

## Evasys+ (formerly EvaMetrics) – Closing the Loop

Your Evasys+ dashboard should be used after your module evaluation has closed to:

- feedback your reflections and actions which will be taken to the students who provided feedback on your module.

Students tell us that it is important that they understand how their feedback makes a difference. It is important when encouraging students to respond to the survey and when emphasising the value of the feedback they provide.

As a result, Edinburgh Napier subscribes to the 'Closing the Loop' feature on Evasys+. All module leaders should use this function to respond to the module evaluation feedback they have received.

### A step by step guide to using the 'Closing the Loop' function.

1. Log on to Evasys+ using this link: <https://napier.evasysplus.co.uk>. Click on the login button and use your Edinburgh Napier staff number and password to log in.



Login with Uni-ID

2. Select 'Instructor Portal' from the top banner.



Edinburgh Napier  
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Instructor Portal

Welcome!

This application is updated automatically as new builds of the software become available. These updates do not happen within business hours. In case you experience application availability, please do not hesitate to contact the support team.

- Your module dashboard is now open. Select the appropriate Trimester using the 'period' drop down box and you will see tabs for your Closed surveys in that Trimester. After the survey has closed you will see a speech bubble under the 'reflections' tab. **Please note you can only provide send reflections on surveys which are closed.**

The screenshot shows the Instructor Portal interface. At the top right, the 'Period' dropdown is set to '2020/21 Tr 2'. Below this, there are tabs for 'Open surveys (1)' and 'Closed surveys (2)'. A progress bar indicates an 'Average response rate: 0.00%'. Below the progress bar are three colored boxes representing response rate ranges: 0% - 30% (red), 30% - 50% (orange), and 50% - 100% (green). A table lists two survey entries:

Title	PoS	Period	Subunit	Students	Response rate	Media	PDF Report	Notified	Details	Reflections	Open survey
Test Module NK (234567)	-	2020/21 Tr 2	Test Modules	3	0.00%			0			Open survey
Test Module NK (345678)	-	2020/21 Tr 2	Test Modules	1	0.00%			0			Open survey

The 'Reflections' column in the table is circled in red, highlighting the speech bubble icons. At the bottom right, there are navigation controls for the table, including '2 Entries', '1', and '20'.

- Click on the speech bubble for the module you wish to feedback on. This will bring up a reflection box. This can be used to provide reflections and feedback on the student responses you have received.
  - Enter your comments to share with students on the module feedback you have received. Click on the Create button to create the feedback. Once you have completed and created your reflections they will appear at the top of the page. An example of how this looks is shown below.

Even if there are no responses to the survey, or the number of responses is below the threshold set, reflections for students can still be added below, with the Student Report sent out to participants.

The example shows a reflection box with a timestamp of '22 Mar 2021, 19:57:34' and the text 'Feedback to students'. There is a pencil icon for editing and an 'X' icon for deleting the reflection.

You can use the pencil icon if you wish to edit your comments or the **X** will delete your reflections.

- When you are happy with your comments move to the bottom of the page to the **Student Report Action** section.
- To publish your reflections on the report the student will see select, the Publish Reflections box.
- Once you have published your reflections you can click on the View Student Report box. This will show you what the student will be sent. Your reflections will be at the top along with the responses to each of scaled questions. If you wish to amend your reflections at this point, close the student report, uncheck the Publish Reflections box and go back to the top of the page and click on the pencil icon. You can then edit your comments as required.

- When you are happy with your comments, have published them and viewed the student report click on Send Student Report. The report will then be sent the report to all the students who responded to the evaluation of your module.

#### Reflections

Even if there are no responses to the survey, or the number of responses is below the threshold set, reflections for students can still be added below, with the Student Report sent out to participants.

Please enter your reflection for this module in the area below:

**B** *I* U ☰

Cancel

Create

#### Student Report Actions

Please mark the following checkbox when you are ready for your reflections to be included in the Student Report. Adding or editing reflections is not possible while they are published. You can unpublish your reflections at any time to make further adjustments to them.

**Publish reflections**

The student report is not available for sending: please make sure to save any pending changes to your reflections and mark them as ready for publishing.

View Student Report

Send Student Report

Cancel

Ok

5. To log out of your dashboard click on the box on the top right hand of the screen with three lines in it. This will then give you the log out option.



#### Further information

Further information is available via the DLTE webpages on the [staff Intranet](#).