



**UNIVERSITY OF MAURITIUS**

*Guidelines for Student Feedback  
Questionnaire*

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## Guidelines for Student Feedback Questionnaire

1. After login on the system (<http://online.uom.ac.mu>) with your **student ID** and **Password**, select the “**Submit Feedback Questionnaire**” as shown in **Figure 1**



Figure 1 - Select Submit Feedback Questionnaire

2. As shown below, the New Feedback Questionnaire consists of **5 steps**. Each step should be completed for the submission of feedback.

Figure 2 - Step 1 of 5

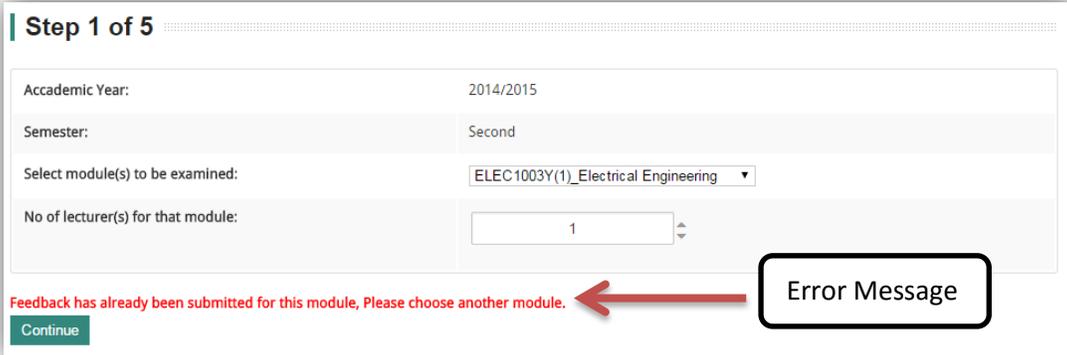
## Guidelines for Student Feedback Questionnaire

On the first step of the feedback questionnaire, you will need to **select the module** for which you want to submit feedback, and then **select/input the numbers of lecturers** who taught this module and **click the “continue”** button to go to the next step.

**NOTE:** If feedback has already been submitted for a particular module, a message will be displayed as shown in the figure bellow (**Figure 2.1**) and you will not be allowed to continue to the next step.

You will need to select another module for which feedback has not been submitted.

Please ensure that you select/input the correct number of lecturers for the selected module. Once you have completed all the steps, you will not be able to submit feedback for the same module again.



The screenshot shows a form titled "Step 1 of 5". It contains the following fields:

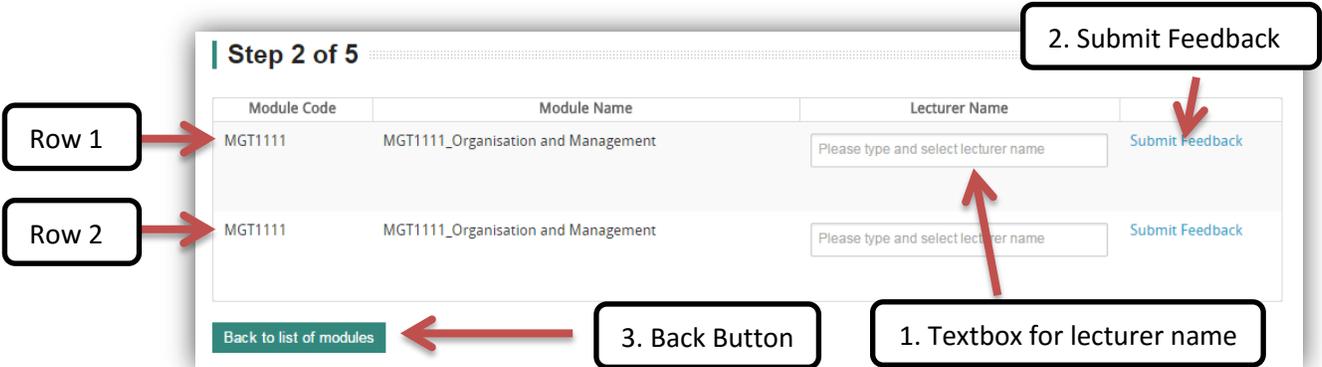
- Academic Year: 2014/2015
- Semester: Second
- Select module(s) to be examined: ELEC1003Y(1)\_Electrical Engineering
- No of lecturer(s) for that module: 1

At the bottom, there is a red error message: "Feedback has already been submitted for this module, Please choose another module." A red arrow points from a box labeled "Error Message" to this message. A "Continue" button is visible at the bottom left.

