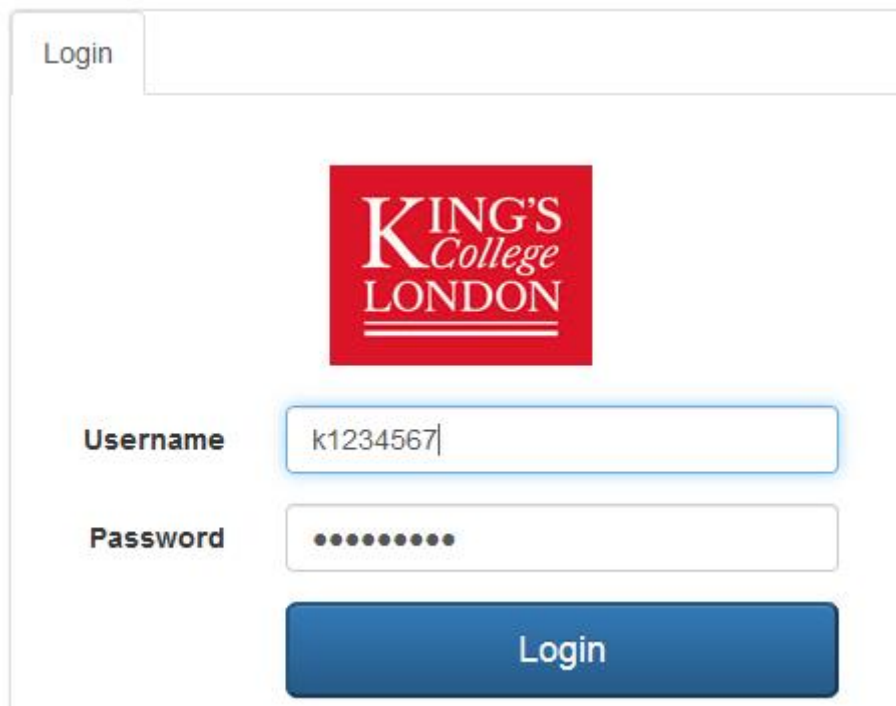



Professional Services Guide to Closing the Loop (Issuing the ‘Student Report’)

Once the Module Leader has logged into EvaSys+ and completed their reflections in response to the feedback they have received, Professional Services staff can issue the ‘Student Report’. This guide explains how to release the report, known as Closing the Loop.

Logging in to EvaSys+.

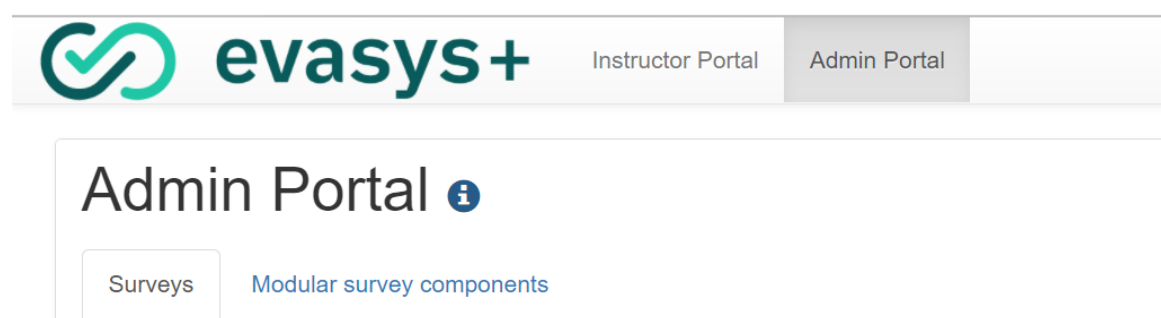
Login to EvaSys+ via <https://kcl.evasysplus.co.uk/> using your King’s Username & Password



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

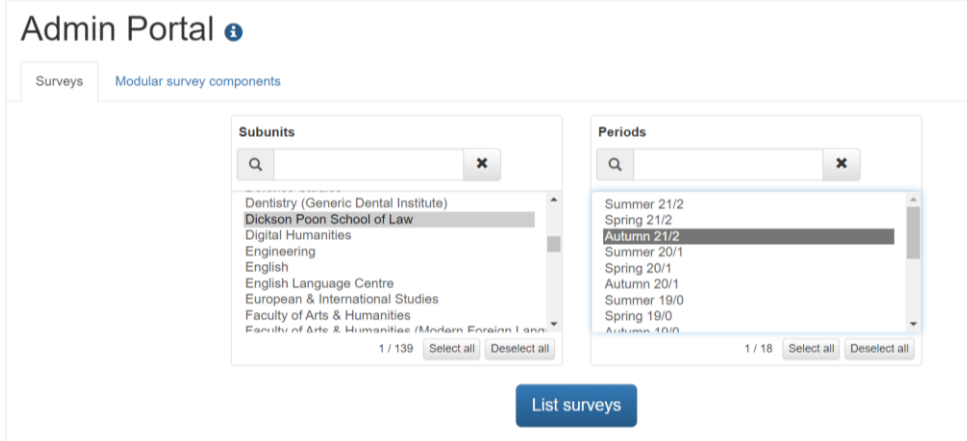
Step 1

Click on the Admin Portal tab at the top left of the screen and select Surveys.



Step 2

Select the relevant Subunit(s) and Period and click on the blue ‘List Surveys’ button.



Step 3

Select the relevant modules (if you wish to select all, click the box at the top of the column)

Subunit	Instructor	Course ID	Name	Period	Survey type	Status	
<input type="checkbox"/>	Dickson Poon School of Law	YIN, SUSAN	7FFLP016-2020/1-NSY-000001	Capital Markets (7FFLP016 2020/1 NSY 000001)	Summer 20/1	Online (PSWD based)	Closed
<input checked="" type="checkbox"/>	Dickson Poon School of Law	SAIDOV, DJAKHONGIR (PROFESSOR)	7FFLP010-2020/1-NSY-000001	Carriage of Goods by Sea (7FFLP010 2020/1 NSY 000001)	Summer 20/1	Online (PSWD based)	Closed
<input checked="" type="checkbox"/>	Dickson Poon School of Law	DUROVIC, MATEJA (DR)	7FFLC011-2020/1-NSY-000001	Consumer Law I (7FFLC011 2020/1 NSY 000001)	Summer 20/1	Online (PSWD based)	Closed

Note: You can send the report in batches with a selection of Modules

Step 4

Click 'Send Student Report to participants' at the bottom of the page.

Closing the Loop



Note: Clicking 'Download Instructor Activity Report' button allows users to view the reflections provided by academic staff in an Excel file. If there is no text in a cell in Column X of this file, then the reflection has not yet been entered into EvaSys+ by the Module Leader.

Step 5

Click 'Yes' to send a copy of the reflection to all the students on the module¹

Confirm

Do you really want to send the email reports to participants?

NO

YES

¹ EvaSys+ is configured in a way that means all students registered to the module receive a copy of the reflection, regardless of whether they completed the survey or not.