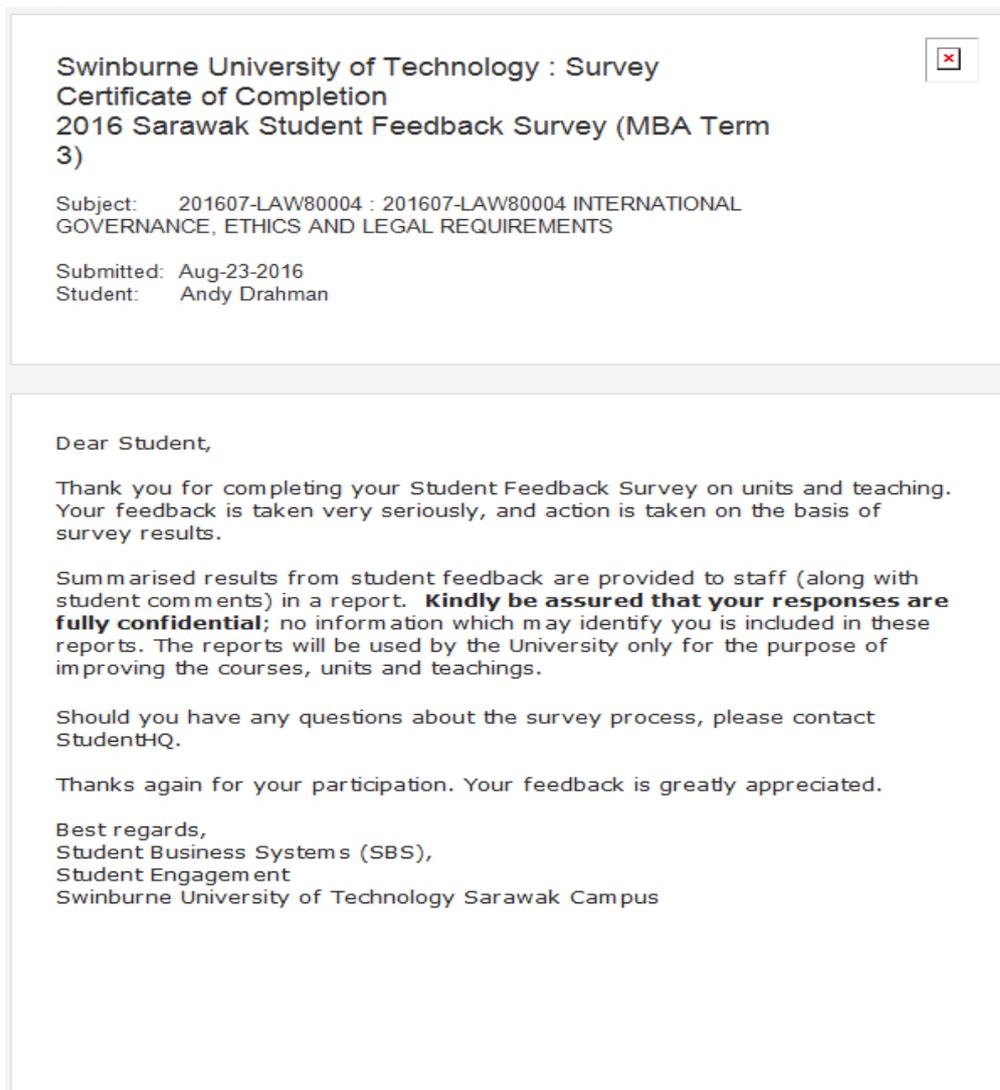
11. For those who opt for **'Do It Later'** at Step 3, you may access the survey dashboard via the "**My Surveys (Unit and Teaching)**" module.

My Surveys (Unit and Teaching)

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INTRODUCTION TO BUSINESS INFORMATION
SYSTEMS
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