Figure 2.1 - Step 1 of 5 - Error Message

3. **Step 2** of the feedback questionnaire will allow you to choose the **name of the lecturers** who taught the selected module. For this example, 2 lecturers has been selected in **step 1**, hence two rows including the “**module code**”, “**module name**”, “**textbox for lecturer name**” and a “**submit feedback**” button will be displayed.

On the bottom of the screen, a **back to list of modules** button is also available. This button will allow you to go back to **step 1**.



The screenshot shows a form titled "Step 2 of 5". It contains a table with two rows:

Module Code	Module Name	Lecturer Name	
MGT1111	MGT1111_Organisation and Management	Please type and select lecturer name	Submit Feedback
MGT1111	MGT1111_Organisation and Management	Please type and select lecturer name	Submit Feedback

Annotations:

- Row 1 and Row 2 are labeled on the left with red arrows pointing to the first two rows of the table.
- A box labeled "2. Submit Feedback" has a red arrow pointing to the "Submit Feedback" button in the first row.
- A box labeled "1. Textbox for lecturer name" has a red arrow pointing to the "Please type and select lecturer name" input field in the first row.
- A box labeled "3. Back Button" has a red arrow pointing to the "Back to list of modules" button at the bottom left.

Figure 3 - Step 2 of 5

## Guidelines for Student Feedback Questionnaire

In the textbox for lecturer name, you need to type the **lecturer name**. As you start to enter the first character, a list of lecturer names starting with the character you have entered will be displayed as shown in the figure bellow (**Figure 3.1**).

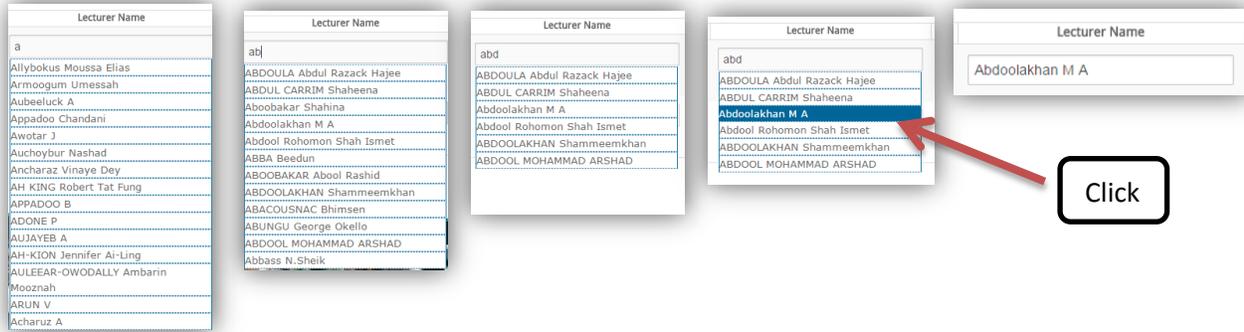


Figure 3.1 - List of lecturers names

### NOTE:

1. You need to start by entering the lecturer **Surname**
2. As you type the **first alphabet** of the **lecturer surname**, a list of **15** lecturers will be generated.
3. If you find your lecturer name, **click** on it to **select the lecturer**. Else, you need to enter the **next alphabet** of the lecturer surname to **refresh** the list. Continue till your lecturer's name appears on the list, then **click** on it to select as shown in the flow of **figure 3.1**.
4. After selecting the lecturer name for the first row, you need to click on the **submit feedback** button to go to the next step.

### Step 2 of 5

Module Code	Module Name	Lecturer Name	
ELEC1005Y(1)	ELEC1005Y(1)_Measurement Systems	Bhowon Minu	Submit Feedback
		✓ Feedback already submitted	
ELEC1005Y(1)	ELEC1005Y(1)_Measurement Systems	Please type and select lecturer surname	Submit Feedback

[Back to list of modules](#)

Figure 3.2 - Feedback already submitted for this lecturer

If you try to submit feedback for a lecturer for whom you have already submitted feedback, the **textbox** will be **highlighted** and a **[tick] with a message** will appear bellow it. This informs you that feedback has already been submitted for this module not allowing you to do so again.

4. **Step 3** displays a series of **mandatory** questions. You need to give rating for each question to be able to go to the next step.

