1. **Read This First**

**1.1 What Is Teaching Evaluation Module About**

The Teaching Evaluation Module allows you to give feedback on your lecturers’ teaching for each course every trimester. Your responses help improve teaching quality and ensure better learning experience for everyone. Your feedback is important and kept confidential.

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

This manual is designed to guide students on how to use the Teaching Evaluation System effectively. It provides step-by-step instructions to help you complete your evaluations smoothly and correctly.

**1.3 Audience**

The primary users of this system are MMU students with active status who are registered for

one or more courses during the trimester.

**2.0 Running the Application**

**2.1 Loading the Application**

**URL for the System**

Students can access the Teaching Evaluation System through:  
 🔗 <http://online.mmu.edu.my/>  
 or directly via:  
 🔗 <https://clic.mmu.edu.my/psp/csprd/?cmd=login&languageCd=ENG>

You will need your CLIC username and password to log in and proceed with the evaluation.

**2.2 Login Screen**

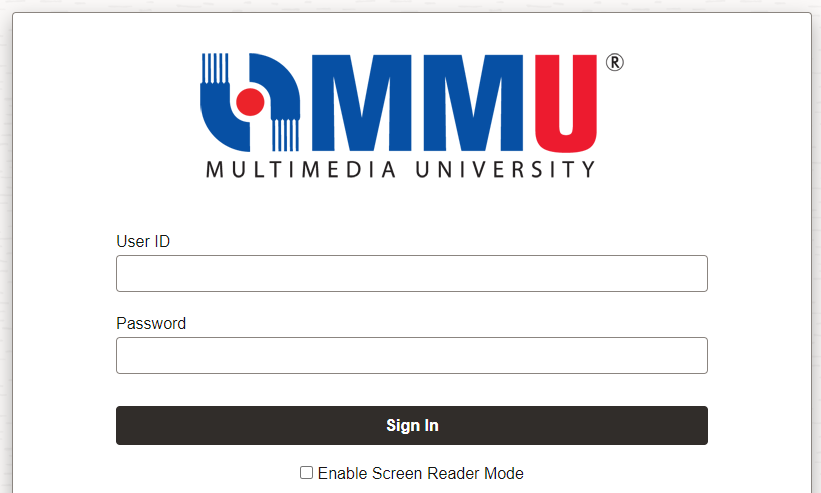
From the <http://online.mmu.edu.my/> page, user proceed by clicking on the CLIC link.

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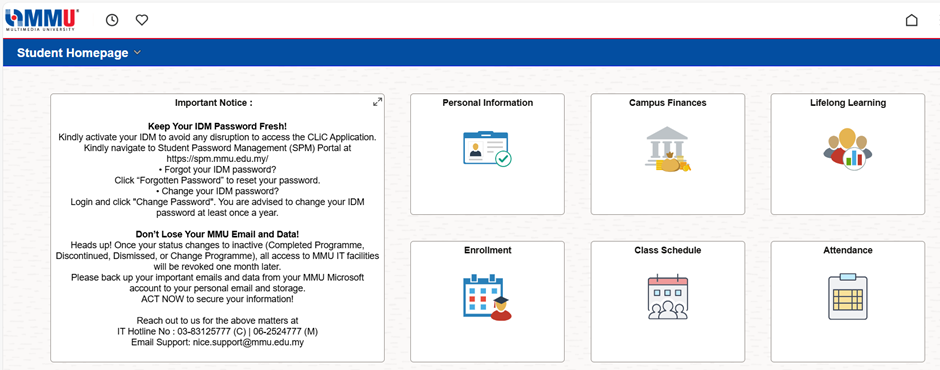
**Figure 2.2.1 – Online MMU main screen**

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



**Figure 2.2.2 – CLIC main screen**

**Navigation: Main Menu > Survey > Teaching Evaluation**

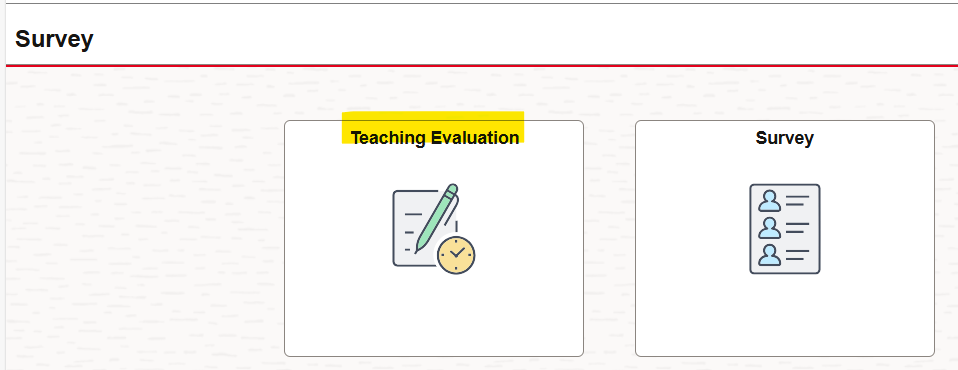
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**Figure 2.2.3 – Student Homepage main screen**

**Click “Survey” and choose Teaching Evaluation.**

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**Figure 2.2.4 – Teaching Evaluation screen**

The user needs to click the **“Proceed”** button to begin the Final Evaluation.

1. **Teaching Evaluation: Process Page User Guide**

**This process page** displays a list of all the courses (lectures, tutorials, and labs) you are

registered for in the current trimester (e.g., March/April 2025). It allows you to track and

complete your teaching evaluations for each course component.

The evaluation should be completed for all courses registered in the current trimester.

