



Quality Enhancement Cell (QEC)

User Guide for “Teacher and Course Evaluation” by Student

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**Sindh Madressatul Islam University**

**Quality Enhancement Cell (QEC)**

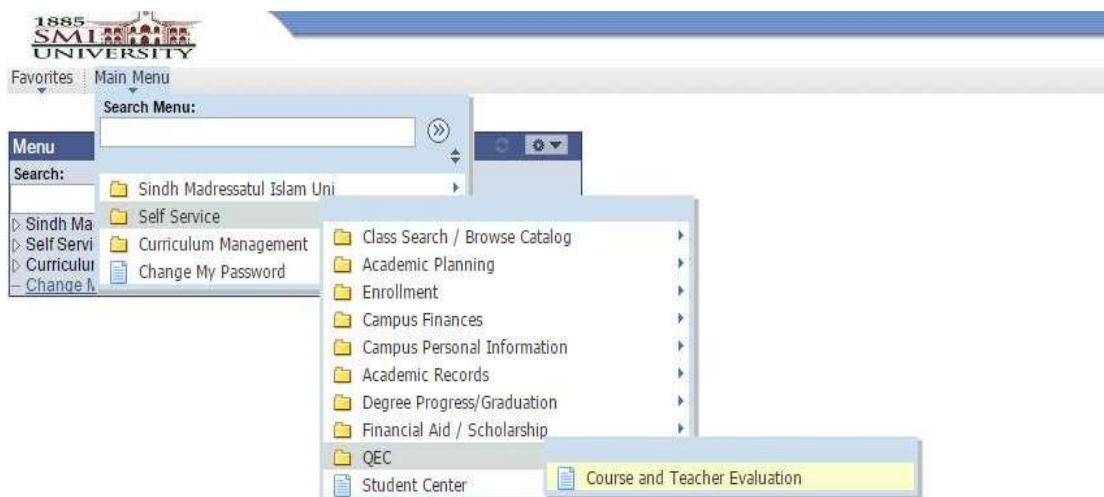
## Course and Teacher Evaluation by Student Process Step By Step

### 1. Click on login link

(Which is present on SMIU Website [www.smiu.edu.pk](http://www.smiu.edu.pk)) and provide your credentials (Username and Password in Caps Lock) for accessing PeopleSoft CMS

