

Module Evaluation Guide for Students

What is Module Evaluation?

Each semester the University asks all students to complete module evaluations. If one of your modules is a yearlong module, you will be asked to give interim (mid-module) feedback.

This relatively short questionnaire is your opportunity to provide anonymous feedback about the teaching, support, resources, and assessment for each of your modules. This helps your programme team to know what works well and what they could improve.

Your responses are combined with the responses from all students on your module and any identifying comments are removed, so that the programme team will not know how you, as an individual, answered.

Module evaluation questions

There are eight core questions in the survey with varying scales:

1. How well is the module taught, whether face-to-face or online?
(Very well, Well, Not very well, Not at all well)
2. How easy is it to find the information that you need on the module Canvas site?
(Very easy, Easy, Not very easy, Not at all easy)
3. How easy to use are the digital resources associated with this module?
(Very easy, Easy, Not very easy, Not at all easy)
4. How much does the module challenge you to think more deeply about the subject area?
(To a large extent, To some extent, To a small extent, Not at all)
5. How clear are the assessment tasks associated with this module?
(Very clear, Clear, Not very clear, Not at all clear)
6. How easy is it to access support and guidance for this module when you need it?
(Very easy, Easy, Not very easy, Not at all easy)
7. To what extent does the module help you to understand the contributions that people from different communities and backgrounds have made to the development of the subject area?
(To a large extent, To some extent, To a small extent, Not at all)
8. Overall, how satisfied are you with the quality of this module?
(Very satisfied, Fairly satisfied, Not very satisfied, Not at all satisfied)

There is also an opportunity to leave comments:

9. Please comment on the most interesting aspect of this module.
10. Please comment on how this module could be improved.
11. How would you describe the effort you have put into studying this module?

Module leaders can also include some module-specific questions – these will be unique to the module and might or might not be included.

Your feedback is completely anonymous

Your responses will be collated and anonymised prior to being analysed. The analysis is done by researchers in the Teaching and Learning Academy. The University follows strict guidelines to ensure

that all feedback data is stored anonymously and securely, in accordance with the latest [General Data Protection Regulations](#).

Please make sure that free-text comments you provide do not reveal any of your personal details – unless you want to be identifiable in your feedback.

Accessing and Completing Evaluations

Accessing and completing evaluations online is a simple process. You can access the survey(s) **via the email** you will receive from the **Module Survey Team**. Please find an example of the invitation email below.

‘Click here to start completing your module evaluations’ (circled in red) will take you straight to a webpage with (a) link(s) to the module evaluation survey(s) for (each of) the module(s) you are taking.

From: Module Survey Team <modulesurvey@ljmu.ac.uk>
Sent: Monday, November 20, 2023 9:00:22 AM
To: [LAST NAME], [FIRST NAME] <[x.x.\[lastname\]@ljmu.ac.uk](mailto:x.x.[lastname]@ljmu.ac.uk)>
Subject: You have been invited to provide feedback for TEST Module Evaluation 2023

Dear [NAME],

We would be grateful if you could answer a few questions about (each of) the module(s) that you are taking. Your feedback is very important to us because it will help the module team understand what works well and what they could improve.

We have listened to students’ requests to move the module evaluation survey(s) as close as possible to the end of the module (e.g., the last two weeks of teaching).

For you, module evaluation survey(s) are available for the following module(s):

- Module Evaluation Example 1
- Module Evaluation Example 2
- Module Evaluation Example 3
- Module Evaluation Example 4

[Click here to start completing your module evaluations.](#)

Your responses are combined with the responses from all students on your module and any identifying comments are removed, so that the module team will not know how you, as an individual, answered.



Many thanks,
 Module Survey Team

Still have questions about module evaluation? Please take a look at the *Module Evaluation Guidance for Students* or email us at Module-survey@ljmu.ac.uk

Key dates

	Open	Close
Module Evaluation Survey	[DATE]	[DATE]

The webpage with an overview of your module evaluation survey(s) will look like the below example. You can fill out (each of) the module evaluation survey(s) by clicking on ‘**Start now**’ on the far right of the module(s) listed at the bottom of the page (circled in purple). This button will take you straight to the survey.


