

## How to create a Lecturer Teaching Survey in your Instructor Portal

## Login to your Instructor Portal

Your Student Feedback Instructor Portal can be found at <u>https:/ucd.evasysplus.ie</u>; you can log in with your University login details.

## **Creating a Lecturer Teaching Survey**

When you login to your Instructor Portal, you will see a screen similar to the below. To begin the process of selecting a Lecturer Teaching Survey, click on the option 'Standard Surveys for Instructors'

STANDARD SURVEYS FOR INSTRUCTOR STRUCTOR PORTAL	EN	DE FR 📃
Instructor Portal  Period:	Current	▼ Refresh G
Open surveys (0)       Closed surveys (0)       Cancelled surveys (0)         Or       Q       X       Oclumns       Excel Export       Add survey         VIIte Course Programme Period Subunit Questionnaire Type Participants Response       Open date       Close date       Media       Send survey PDF       Word CSV HTML       Notification       Notification       Notification       Notification	Details	IOQ Reflections
10 of Study rate media Report Report Via LMS via email in email No results found		

In this screen, you will see listed the modules for which you have a Module Coordinator, Lecturer or Co-Lecturer role. If a module that you expect to see is not listed here, check the role assigned to you in the Module Descriptor in Infohub and contact the Module Coordinator to discuss.

You can choose one or modules to be included in the Lecturer Teaching Survey. When you have decided on the module(s) that you wish to include, you can click on the box(es) beside the module code(s), see below. Once you have selected the module(s), click 'Next'

	irveys for Instru	10101	50												
vey list / Survey	creation														
													Courses' period	WS24/25	;
Q .		×	▼ Filtering	Column		xcel Export	Bulk edit						4 Entries 🙌 🕅	1 H H	
▼Code Extern ID	al Subunit	Prima	ry Instructor	Course name	Туре	Anonymous	Questionnaire	e Survey type	Scheduling Programme Room of Study	Enrolment (course)	Enrolment (participants)	Enrolment (discrepancy)	Open		
E0015 BE001	5 Business & Economics	Cruz		Marketing Strategy	Seminar	yes	Sample	Online (PSWD based)	0	10	2	8	3 Jul 2025, 16:15:00		/
BE0017 BE001	7 Business & Economics	Cruz		Consumer Behaviour	Seminar	yes	Sample	Online (PSWD based)	0	20	2	18	3 Jul 2025, 16:15:00		/
BE0018 BE001	Business & Economics	Cruz		Marketing Research	Seminar	yes	Sample	Online (PSWD based)	0	20	2	18	3 Jul 2025, 16:15:00		/
BE0019 BE001	Business & Economics	Cruz		Advanced Financial Accounting	Seminar	yes	Sample	Online (PSWD based)	0	15	2	13	3 Jul 2025, 16:15:00		/
													4 Entries	H 1 1	ы



You will then be brought to the following screen where you can check that the module(s) you want to include in the Lecturer Teaching Survey is correct. If not, you can go back and repeat the steps above.

If you are happy to proceed, click 'Create Surveys'. A Lecturer Teaching Survey has now been created for you for this module(s).

Survey list / Survey.cr	eation									
			Excel Export		Create	Surveys				
۹	1	Columns							1 Entry 🙌 H 1 H	₩ 20
Subunit	Course name		Primary Instructor	Courses and Surveys' period	Open	Inform Inst	Remind Ptcp	Repeat Reminder	Resp Rate Notify	Res
usiness & Economics	Marketing Strate	gy	Cruz	WS24/25	14 Oct 2024, 16:15:00		21 Oct 2024, 16:15:00	5	27 Oct 2025, 16:15:00	40

You can now view this survey in your Instructor Portal. You can add optional questions to your survey, similar to the Module Feedback Survey.

Further information on using the Instructor Portal to view and edit your surveys is available in the support documents folder here or on our website <u>www.ucd.ie/studentfeedback</u>

The Student Feedback Team is available to answer your queries at studentfeedback@ucd.ie