### 2. Go to the below Navigation after logging into CMS

**Main Menu > Self Service > QEC > Course and Teacher Evaluation**



3. After clicking on “**Course and Teacher Evaluation**” you will reach at the screen below:

1885 SMI UNIVERSITY

Favorites | Main Menu > Self Service > QEC > Course and Teacher Evaluation

Smiu Fac Eva Comp

Add a New Value

Empl ID: 100001224

SMIU\_CRSE\_CODE:  🔍

Add

4. Click on **Look up** (search icon). You will arrive at the screen below.

1885 SMI UNIVERSITY

Favorites | Main Menu > Self Service > QEC > Course and Teacher Evaluation

Smiu Fac Eva Comp

Add a New Value

Empl ID: 100001224

SMIU\_CRSE\_CODE:  🔍

Add

Look Up SMIU\_CRSE\_CODE

Search by: SMIU\_CRSE\_CODE begins with

Look Up Cancel Advanced Lookup

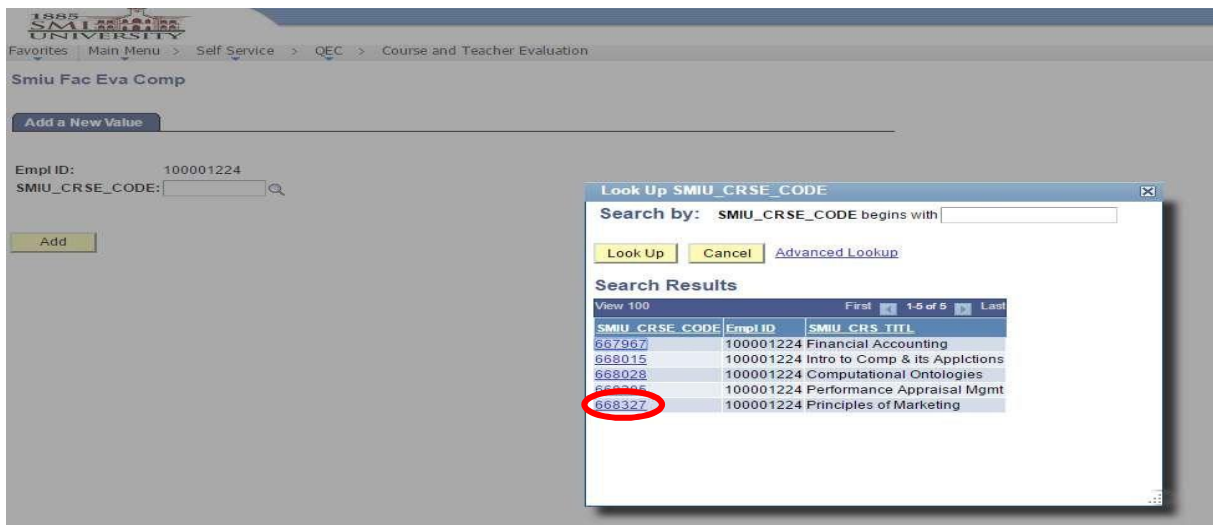
Search Results

View 100 First 1-5 of 5 Last

SMIU_CRSE_CODE	Empl ID	SMIU_CRSE_TITL
667967	100001224	Financial Accounting
668015	100001224	Intro to Comp & its Applications
668028	100001224	Computational Ontologies
668205	100001224	Performance Appraisal Mgmt
668327	100001224	Principles of Marketing

### 5. Select any one course.

*(All Enrolled courses for the term will be shown and faculty evaluations need to be completed for each course – one after another)*

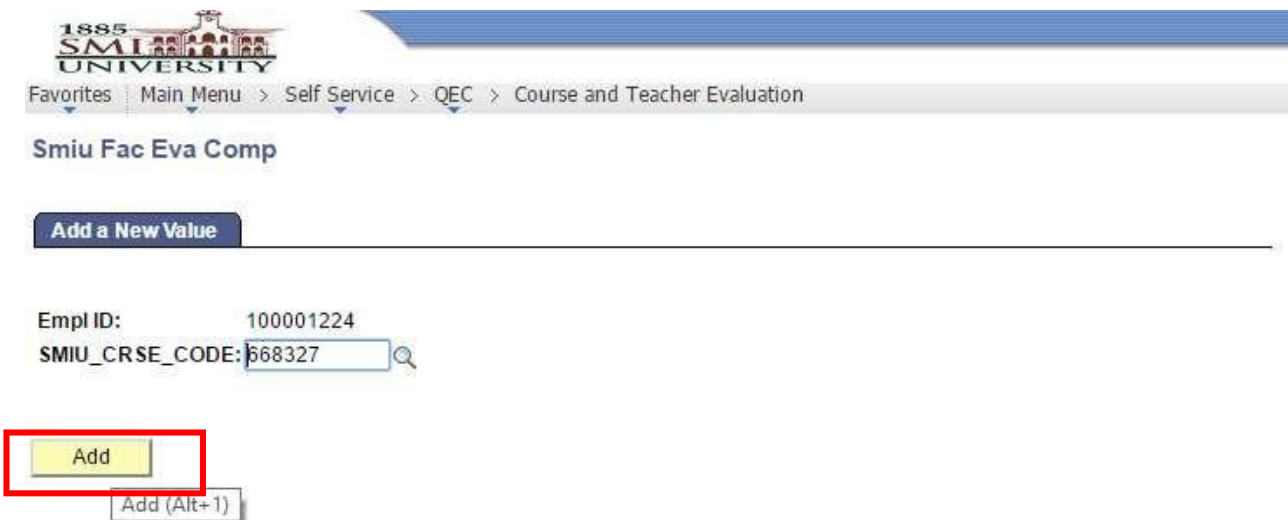


The screenshot shows the 'Smiu Fac Eva Comp' interface. The 'Empl ID' is 100001224. The 'Smiu Crse Code' field is empty. A search window titled 'Look Up SMIU\_CRSE\_CODE' is open, showing search results for 'Smiu Crse Code' starting with '668'. The results table is as follows:

SMIU_CRSE_CODE	EmplID	SMIU_CRS_TITL
667967	100001224	Financial Accounting
668015	100001224	Intro to Comp & its Applctions
668028	100001224	Computational Ontologies
668098	100001224	Performance Appraisal Mgmt
668327	100001224	Principles of Marketing

The course code '668327' is circled in red in the original image.

### 6. Selected course will now appear on the screen. Now click Add to proceed.



The screenshot shows the 'Smiu Fac Eva Comp' interface. The 'Empl ID' is 100001224. The 'Smiu Crse Code' field now contains '668327'. The 'Add' button is highlighted with a red box. A tooltip for the 'Add' button is visible, showing 'Add (Alt+1)'.

