1. **Read This First**

**1.1 What Is Teaching Evaluation Module About**

This system is for the evaluation of academics specifically on the teaching of related subject every trimester.

**1.2 What Is The Purpose Of This Manual?**

This manual is prepared to guide the user of the teaching evaluation system.

**1.3 Audience**

Users of this system are the MMU students of active status who register for subject/s during the trimester.

**1.4 Requirement**

1.4.1 Web browser

- Microsoft Windows Internet Explorer

- Mozilla Firefox

**2.0 Running the Application**

**2.1 Loading the Application**

URL for the system: <http://online.mmu.edu.my/> or students may directly go to https://clic.mmu.edu.my/psp/csprd/?cmd=login&languageCd=ENG . CLIC username and password are required to proceed to the next step.

**2.2 Login Screen**

From the <http://online.mmu.edu.my/> page, user proceed by clicking on the CLIC link.

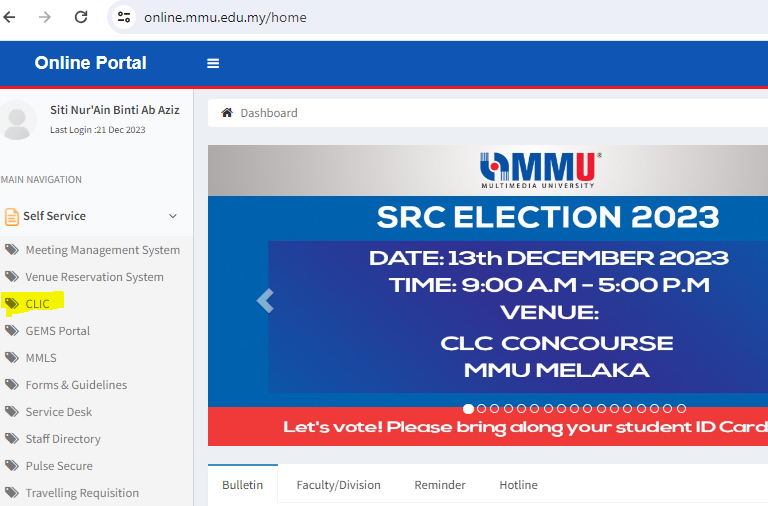