[NAME] 

TEST Module Evaluation 2023

Hi [NAME],

We would be grateful if you could answer a few questions about (each of) the module(s) that you are taking. Your feedback is very important to us because it will help the module team understand what works well and what they could improve.

Module leaders had the option to add up to five additional questions to the module evaluation survey. They could choose from a wide variety of questions, of which some were developed in collaboration with students. Hopefully, you will see these questions in the survey(s).

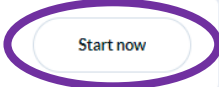



The survey is fully confidential and individual student details will not be identifiable.

Please click ‘**Start Now**’ next to the module(s) below to fill out the survey(s).

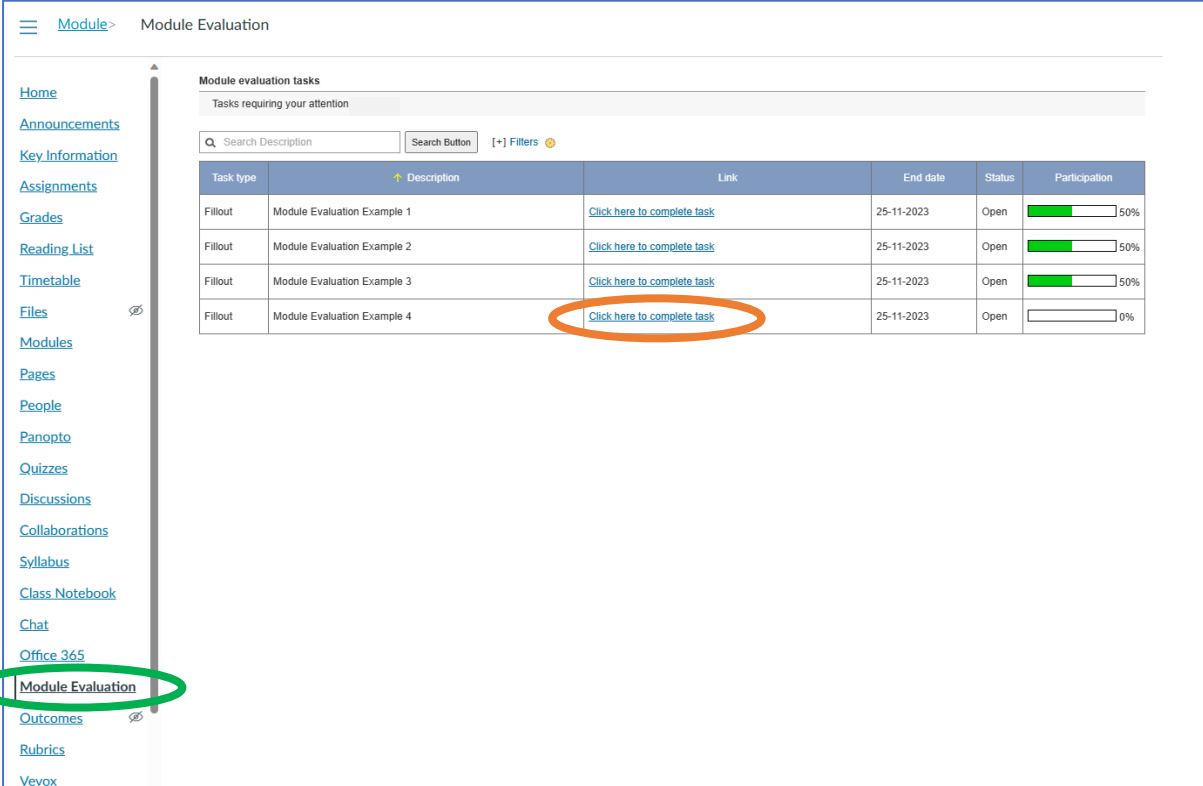
Many thanks,
Module Survey Team

Still have questions about module evaluation? Please take a look at the [Module Evaluation Guidance for Students](#) or email us at Module-survey@ljmu.ac.uk

