

# Course Feedback Manual

## Overview

Feedback form is the form through which student can give their feedback about the teaching technique of faculties, syllabus, faculty behavior etc. The feedback submitted by student is anonymous i.e. name and roll number of student will not shown in the feedback report.

## How to set course feedback-form?

- 1. Feedback Master-** From feedback master the name of feedback form is created. For e.g. 'Feedback 2016-Phy' name can be given to feedback form as shown in the figure-1. From the feedback master we can copy the questions of previous feedback forms also. Following are the steps to create feedback form name:-
  - a) Click on "Add" button.
  - b) Select academic year.
  - c) Enter feedback name.
  - d) Click on "Save" button.

The screenshot shows the 'Feedback Master' form in a web application. The form has a sidebar on the left with icons for 'Students Services', 'Academic Setup', 'Sections', 'Course Outline', and 'Feedback Master'. The main form area has a breadcrumb trail: 'Home / Course Feedback / Course Feedback / Feedback Master'. There are four tabs at the top: 'Feedback Master', 'Add questions', 'Set Feedback Form', and 'Course Feedback Report'. The form contains the following fields and elements:

- '\*Academic Year' dropdown menu with '2016-2017' selected.
- '\*Feedback Name' text input field with 'Feedback 2016-Phy' entered.
- 'Description' text area.
- 'Chars: 127' indicator next to the description field.
- 'Copy questions from (if you want to...)' dropdown menu with '--Select Definition--' selected.
- 'Active' checkbox, which is checked.
- A 'Save' button is highlighted with a red box and an arrow points to it from the text 'Save' below.
- A callout box with a green question mark icon and the text: 'Questions of previous feedback can be copied from here.' points to the dropdown menu.

Figure-1

- 2. Add Question-** In feedback form, descriptive and rating type questions can be added through add questions screen. Descriptive questions are those in which students have to write down their answers. In rating type questions student have to select rating options as shown in figure-2. Following are the steps to add questions in the feedback form:-
  - a) Click on "Add" button.
  - b) Select feedback form name.
  - c) Enter question, if descriptive then check the checkbox.
  - d) If objective then set the rating and weightage as shown in figure and click on "add" button.
  - e) Click on "Save" button.

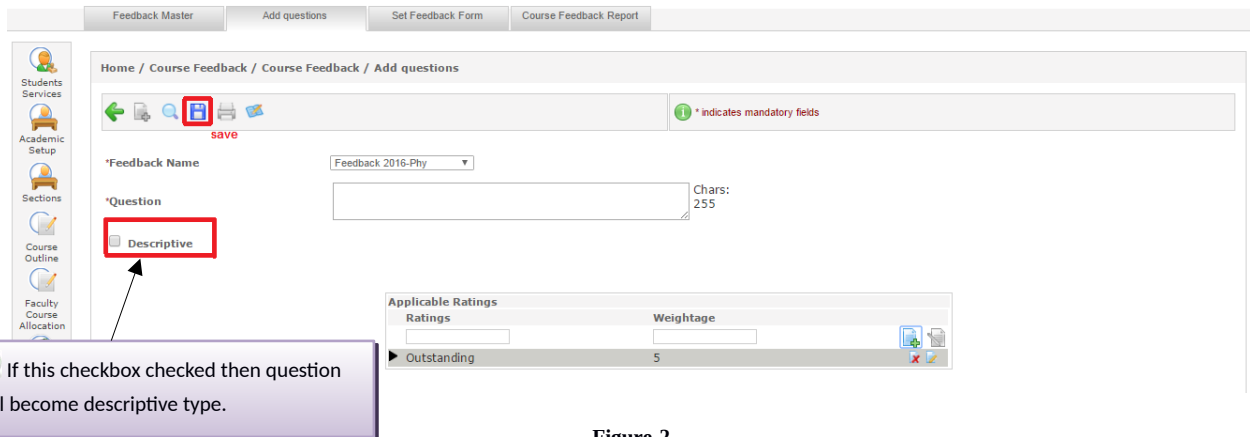


Figure-2

3. **Feedback Form-** After adding the questions to feedback form, admin have to set feedback form on student portal. For setting the feedback form following are the steps:-
  - a) Click on “Add” button.
  - b) Select feedback name.
  - c) Select academic year and term.
  - d) Select class type, course and faculty, and class as shown in figure-3.
  - e) Click on “Save” button.

**Note:-** If only academic year and term selected then feedback form will be set for all the class types, courses and classes. If class type is selected then it will set for all the courses and faculties, and classes and so on.