Figure 2.2.1 – Online MMU main screen

**The user needs to enter CLIC username and password. Click Login button to proceed.**

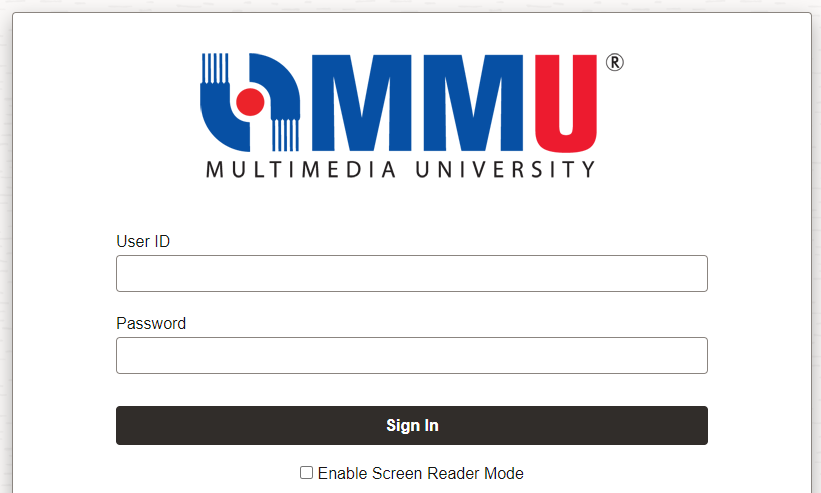


Figure 2.2.2 – CLIC main screen

**The user need to click Self Service to proceed.**

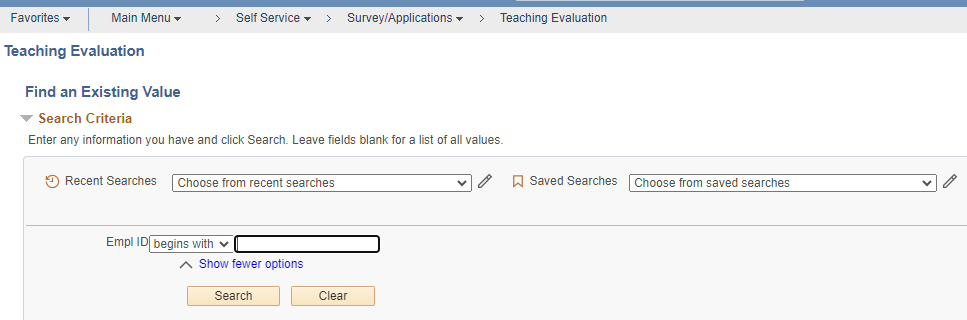


Figure 2.2.3 – Self Service main screen

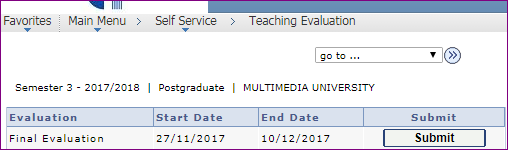


Figure 2.2.4 – Teaching Evaluation screen

**The user need to click submit button for Final Evaluation.**

1. **Evaluation**

The evaluation is to be done on items related to subjects registered for that trimester.

From the main Teaching Evaluation page, user chooses and click on each subject to start evaluate.

Under each subject, student needs to evaluate:-

a. Statement about Lecturer

b. Statement about Tutor

c. Statement about Lab Instructor

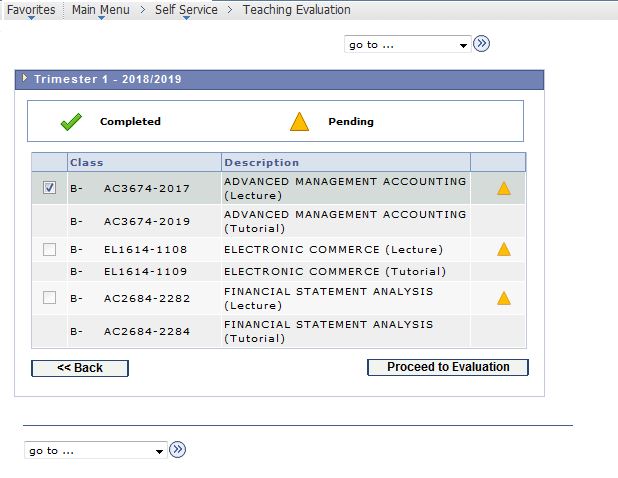
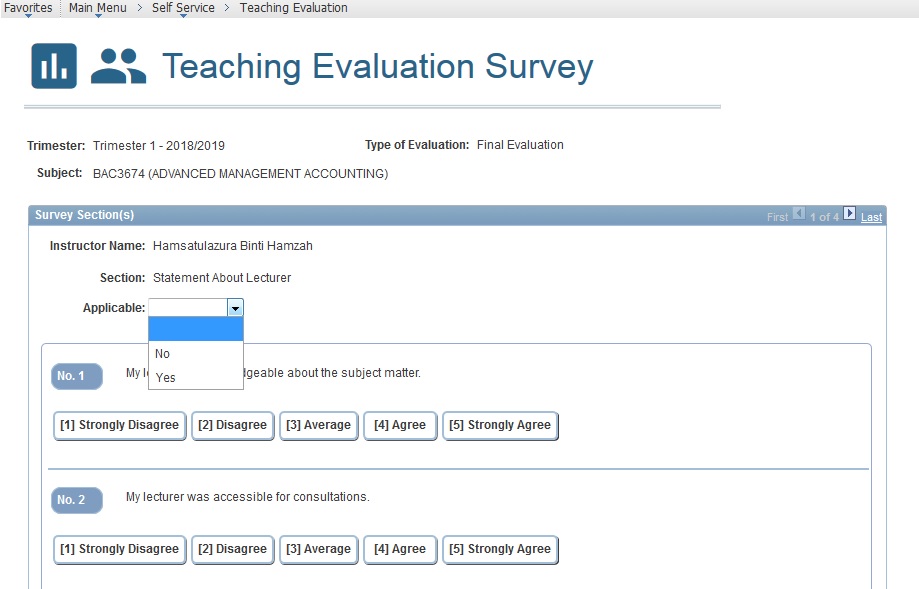
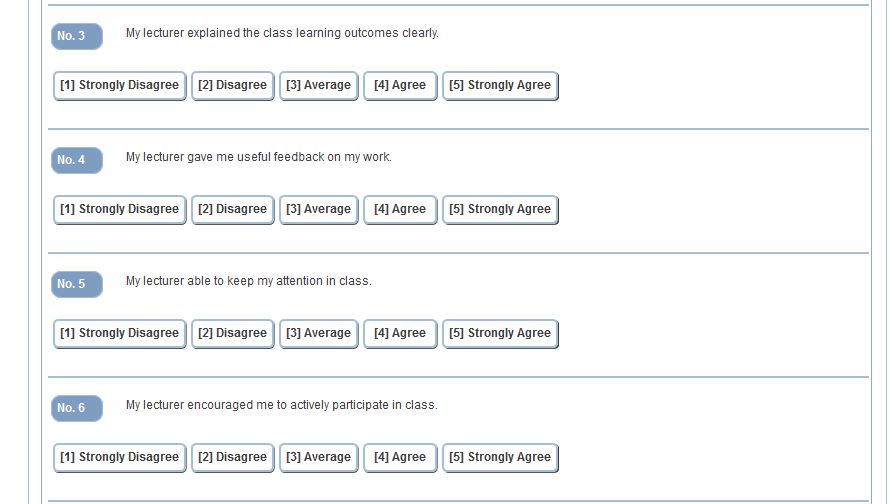


