

EvaSys+: the Instructor Portal (previously Engagement Portal)

Module Leaders are required to write a reflection to the feedback they have received. It is this reflection text (known as the 'Closing the Loop' report), together with the scaled question responses that must be sent to the students on the module. The reflection is issued via the Portal.

Note: Student responses to Question 13 on the King's standard module evaluation survey are not distributed as part of the report (i.e. the free text comments are **not** distributed to students).

Within EvaSys+, Module Leaders will be able to see all the modules that their name is attached to in Student Records

This guide applies once a survey has gone live (i.e. been sent out to students) and covers:

- *How to login to the system*
- *How to check real time response rates*
- *How to issue the 'Closing the Loop' report*

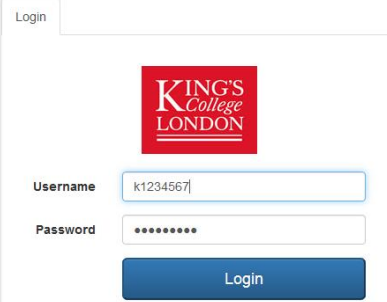
The guide is in two sub-sections, Part 1 covers what to do when the survey is open, Part 2 what to do once the survey has closed

For each Module, once a Module Evaluation Survey has finished:

- Module Leaders can review the student feedback in a PDF response report (this report for Module Leaders includes the open text as well as quantitative responses).
- Module Leaders should write their Reflections based on student feedback within four weeks of the survey closing.

Logging in to EvaSys+.


Login to EvaSys+ via <https://kcl.evasysplus.co.uk/> using your King's Username & Password



Username k1234567

Password *****

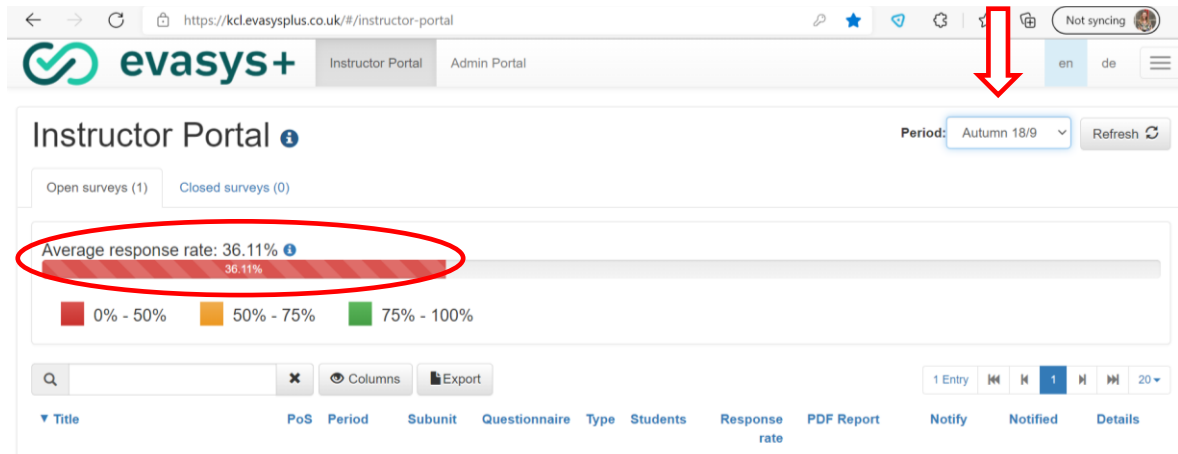
Login

Once in the portal, the  button provides useful information about the functionality available within this portal.

Part One: Whilst the Module Evaluation Survey Remains Open

Step 1

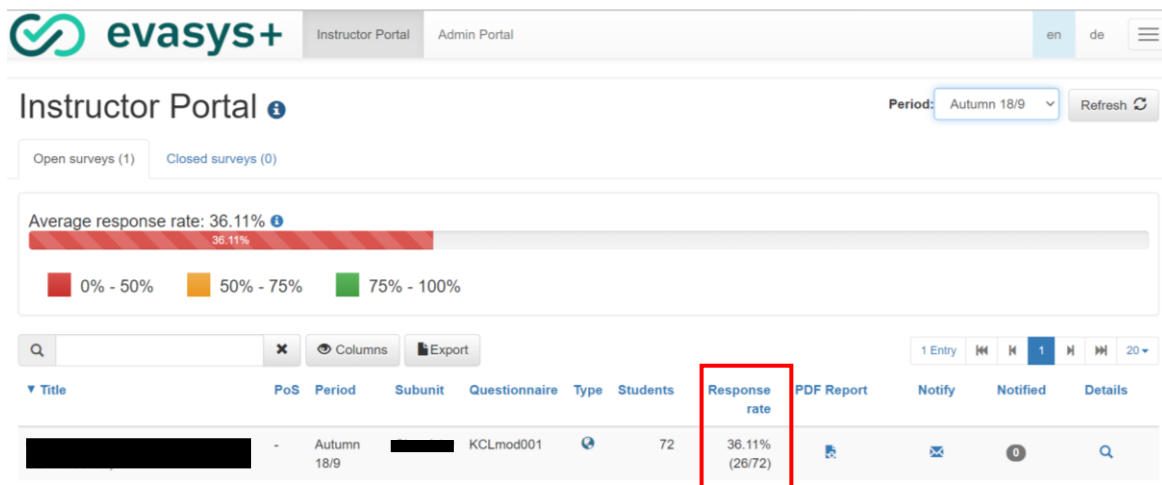
Once logged in, select the appropriate “Period” (on the top right of the page) and wait for the page to automatically refresh¹.