For each course, students are required to evaluate the following areas:

a. **Statements about the Lecturer**  
 b. **Statements about the Tutor** (if applicable)  
 c. **Statements about the Lab Instructor** (if applicable)

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**Figure 3.0.1 – Online teaching evaluation main screen**

* 1. **Steps to Complete the Teaching Evaluation**

1. **Review the Course List**  
   All registered courses for the trimester are listed. Each entry shows whether it is a Lecture, Tutorial, or Lab component.
2. **Identify Pending Evaluations**  
   Courses marked with a yellow triangle (⚠️) still require your evaluation.
3. **Select a Course**  
   Click the **checkbox (N)** next to the course you want to evaluate. Only one checkbox can be selected at a time.
4. **Click “Proceed to Evaluation”**  
   Once a course is selected, the **“Proceed to Evaluation”** button will become active. Click it to begin the evaluation process for that course.
5. **Repeat for All Courses**  
   Complete the same steps for each course component (Lecture, Tutorial, Lab) marked as pending.
6. **Confirmation**  
   After completing each evaluation, the status icon will change to a green tick (✅), indicating it is completed.

**Important Notes:**

* You must evaluate **each component** (Lecture, Tutorial, Lab) separately if applicable.
* Only active students with registered courses can access this page.
* All feedback is **anonymous** and used to improve teaching quality.

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**Figure 3.1.1 – Evaluation Process Page main screen**

1. **Screen for Teaching Evaluation Survey**

The Teaching Evaluation Survey consists of multiple pages, each focusing on a specific aspect of your learning experience. Please respond to all applicable sections based on your role in the course (Lecture, Tutorial, Lab).

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

**Important Notes:**

* Only **relevant sections will appear** based on your **course components** (e.g., if there’s no lab component, lab-related pages will be skipped).
* **Open-ended questions** provide a chance to share **specific feedback or suggestions**.
* All responses are **confidential** and used for improving teaching and learning quality.

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**Figure 4.0.1 – Teaching Evaluation Survey main screen**

* + - 1. **The course details are shown at the top.**
      2. **The user must select “Applicability” before proceeding.**
* *At the top of the section, you will see a dropdown menu labeled* ***“Applicable”.***
* *Use this to indicate whether the evaluation section is relevant:*

*Select* ***"Yes"*** *if the section applies to you (e.g., you attended the lecturer’s class).*

*Select* ***"No"*** *if the section is* ***not applicable*** *to you (e.g., the lecturer* ***did not teach you*** *or you* ***never attended that class****).*

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* + - 1. **Answer the Questions**

Once **"Yes"** is selected, a series of statements will appear. For each question, **choose one** of the following responses:

* + **5 – Strongly Agree**
  + **4 – Agree**
  + **3 – Average**
  + **2 – Disagree**
  + **1 – Strongly Disagree** 
    - 1. **Updated Rating Scale Format – Effective from 2510 onwards**

Starting from **Trimester 2510**, the **response scale layout** in the Teaching Evaluation (TE) Survey has been updated for all rating questions.

* The **leftmost** option is now: **[5] Strongly Agree**
* The **rightmost** option is now: **[1] Strongly Disagree**

**Example:**

**[5] Strongly Agree    [4] Agree    [3] Average    [2] Disagree    [1] Strongly Disagree**

**Notes:** This change applies to all evaluation pages (Lecturer, Tutor, Lab Instructor), ensuring

consistency across the system interface.

* + - 1. **Sample of Teaching Evaluation Survey for Component**

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**Figure 5.0.1 - Online teaching evaluation statement about lecturer’s screen**

**Note :**

* 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.

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**Figure 5.0.2 - Online teaching evaluation statement about lecturer’s screen**

**(Subsection: Open-ended)**

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**Figure 5.0.3 - Online teaching evaluation statement about lecturer’s screen**

**(Subsection: Open-ended – Teaching & Learning Experience)**

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**Figure 5.0.4 - Online teaching evaluation statement about tutor’s screen**

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**Figure 5.0.5 - Online teaching evaluation statement about tutor’s screen**

**(Subsection: Open-ended)**

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**Figure 5.0.6 - Online teaching evaluation statement about tutor’s screen**

**(Subsection: Open-ended – Teaching & Learning Experience)**

**Important Note:**

* + 1. If the course 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.

* + 1. To navigate between the sections (set of answers), click on the navigation bar located at the upper right side of the survey area

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| --- |
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* + 1. All of survey question areas will be hidden if responded select the applicability as **‘*No*’**

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* + 1. **Page\_ Questionnaire (Open Ended – Comments Answer)**
* The user will need to fill in the remarks / comments at the text box area
* Please note that the character limit for comments is **250** characters. Students are advised to provide concise and specific suggestions or feedback to ensure clarity and effectiveness.
  + 1. **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 **the 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**

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* + 1. **Submit Button**
* The  button will **save the survey answer** at table N\_STU\_EVL\_ANS.
* System will prompt error if user doesn’t complete answering the survey questions (excluding Optional questions).
* Once clicked, the respondent will not be able to make any answer amendments.
* **The submit button** will **indicate that respondent has finished evaluating.**
* Submission of Evaluation Page.

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Once user click the **Submit** button, message will appear :

*For example:*

*“Dear student, you have successfully submitted the evaluation for 1 out of 4 subject(s).”*

*To proceed with the next course, click* ***Yes****. You will be redirected to the main page.*

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The column with the **green tick ** on the far right indicates the course for which the evaluation

has been completed.

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**Tick the checkbox for the next course** and click the **“Proceed to Evaluation”** button to begin the evaluation.

* + 1. **Evaluate Exit**

This message will appear once students have completed all Teaching Evaluation (TE)

exercises for the trimester. Click **'Yes'** to return to the homepage.

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**Screen showing that evaluation has been successfully completed for all courses registered.**

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**Click the 'Logout' button once the evaluation of all courses is completed.**

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