Course Evaluations Student User Guide

This guide provides step-by-step instructions on how to access, complete, and submit course and teaching feedback surveys online.

Step 1: Access the survey

You can access your course and teaching feedback survey through the survey invitation email, or through Learn.UQ (UQ Learning Management System), or through the survey QR code provided by your course coordinator, lecturer and/or tutor.

To access the survey from the invitation email:

1. Click on the "**Take the survey**" link in the email to access your survey dashboard.

   You will see the list of course surveys available to you in below status:

    a. **Open** – survey is open but not yet started
    b. **In Progress** – survey has started but incomplete
   c. **Completed** – survey has been submitted
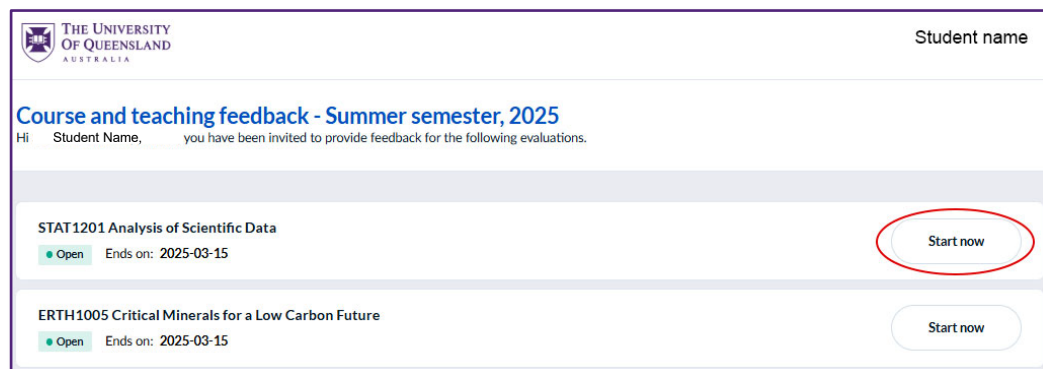
2. Click **Start now** to start the survey or click **Continue** to complete the survey that is in progress.
3. You will see a survey welcome screen for the course, click **Start now** to begin the survey.

From Learn.UQ

1. Log in to **Learn.UQ**, a pop-up window will display all open surveys.
2. Click **Start now** to begin the survey.
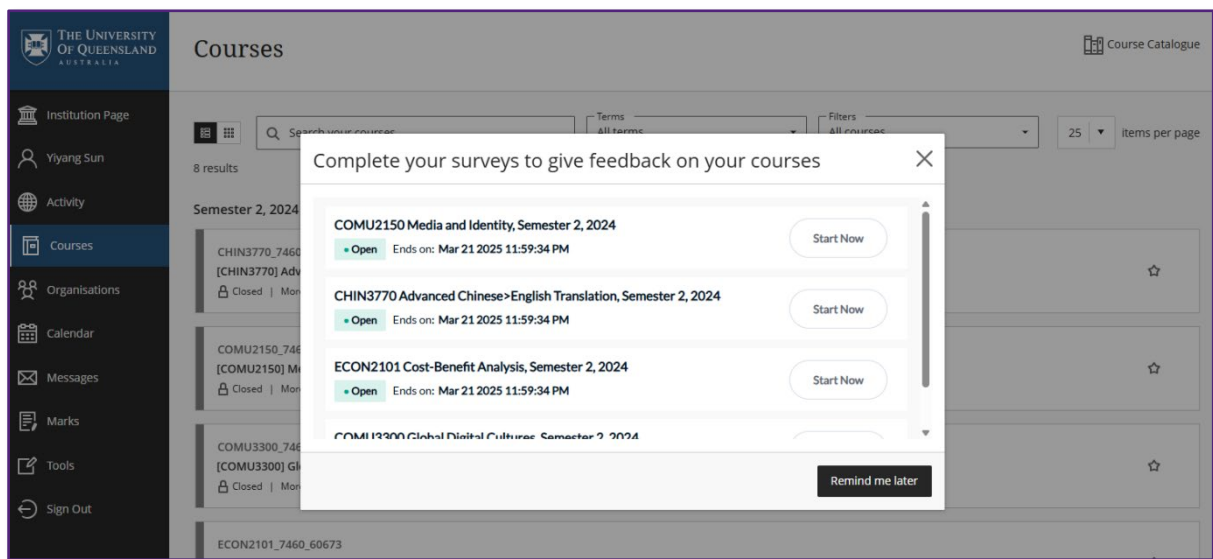
Alternatively, click on **Tools** from the left-hand main menu and select **Course teaching feedback – student** to access survey links.
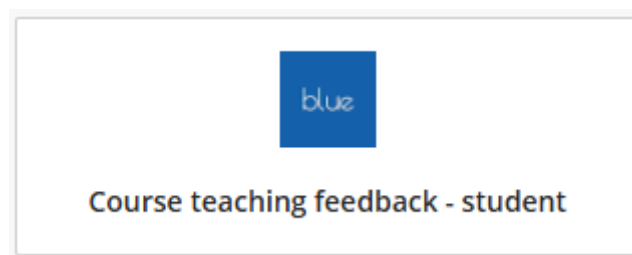
From the QR code