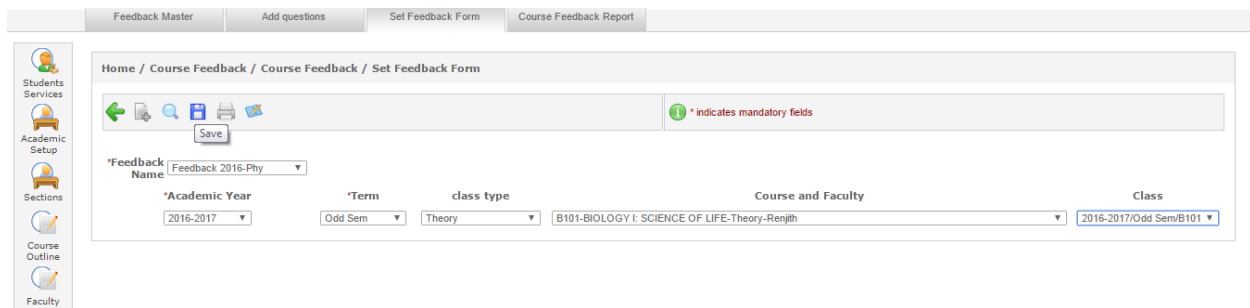


Figure-3

- f) After saving feedback form, admin needs to activate it so that it will show at student portal and student can give their feedback as shown in figure-4.

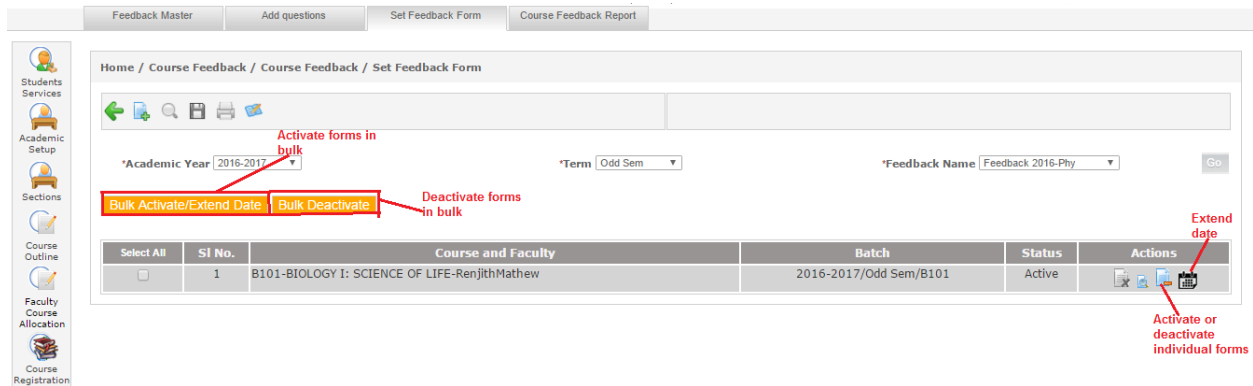


Figure-4

- g) After activation, form will appear on student portal under course feedback screen. From there students can give and save their feedback .