Figure 3.0.1 – Online teaching evaluation main screen

**The user need to click proceed to evaluation after tick the subject to evaluate.**

1. **New Screen for Teaching Evaluation Survey**
2. **Statement About Lecturer – 8 questions - Page No. 1**
3. **Statement About Lecturer (Open Ended) – 2 questions – Page No. 2**
4. **Statement About T&L Experience (Lecturer) (Open Ended) - 2 questions - Page No. 3**
5. **Statement About Tutor – 7 questions – Page No. 4**
6. **Statement About Tutor (Open Ended) – 2 questions – Page No. 5**
7. **Statement About T&L Experience (Tutor) (Open Ended) - 2 questions - Page No. 6**
8. **Statement About Lab Instructor - 7 questions - Page No. 7**
9. **Statement about Lab Instructor (Open Ended) - 2 questions – Page No. 8**
10. **Statement About T&L Experience (Tutor) (Open Ended) - 2 questions - Page No. 9**

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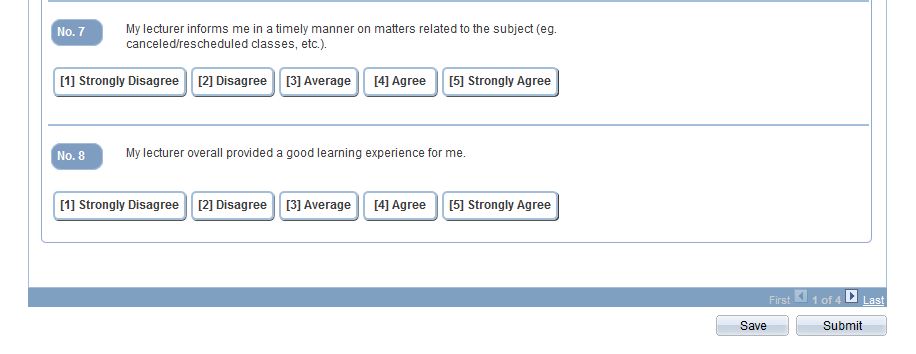


