

## Evasys+ (formerly EvaMetrics) - Managing your Module Evaluation

Planning & Business Intelligence set up evaluation surveys centrally for all modules however, you can easily manage your module evaluations using [Evasys+](#) following this step by step guide. Most of the module evaluation at Edinburgh Napier takes place between weeks 12 and 14 of the Trimester.

### What you can do using Evasys+

- **You can alter opening and closing dates for your module** (*please note if you wish to extend the closing date beyond the University standard module evaluation period (ending week 14) please contact:*  
[ModuleEvaluation@napier.ac.uk](mailto:ModuleEvaluation@napier.ac.uk))
- **You can monitor response rates** and **send additional email reminders** to students who have not yet taken part.
- You can open your dashboard in a class where you have invited students to complete, this will allow you to **see the number of responses increase in real time.**
- You can access your **module results.**

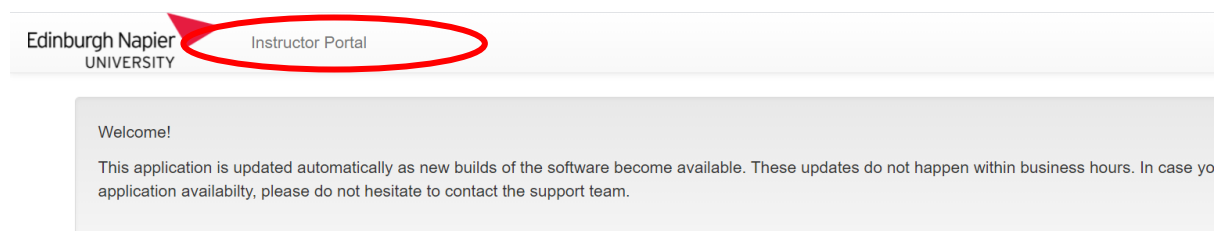
If you do not see the modules you expect to see or are seeing modules for which you are not the Module Leader when you log into Evasys+, please get in touch with [ModuleEvaluation@napier.ac.uk](mailto:ModuleEvaluation@napier.ac.uk).

### A step by step guide to accessing EvaMetrics

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

#### 1. Select 'Instructor Portal' from the top banner.



2. Your module dashboard is now open. Select the appropriate Trimester using the 'period' drop down box and you will see tabs for your Open and Closed surveys in that Trimester. Please note that surveys appear under the closed tab until their opening date.

### What can you do using the dashboard?

- If you want to bring the opening date forward for a survey in the current trimester, simply click **Open Survey** and then click the email icon under the **Notify** option, this will send emails to eligible students inviting them to take part. When you click on the email icon under Notify, you will see a message asking if you wish to proceed. Click Yes. You will then see a message to say the email notifications have been successfully sent.
- You can also use the portal to close surveys by clicking the **Close Survey** option.
- You can also send **email reminders** to your students during the evaluation period at any point when your surveys are open. Reminder emails will only be sent to non-respondents. Click yes when asked if you want to send the emails.
- When your survey has received at least 3 student responses a report will be available under the report icon and you will be able to **see your module results**.
- **Monitor your response** rates as the survey period progresses.
- Use the dashboard to provide reflections and feedback to the students who completed the survey using the **Reflections** tab. See the separate **Closing the Loop** document for a step by step guide on providing reflections.

Edinburgh Napier UNIVERSITY | Instructor Portal

Instructor Portal ⓘ

Period: 2020/21 Tr 2 Refresh

Open surveys (1) Closed surveys (3)

Average response rate: 0.00%

0% - 30% 30% - 50% 50% - 100%

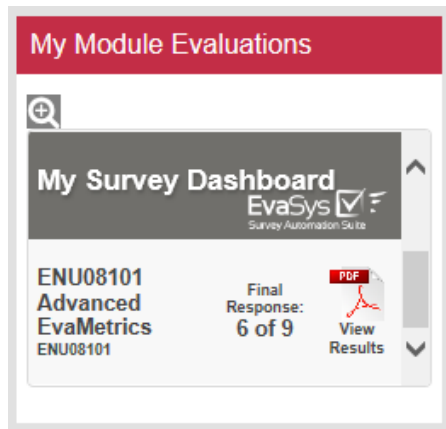
Columns Export

Title	PoS	Period	Subunit	Students	Response rate	Media	PDF Report	Notify	Notified	Details
Test Module NK (123456)	-	2020/21 Tr 2	Test Modules	2	0.00% (0/2)	↓		✉	0	Close survey

3. 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.



4. In addition to Evasys+ when a survey is open, you will be able to see it in the survey block on the Moodle dashboard (MyModuleEvaluation - not the module's Moodle site). When there are at least three responses you will be able to see a report.



### Further information

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