

Module Evaluation – Frequently Asked Questions

Question	Answer
I have a query about the module evaluation process, who should I get in touch with?	Please contact ModuleEvaluation@napier.ac.uk with any queries you have which are not answered by this document.
Why do we undertake module evaluation at Edinburgh Napier?	<ul style="list-style-type: none"> ➤ To provide an institutional approach to listening and responding to the student voice. ➤ To provide detailed and actionable feedback at module level. ➤ To support module leaders in quality aspects.
How will my module be set up to be evaluated? Please note EvaMetrics has been rebranded and is now called Evasys+.	Planning & Business Intelligence set up evaluation surveys centrally for all modules however, you can easily manage your module evaluations using Evasys+ . If you are new to Evasys+ find a step by step guide on the DLTE staff intranet pages by clicking here .
When is the evaluation period?	<p>The standard module evaluation period is from week 12 – 14 each trimester. However, there are small number of modules which are evaluated at different times to better fit with the teaching timetable.</p> <p>You can alter opening and closing dates for your module using Evasys+ (<i>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</i>)</p>
Which modules are eligible to be evaluated?	<p>Most modules run each trimester are eligible to be evaluated. The notable exclusions are:</p> <ul style="list-style-type: none"> ➤ TNE modules which are delivered at overseas locations. ➤ Modules which run over more than one trimester and do not end in the trimester being evaluated. ➤ Modules which have less than 3 students registered on them. ➤ Certain types of modules such as practical and placement modules. <p>All of the information used to run the module evaluation process is taken from the student records system (SITS) so it is vital this is kept up to date.</p> <p>If you think one of your modules is eligible for evaluation but has not been included contact ModuleEvaluation@napier.ac.uk with the details.</p>

<p>What should I do if I am not receiving information for my module, or I am receiving information for a module I am not the module leader for?</p>	<p>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.</p> <p>If your module leader details are incorrect on SITS this can be corrected for module evaluation purposes if you let the module evaluation mailbox know, however Planning & Business intelligence cannot correct these details on the student records system. You should also inform your School Quality team of module leader changes and they will make the changes in the student record system. This will ensure details are correct the next time the module evaluation process runs.</p>
<p>How will I know when my module is being evaluated?</p>	<p>You will receive an email from ModuleEvaluation to let you know the evaluation period for your module has opened and students have been invited to take part. You will then receive an email during the evaluation period to update you on your response rates. Finally, you will receive an email when the module evaluation has ended with a report containing your module results.</p>
<p>How can my students complete their module evaluation?</p>	<ul style="list-style-type: none"> ➤ Student will receive emails (an initial email then a chaser email to those who have not responded) with unique links to their module evaluation from the Module Evaluation mailbox. ➤ Students can access all their evaluation through the survey block on Moodle. This is their Moodle dashboard rather than the module Moodle page.
<p>Can I embed a link to the survey in my Moodle page or send an email with a generic link to my students?</p>	<p>This is not possible, the links student receive are unique to them and there is no option to provide a generic link. If you wish to email all non-respondents, this should be done through your Evasys+ dashboard.</p>
<p>What aspects of the module evaluation process can I manage myself in Evasys+? https://napier.evasysplus.co.uk</p>	<ul style="list-style-type: none"> ➤ You can alter opening and closing dates for your module (<i>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</i>) ➤ 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.

<p>How can I encourage my students to complete the module evaluation?</p>	<ul style="list-style-type: none"> ➤ You can set aside 5 or 10 minutes at the beginning or end of a suitable class and ask students to complete the survey on their devices. While this is happening, you can open your Evasys+ dashboard which will show the responses you receiving in real time so you will know how many of your students are completing the survey (ensure you refresh your page to get up to date results). ➤ You can use your Evasys+ dashboard to send addition reminder emails. If students cannot see these emails, ask them to check their 'junk' email box. ➤ Let students know: <ul style="list-style-type: none"> ○ The survey only takes around 5 minutes to complete. ○ Results are anonymous. ○ They should provide constructive and actionable criticism. ➤ Let students know the value of their feedback and examples of changes which have been made as result of previous feedback. Students tell us they want to know the feedback they provide is being acted on.
<p>How do I see the results when the survey has closed?</p>	<p>Module leaders will be emailed a PDF containing survey results when the survey has closed. You can also view the report with survey results through your Evasys+ dashboard.</p> <p>Results will also be available on the Cognos module evaluation dashboard when the survey period has ended.</p>
<p>My results are not available – why is this?</p>	<p>To receive a final report or be able to view your results on Evasys+ you much have a minimum of 3 student responses. Any less than that and result will not be available to either the academic member of staff or the central administrators.</p> <p>You must have at least 6 responses to your module evaluation feedback to have the results included on the Cognos dashboard. Please note that verbatim comments are not available on Cognos, only the results of the scaled questions are included.</p>
<p>How should I feedback to students? Closing the Loop</p>	<p>Your Evasys+ dashboard should be used after your module evaluation has closed to:</p> <ul style="list-style-type: none"> ➤ feedback your reflections and actions which will be taken to the students who provided feedback on your module. <p><u>Students tell us that it important that they understand how their feedback makes a difference.</u> It is important when encouraging students to respond to the survey and when emphasising the value of the feedback they provide.</p>

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.

If you are new to using the Closing the Loop function on Evasys+ find a step by step guide on the DLTE staff intranet pages by clicking [here](#).