Figure 4.0.1 - Online teaching evaluation statement about lecturer’s screen

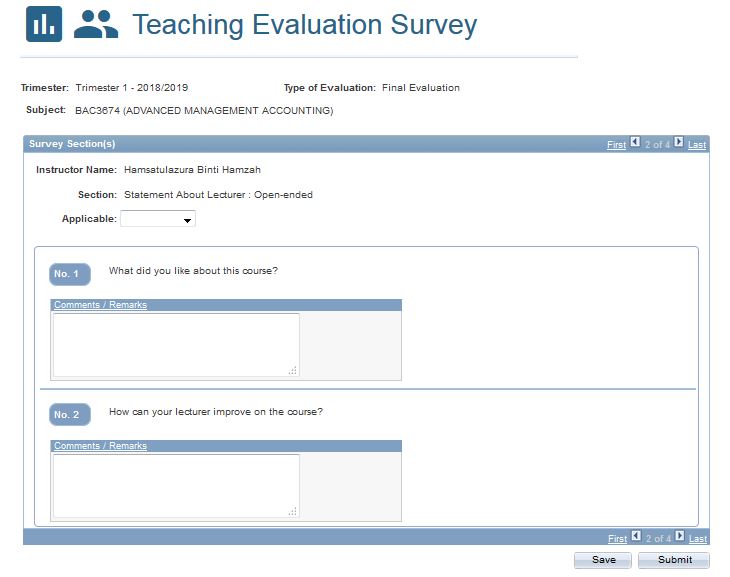
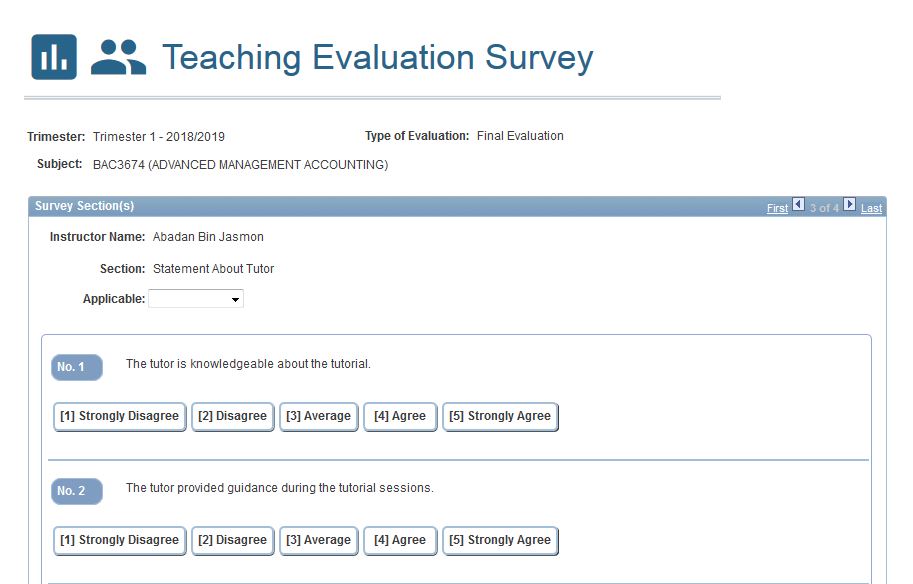
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Figure 4.0.4 - Online teaching evaluation statement about lecturer’s screen

**(Subsection: Open-ended)**

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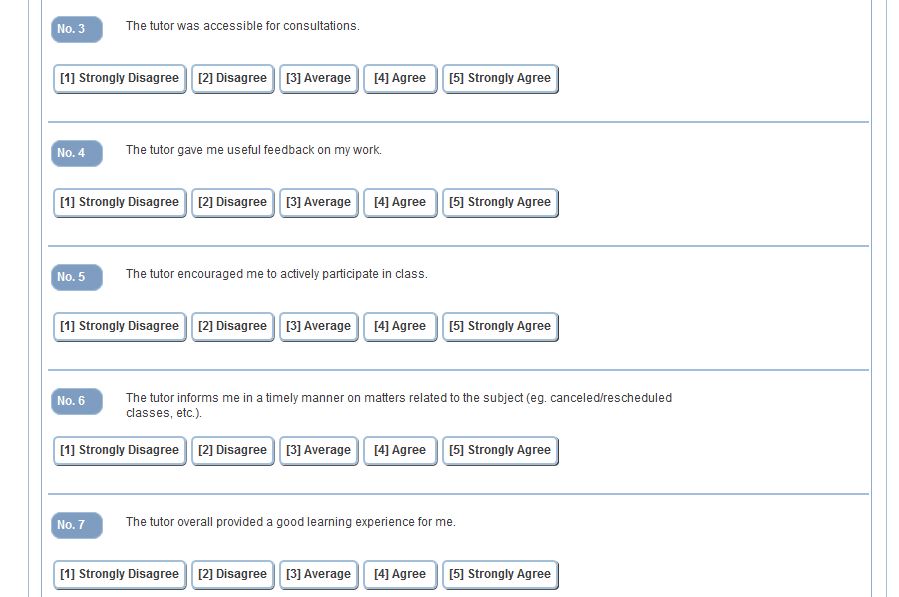