The screenshot shows the Evasys+ Instructor Portal interface. At the top right, there is a dropdown menu for the "Period" set to "Autumn 18/9" and a "Refresh" button. A red arrow points to the "Period" dropdown. Below this, there are tabs for "Open surveys (1)" and "Closed surveys (0)". A red oval highlights the "Average response rate: 36.11%" section, which includes a progress bar and a legend for response rates: 0% - 50% (red), 50% - 75% (orange), and 75% - 100% (green). Below the progress bar is a search bar and a table with columns: Title, PoS, Period, Subunit, Questionnaire, Type, Students, Response rate, PDF Report, Notify, Notified, and Details. The "Response rate" column is highlighted in blue.

Step 2

Once student responses to the survey(s) have started to be submitted, the response rate to the module(s) and breakdown of responses will be visible.



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The number of participants can be seen from the “Students” column, and the type of evaluation from “Type” column (which will be online).

Step 3

EvaSys+ can be used to send an email to all students registered to the module by clicking on the e-mail icon in the ‘Notify’ column. Students will receive an email asking them to complete the survey².

¹ The automatic refresh may not be immediate, please allow up to 3 minutes

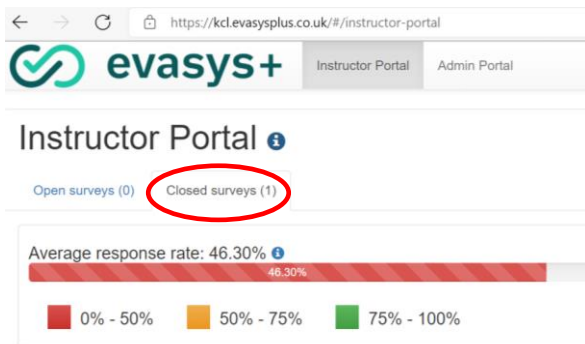
² This email is in addition to the automatic reminders that are sent out to students from EvaSys, so serves a better purpose if sent during face-to-face classroom time.

Title	PoS	Period	Subunit	Questionnaire	Type	Students	Response rate	PDF Report	Notify	Notified	Details
[Redacted]	-	Autumn 18/9	[Redacted]	KCLmod001	[Icon]	72	36.11% (26/72)	[PDF Icon]	[Envelope Icon]	0	[Search Icon]

Part Two: Once the Module Evaluation Survey has Closed

Step 1

After logging in, click on Closed Surveys tab in the Instructor Portal and the PDF report of the module(s) can be viewed³.



Step 2

To view the module evaluation responses in the PDF report, click on the PDF icon in the 'PDF Report' column.

Title	PoS	Period	Subunit	Questionnaire	Type	Students	Response rate	PDF Report	Notified	Details	Reflections
[Redacted]	-	Autumn 20/1	[Redacted]	-	[Icon]	54	46.30% (25/54)	[PDF Icon]	0	[Search Icon]	[Message Icon]

Step 3

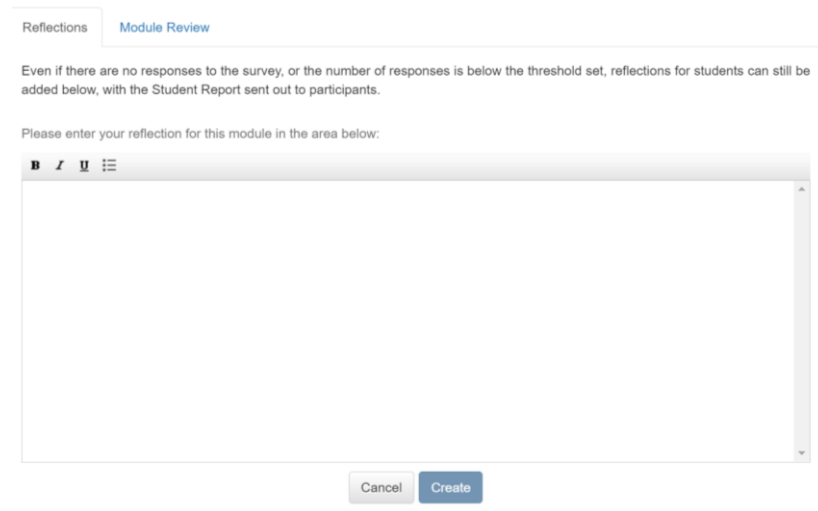
Once the evaluations have been reviewed, Module Leaders access the page where the response to the feedback is written by clicking the 'Message' icon under the 'Reflections' column.

Questionnaire	Type	Students	Response rate	PDF Report	Notified	Details	Reflections
-	[Icon]	54	46.30% (25/54)	[PDF Icon]	0	[Search Icon]	[Message Icon]

³There must be a minimum of two respondents to a survey for the report to be generated

Step 4

Enter the reflection in the free text box⁴, and once completed, click Create



Reflections [Module Review](#)

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.

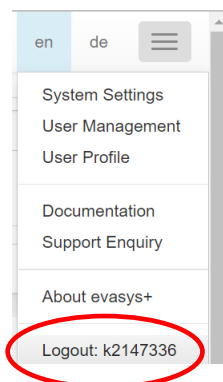
Please enter your reflection for this module in the area below:

B *I* U ☰

Cancel Create

Step 5

To Logout click on the three horizontal bars in the top right of the page and select 'Logout Kxxxxxxx'



Step 6

Notify the relevant member of Professional Services staff that the reflection has been completed and is ready to be sent out to students.

⁴ King's does not currently make use of the Module Review tab