**Ratings: 1- Very Poor | 5- Excellent**

**Step 3 of 5**

Please rate the following statements as appropriate and as follows: 1: very poor → 5: Excellent

SN	Statements	Ratings				
		1	2	3	4	5
1	The Learning Objectives gave you a clear indication of what to expect in this module.	<input type="radio"/>				
2	The contents of the module were related to the Learning Objectives.	<input type="radio"/>				
3	The module content / topics were organised in a coherent and consistent manner (Quality of Module).	<input type="radio"/>				
4	The assignments, self-assessment activities and class tests (if any) contributed to your learning and understanding of the module.	<input type="radio"/>				
5	You feel confident about the knowledge that you have acquired on the module subject.	<input type="radio"/>				
6	The Tutor was effective in coaching and guiding the students during the module.	<input type="radio"/>				
7	The academic support from the tutoring team or tutor throughout the module was effective and beneficial to your learning experience.	<input type="radio"/>				
8	The technical support throughout the module was effective and beneficial to your learning experience.	<input type="radio"/>				
9	The access to the e-learning platform was smooth and without major hurdles.	<input type="radio"/>				
10	The e-learning platform was easy to use and navigate through.	<input type="radio"/>				

1. Choose desired rating

Continue 2. Click

Figure 4 - Step 3 of 5

If you try to click on the “**continue**” button without giving a rating for each question, an error message will be displayed as shown below and you will not be allowed to go to next step.

You should choose a rating for each statement. Error message

Continue

*Guidelines for Student Feedback Questionnaire*

- Step 4** displays a list of open ended questions. These questions are **not mandatory**. You can choose whether you want to answer them or not.

**STEP 4 OF 5**

Please answer following statements as appropriate

SN	Statements	Answer
18	What do you think should be improved about this module?	<input type="text"/>
19	What did you personally appreciate the most after following this module?	<input type="text"/>

Answer area

Figure 5 - Step 4 of 5

Each **answer area** will allow only **255 characters** after which a **message** as shown in **figure 5.1** will be displayed and not allow you to **continue** to the last step. If you get this message, you will need to reduce the number of characters in your answer and click **continue**.

**STEP 4 OF 5**

Please answer following statements as appropriate

SN	Statements	Answer
18	What do you think should be improved about this module?	<input type="text" value="the ... with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum."/>
19	What did you personally appreciate the most after following this module?	<input type="text"/>

Error Message

Figure 5.1 - Error message

## Guidelines for Student Feedback Questionnaire

- The last step (**step 5**) will give you an overview of your answers of the previous steps.

**Step 5 of 5**

Please check and confirm your feedback

SN	Closed Questions	Ratings
1	The Learning Objectives gave you a clear indication of what to expect in this module.	1
2	The contents of the module were related to the Learning Objectives.	1
3	The module content / topics were organised in a coherent and consistent manner (Quality of Module).	1
4	The assignments, self-assessment activities and class tests (if any) contributed to your learning and understanding of the module.	1
5	You feel confident about the knowledge that you have acquired on the module subject.	1
6	The Tutor was effective in coaching and guiding the students during the module.	1
7	The academic support from the tutoring team or tutor throughout the module was effective and beneficial to your learning experience.	1
8	The technical support throughout the module was effective and beneficial to your learning experience.	1
9	The access to the e-learning platform was smooth and without major hurdles.	1
10	The e-learning platform was easy to use and navigate through.	1

SN	Open Questions	Answer
18	What do you think should be improved about this module?	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a
19	What did you personally appreciate the most after following this module?	

Submitting the feedback will confirm your module registration for this module.

[Clear and go back](#) [Edit feedback](#) [Submit feedback and confirm module registration](#)

Thank you for having spent time to complete the questionnaire.