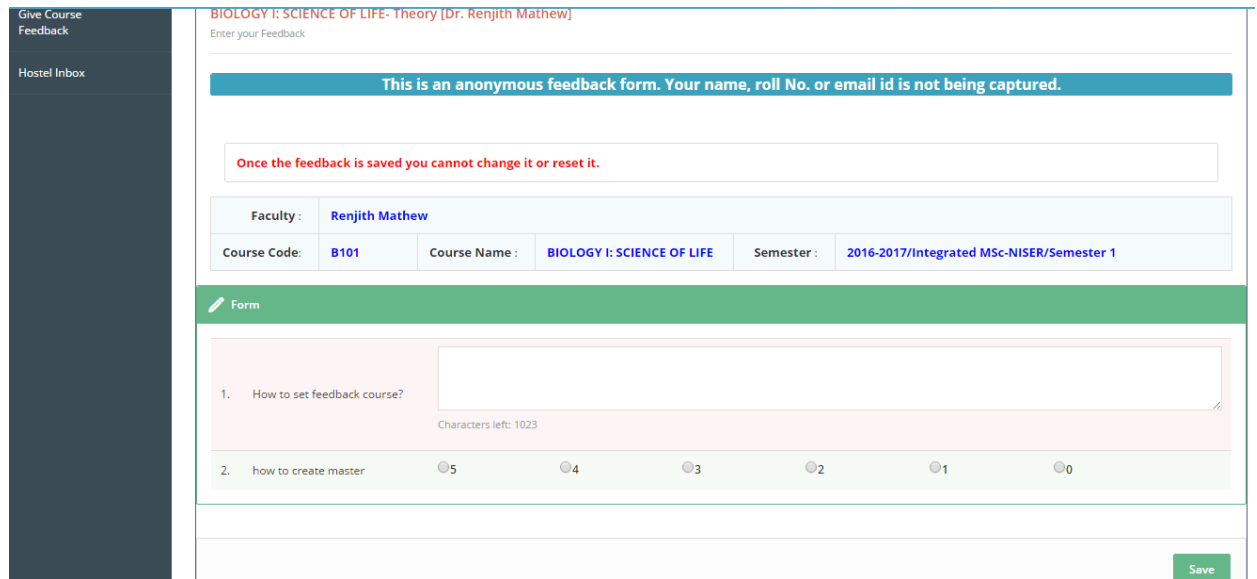


Figure-5

- h) After the activation of form and student had fill up the form you need to approve it to faculty. It can be done as bulk wise for that you need to select the multiple checkbox and click on bulk activate button and for single course, please refer the screenshot in figure 6

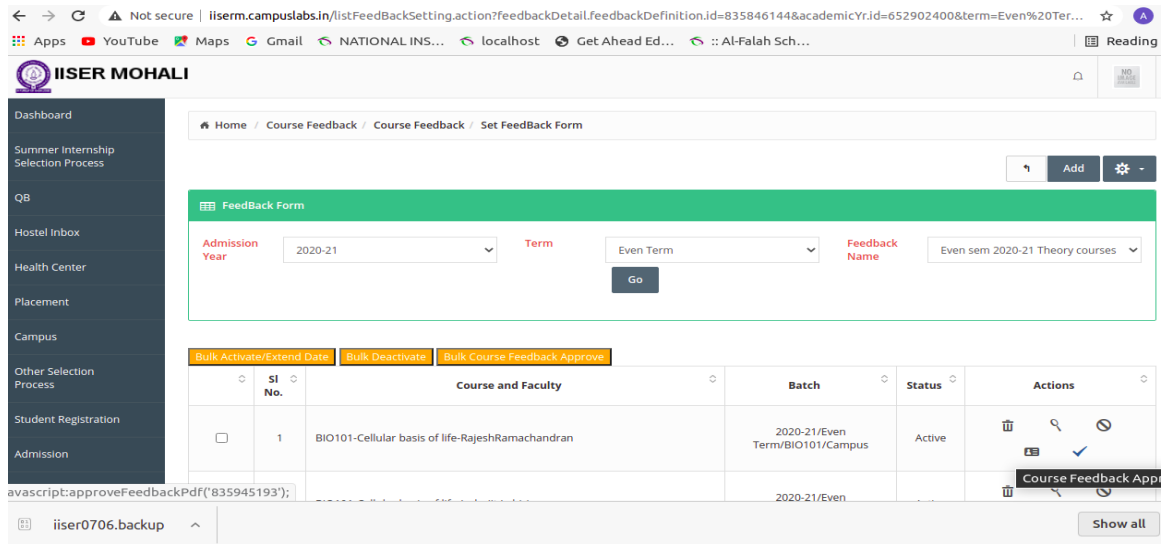


Figure -6

- 4 Course Feedback Report-** Feedback given by students can be downloaded from course feedback report screen. There are two types of PDF can be generated shown in figure-33
- Consolidated PDF in which number of response and weightage report download.
  - Student wise PDF in which response of individual student can be download.

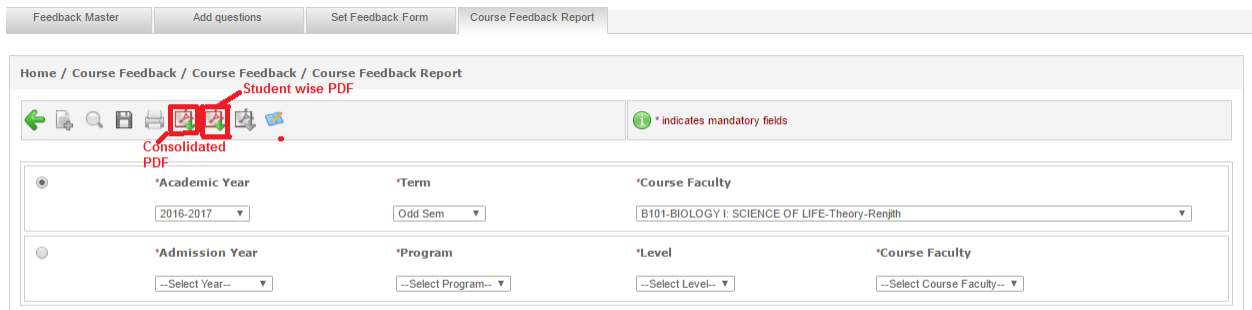


Figure-6