[Show less](#)

<p>Module Evaluation Example 1</p> <p>● Open Ends on: 2023-11-25</p>	
<p>Module Evaluation Example 2</p> <p>● Open Ends on: 2023-11-25</p>	
<p>Module Evaluation Example 3</p> <p>● Open Ends on: 2023-11-25</p>	
<p>Module Evaluation Example 4</p> <p>● Open Ends on: 2023-11-25</p>	

You can also access your module evaluation survey(s) via Canvas. Go to **Courses** tab, select ANY of the modules you are doing and click on **'Module Evaluation'** (circled in **green**). Please click on **'Click here to complete task'** (circled in **orange**) to fill out the survey(s).



Module Evaluation

Module evaluation tasks

Tasks requiring your attention

Q Search Description Search Button [+ Filters]

Task type	Description	Link	End date	Status	Participation
Fillout	Module Evaluation Example 1	Click here to complete task	25-11-2023	Open	50%
Fillout	Module Evaluation Example 2	Click here to complete task	25-11-2023	Open	50%
Fillout	Module Evaluation Example 3	Click here to complete task	25-11-2023	Open	50%
Fillout	Module Evaluation Example 4	Click here to complete task	25-11-2023	Open	0%

Please note. Alternatively, you can click on **'Module Survey'** through any of your Modules on Canvas. Both **'Module Evaluation'** and **'Module Survey'** will take you to the same survey(s), which is a result of the connection between the survey platform and Canvas.

Response rates

Good response rates are important to ensure a representative picture of student voice. The smaller the cohort, the higher the response rate required to obtain reliable and actionable student feedback (preferably 50% or more).

Providing constructive feedback

Please provide constructive feedback about your modules. Helpful comments and ideas from students are fed into programme strategic planning and help to make real changes that benefit you and future students following in your footsteps.

By reflecting on your own learning experience and evaluating each module you will also build your own understanding of your learning style, your priorities as a learner, and response to various types of teaching styles you are experiencing.

When giving feedback to academic staff, think about your own experiences of receiving feedback on your own work. Reflect on your full experience and provide constructive suggestions for any changes.

If it was an excellent, engaging module, please let your lecturers know what you enjoyed most. If the module has not met your expectations, explain how things could be improved.

Have you heard of unconscious bias? There can be a tendency to provide higher module evaluation scores for academics that might fit previous ideas of what an academic is like. It is important that you explore any unconscious tendency to stereotype.

We also want to kindly ask you to make sure than any comments remain polite and constructive in line with the [Student Code of Behaviour and Disciplinary Procedures](#). Finally, please find more information on how to give constructive feedback on our [Student Voice](#) webpage.

What happens with your feedback?

As mentioned before, the Teaching and Learning Academy analyses the responses and then generates anonymised reports. These reports are shared with module, programme, and school teams. You can access summary reports via Canvas as well.

To access the reports, go to **Courses** tab, select ANY of the modules you are doing and click on 'Module Evaluation Reports' (circled in **blue**). Please click on 'View report' on the right of the report title (circled in **yellow**) to view the report(s).

The screenshot displays the 'Module evaluation reports' page in Canvas. On the left-hand side, a navigation menu lists various tools, with 'Module evaluation reports' highlighted by a blue circle. The main content area shows a table of reports. The first row in the table has a 'View report' link highlighted by a yellow circle. Below is the table structure:

Description	Link	Category	Sub-category
ME Individual Module Summary Report 2022-23	View report	2022-23	Main evaluation

Module Leaders are encouraged to discuss the evaluation results with students and make changes if needed. The next cohort of students will be informed about the changes in the modules guides or at the introductory module lecture.

If you have a query about the module evaluation(s), please contact the [Module Survey Team](#).