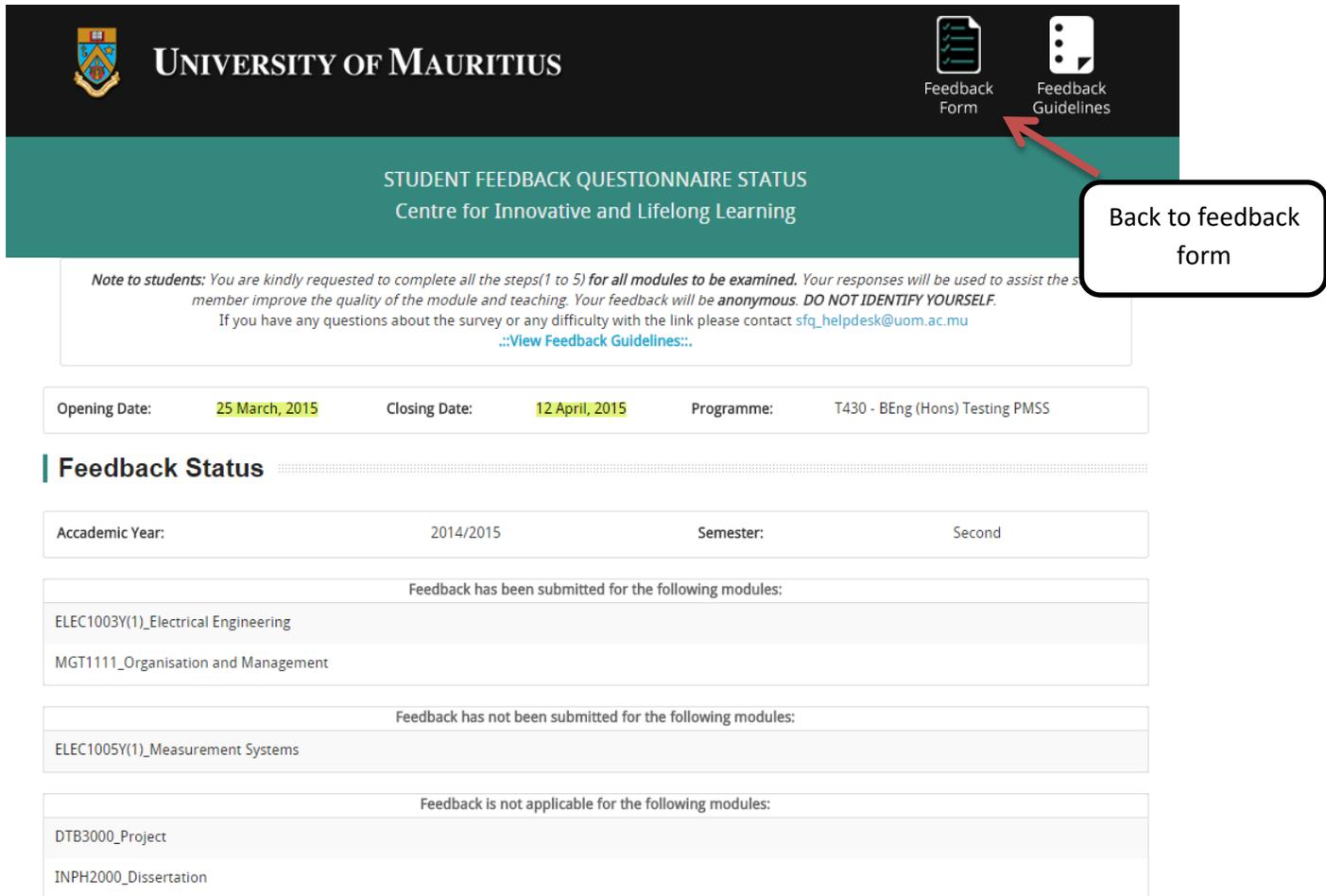
Figure 6 - Step 5 of 5

### You will be required to choose among 3 options:

- Back Button** – this button clears all your answers from previous steps and redirects you to **step 1**.
- Edit Button** – this button redirects you to **step 3** where you will be allowed to modify your answers.
- Confirm Button** – this button **confirm** your feedback submission and:
  - If you choose **1 lecturer** in **step 1**, you will be redirected to **step 1**, where you can submit feedback for **another module**.
  - If you choose more than **1 lecturer** in **step 1**, you will be redirected to **step 2** where you can **submit feedback** for the **next lecturer** for the **same module**.

## FEEDBACK STATUS

On the first step of the Feedback Questionnaire, there is an option available for you to check your feedback status.



**UNIVERSITY OF MAURITIUS**

Feedback Form Feedback Guidelines

**STUDENT FEEDBACK QUESTIONNAIRE STATUS**  
Centre for Innovative and Lifelong Learning

*Note to students: You are kindly requested to complete all the steps(1 to 5) for all modules to be examined. Your responses will be used to assist the student member improve the quality of the module and teaching. Your feedback will be anonymous. DO NOT IDENTIFY YOURSELF.*  
If you have any questions about the survey or any difficulty with the link please contact [sfq\\_helpdesk@uom.ac.mu](mailto:sfq_helpdesk@uom.ac.mu)  
[::View Feedback Guidelines::](#)

Opening Date:	25 March, 2015	Closing Date:	12 April, 2015	Programme:	T430 - BEng (Hons) Testing PMSS
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### Feedback Status

Accademic Year:	2014/2015	Semester:	Second
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Feedback has been submitted for the following modules:

ELEC1003Y(1)_Electrical Engineering
MGT1111_Organisation and Management

Feedback has not been submitted for the following modules:

ELEC1005Y(1)_Measurement Systems
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Feedback is not applicable for the following modules:

DTB3000_Project
INPH2000_Dissertation

This option allows you to view:

- For which module(s) you have already submitted feedback.
- For which module(s) you have not submitted feedback.
- The module(s) for which feedback is not applicable (e.g. Dissertation).

To return back to the “Feedback Questionnaire”, you need to click on the “Feedback Form” Button at the top of the screen.

## **CONTACT DETAILS**

For any technical problems, please contact MIS department.

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