Figure 4.0.3 - Online teaching evaluation statement about tutor’s screen

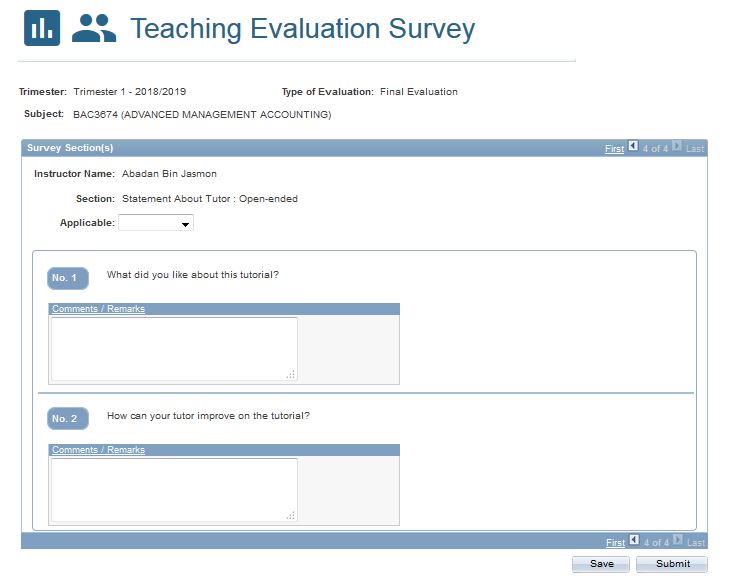
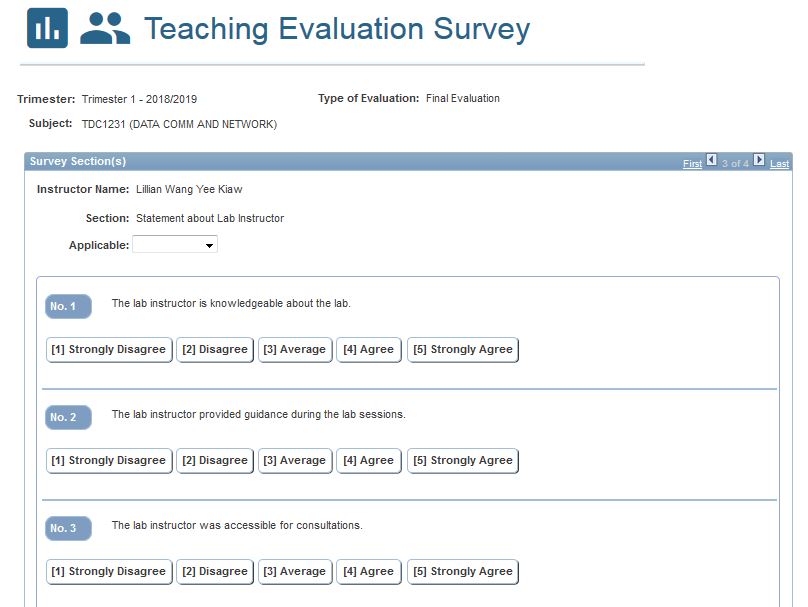


Figure 4.0.4 - Online teaching evaluation statement about tutor’s screen

**(Subsection: Open-ended)**



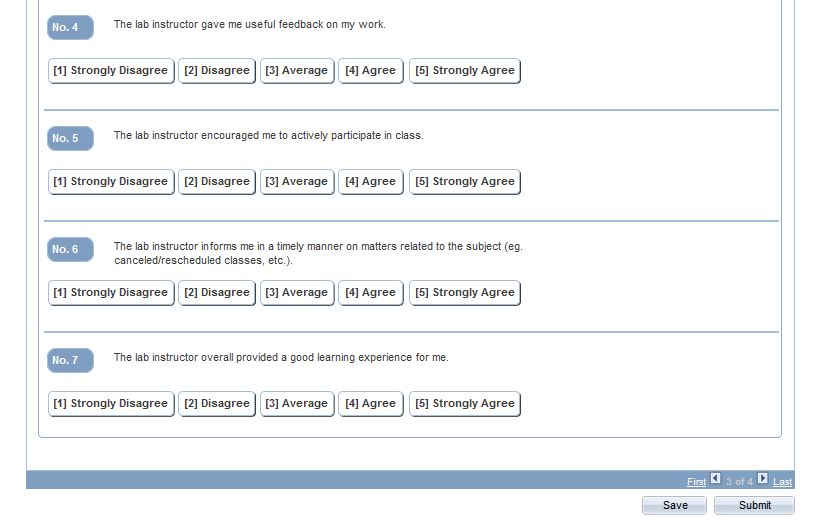


Figure 4.0.5 - Online teaching evaluation statement about lab instructor’s screen