1. Scan the **QR code** that was shared by your course coordinator, lecturer, and/or tutor.

2. You will see a survey welcome screen for the course, click **Start now** to begin the survey.

Course name

Students

https://go.blueja.io/IPmynjjxQEOza4edaVMF9Q

To access the evaluation, scan this QR code with your mobile phone.

Step 2: Provide your feedback to the course and teaching staff

- The survey includes **course, lecturers', and tutors'** questions.

- Some questions require you to select a response while others require you to type in your comments.

- **The overall course rating question is mandatory** (marked with an asterisk*). After completing the Course feedback, click **Next** to provide feedback for lecturers and/or tutors.

- **Select** the lecturers and/or tutors that you want to provide feedback to and click **Next**.
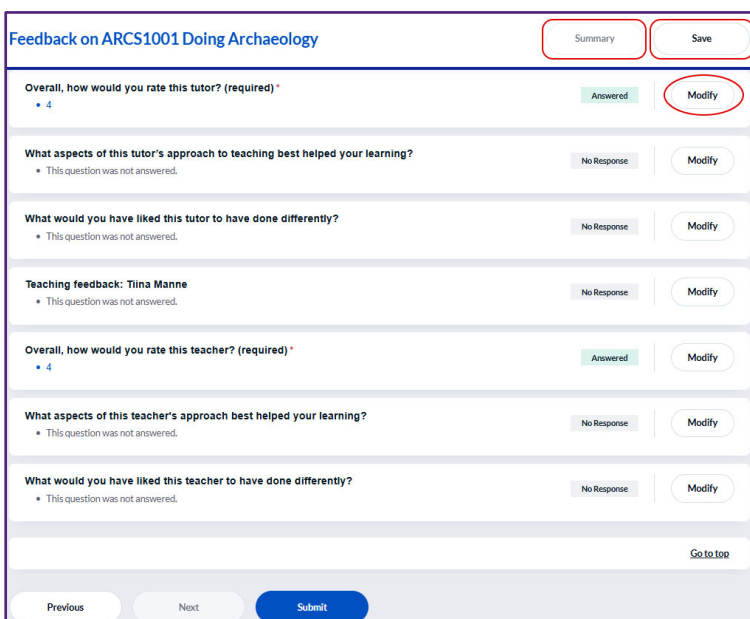
- The "**Overall how would you rate" question is mandatory**. Click **Next** until you finish all teaching staff questions.

Step 3: Review and submit

- The Summary page shows all your responses, click **Summary** to view them. Note, the display of lecturers' and tutors' questions are alphabetically ordered by first name.
- You can edit any response before submitting, by clicking **Modify.**
- Click **Save** to save your responses to finish the survey later.
- Click **Submit** to complete the survey.

Accessing saved surveys

- Saved surveys can be accessed using methods outlined in Step 1. Saved surveys will appear as '**In Progress**'. To resume saved survey, click **Continue.**

Step 4: Confirmation message

- You will see a confirmation message after submitting your survey, and any other surveys that you have not yet submitted.

- You can view all surveys by clicking on "View All", once you submit a survey, it will show "Completed" and **will no longer be accessible to edit responses or re-submit**.