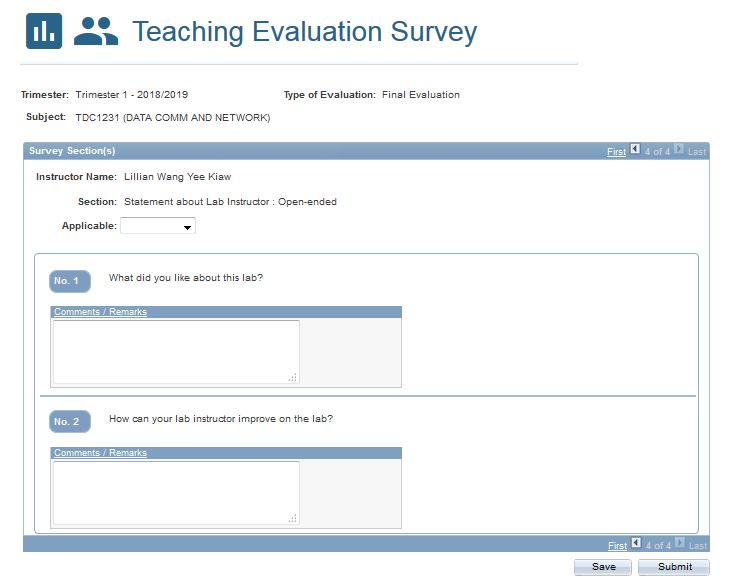


Figure 4.0.6 - Online teaching evaluation statement about lab instructor’s screen

**(Subsection: Open-ended)**

**4.1 Evaluation Process**

After choosing the subject to be evaluated and click proceed evaluation, user fill up the questionnaire and click on submit button. User will be directed to evaluation screens in the following order:

1. **Statement about Lecturer**
2. **Statement about Lecturer : Open-ended**
3. **Statement about Tutor**
4. **Statement about Tutor : Open-ended**
5. **Statement about Lab Instructor**
6. **Statement about Lab Instructor : Open-ended**

If the subject evaluated has tutorial session, immediately after the user has completed

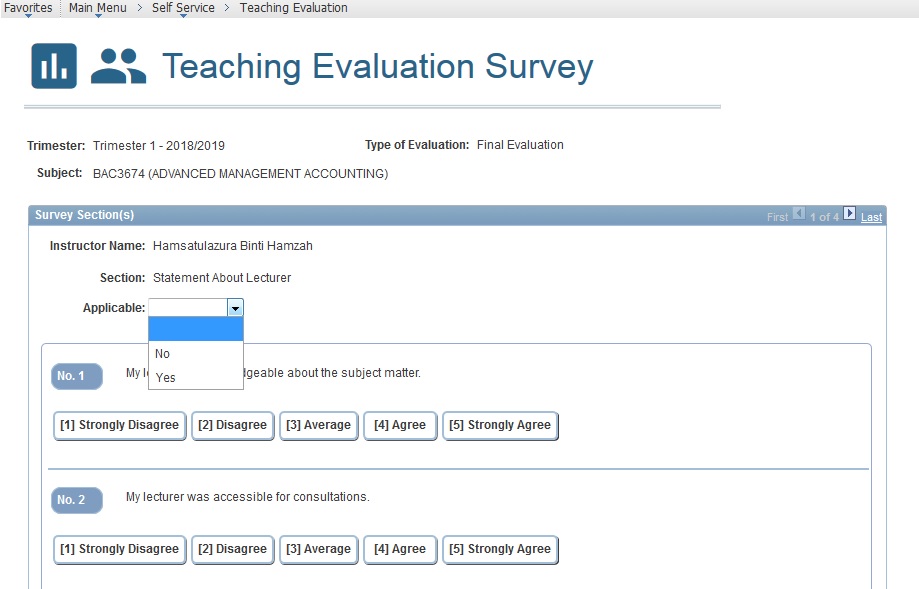
evaluating the statement about lecturer, the user will be directed to the screen for

evaluating statement about the tutor.

* To navigate between the section (set of answer), click on the navigation bar located at the upper right side of the survey area

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* The lecturer’s applicability function still retains as per previous layout
* As before, the user is required to fill in the reason if the lecturer is not applicable



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* All of survey question areas will be hidden if responded select the applicability as **‘*No*’**

|  |
| --- |
|  |

**4.1.1 Page \_Questionnaire (One Answer)**

* The user must click/select only one answer for each question

**The Likert Scale Used**

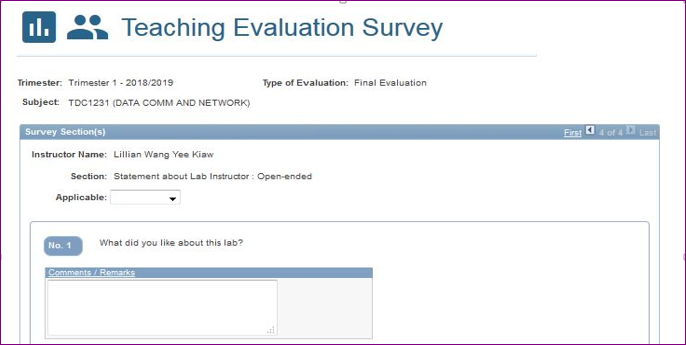
1. **Strongly Disagree**
2. **Disagree**
3. **Average**
4. **Agree**
5. **Strongly Agree**

* Once user click an answer, the rest of the answer set box will be disable.
* To select other answer, unselect the previous answer and make a new selection.



**4.1.2 Page\_ Questionnaire (Open Ended – Comments Answer)**

* The user will need to fill in the remarks / comments at the text box area



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For student comments at the evaluating statement for Lecturer, Tutor, and Lab Instructor, the limitation of capacity is up to **250 characters**. Students are advisable to be

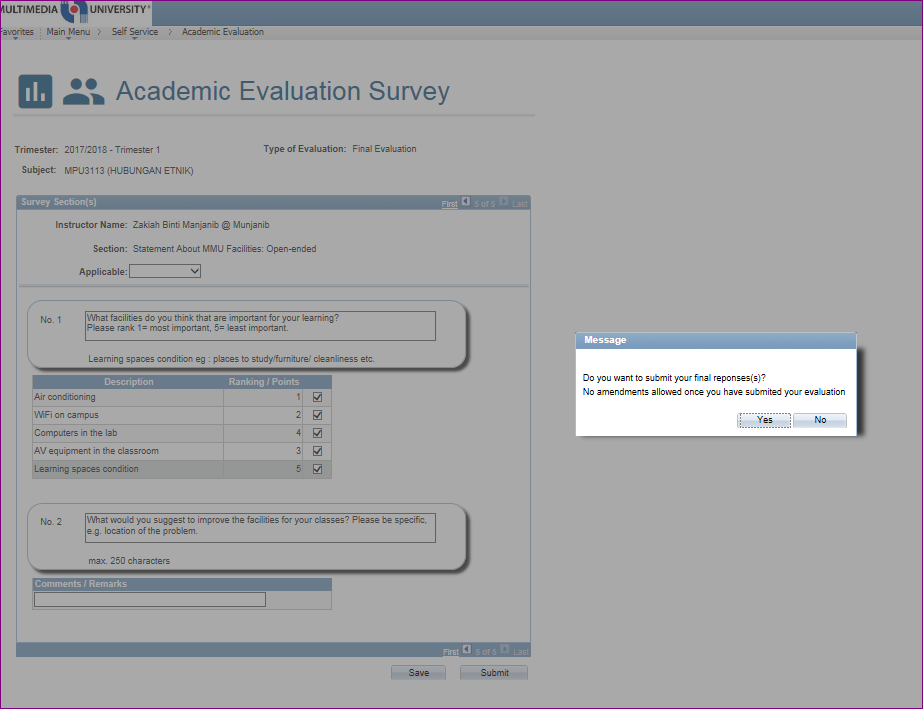
more precise in the suggestions and comments.

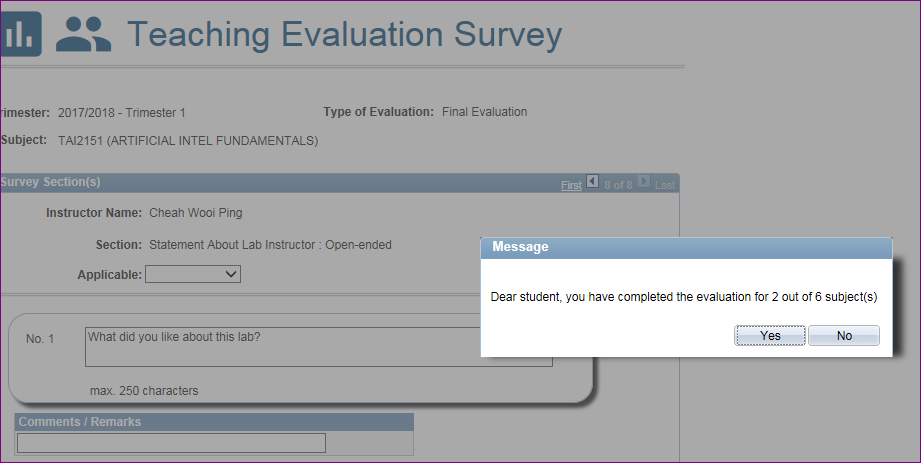
**4.1.3 Save Button**

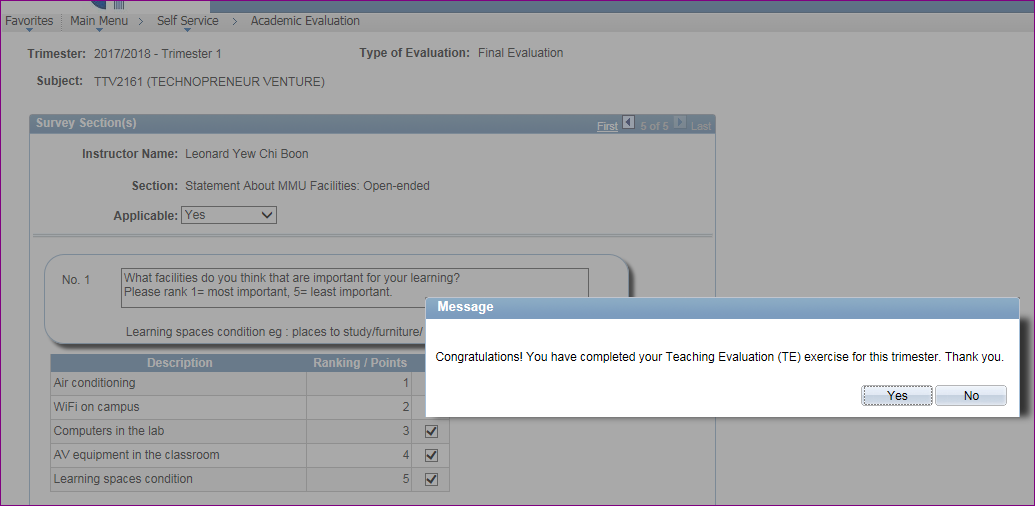
* The  button will save the current answer at table N\_STU\_EVL\_ANS
* Amendments is allowed
* The user will still need to click Submit button once all survey questions have been answered
* Save button will still indicate that the user is in the process of completing the survey and hasn’t yet finished

**4.1.4 Submit Button**

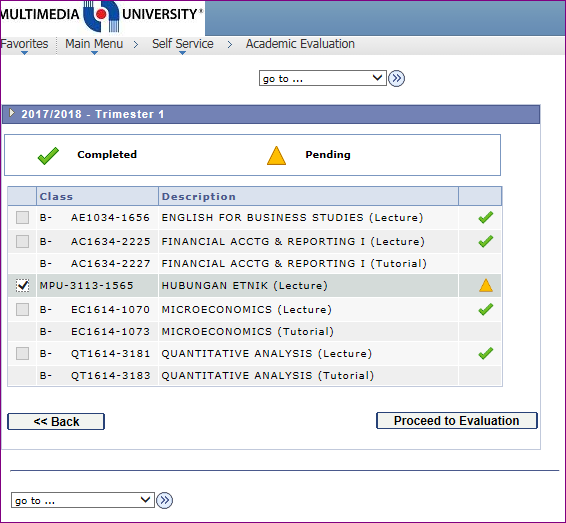
* The  button will save the survey answer at table N\_STU\_EVL\_ANS
* System will prompt error if user didn’t complete answering the survey questions (excluding Optional questions)
* Once clicked, respondent will not be able to make any answer amendments
* Submit button will indicate that respondent has finished evaluating
* Submission of Evaluation Page







* Record saved and proceed to next subject’s screen



The column with tick (**√**) on the far right indicates the subjects which evaluation has been

completed.

**4.2 Evaluate Exit**

Click on Logout button once evaluation of all subjects is completed.

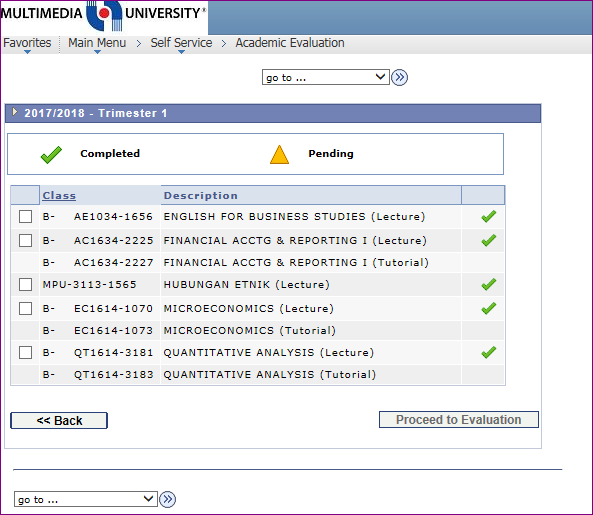


Figure 4.2.1 - Screen showing that evaluation has been successfully

completed for all subject registered.

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