7. Faculty and course evaluation will appear for the course selected as shown below. **Fill the form** (to the best of your knowledge) against the selected course.

*(Student opinion may be selected from the dropdown menu)*

Course and Teacher Evaluation

### Course & Faculty Evaluation By Student

Student ID  Gender

Department  Course Code

Program & Shift  Semester

Course Title  Year Of Study

Credit Earned  Section

Faculty Name  Designation

Teachers Status  Department

Attendance

Use the scale given to answer following questions.  
1-Strongly Disagree, 2-Disagree, 3-Uncertain, 4-Agree, 5-Strongly agree

#### 1- Course Content

Questions	Student Opinion
1 The course content was a mix of theory and practical knowledge	<input type="text" value="4-AGREE"/>
2 Course objectives were clear and well organized	<input type="text" value="1-STRONGLY DISAGREE"/>
3 I was able to manage the course load	<input type="text" value="2-DISAGREE"/>

\*\*Comments

#### 2- Student Contribution

Questions	Student Opinion
1 My contribution to the class discussion was valued.	<input type="text"/>
2 I participated actively during the course	<input type="text"/>
3 My progress in the course was noticeable	<input type="text"/>

\*\*Comments

**8. Complete the evaluation. All questions are mandatory.**

QEC > Course and Teacher Evaluation

**\*\*Comments** The Course Content is very summarized

### 2- Student Contribution

Questions	Student Opinion
1 My contribution to the class discussion was valued.	4-AGREE
2 I participated actively during the course	4-AGREE
3 My progress in the course was noticeable	4-AGREE

**\*\*Comments** I have contributed in every lecture of the class

### 3- Learning Environment & Teaching Methods

Questions	Student Opinion
1 The course maintained my interest throughout the duration.	4-AGREE
2 Overall environment in the class was conducive for learning.	4-AGREE
3 Course was well structured with interactive teaching methods.	4-AGREE

**\*\*Comments** The Learning Environment & Teaching Methods are very good

**Comments too are mandatory**

### 6- Assessment & Feedback

Question	Student Opinion
1 Assessment criteria and grading was fair and effective	2-DISAGREE
2 The course assessment was designed and managed appropriately	4-AGREE
3 Feedback on assessment was timely and helpful	3-UNCERTAIN

**\*\*Comments** The course assessment was designed very perfectly

### 7- Tutorials / Counseling

Question	Student Opinion
1 Tutorials are very fine	4-AGREE
2 Tutorials are very good	4-AGREE

**\*\*Comments** Tutorials are very concise

### 8 - Course Instructor

Question	Student Opinion
1 Course Instructor used relevant materials (in addition to course text book).	2-DISAGREE
2 Course Instructor used various teaching methods for effective course delivery.	3-UNCERTAIN
3 Course Instructor showed respect towards students	4-AGREE
4 The Course Instructor was punctual and well organized.	4-AGREE

9. After filling all the Opinions and Comments against All the Questions, **Now** click Save

**8 - Course Instructor**

Question	Student Opinion
1 Course Instructor used relevant materials (in addition to course text book).	2-DISAGREE
2 Course Instructor used various teaching methods for effective course delivery.	3-UNCERTAIN
3 Course Instructor showed respect towards students	4-AGREE
4 The Course Instructor was punctual and well organized.	4-AGREE
5 Course Instructor reviews and evaluates course content to fulfill student's needs.	4-AGREE
6 Course Instructors input enhanced my knowledge and skill with respect to the subject	4-AGREE
7 Course Instructor was well prepared for each class.	4-AGREE
8 Course Instructor demonstrated good command / knowledge of the subject.	4-AGREE

\*\*Comments

Learning Points For Course	Areas of Improvement For Course
1 <input type="text" value="No Comments"/>	<input type="text" value="COURSE MATERIAL"/>



10. After clicking on Save Button, wait for the following message to appear for confirmation of evaluation submitted against the course.

### 11. Click OK to proceed

Department: Department of Bus Administration  
 Program & Shift: BS Accounts And Finance (M)  
 Course Title: Principles of Marketing  
 Year Of Study: 4  
 Credit Earned: 3  
 Faculty Name: MUHAMMAD A  
 Teachers Status: Permanent  
 Attendance: 0

Course Code: MKT 101  
 Semester: Fall 2016

Message  
 You have successfully completed the desired evaluation.

OK Cancel

Use the scale given to answer following questions.  
 1-Strongly Disagree, 2-Disagree, 3-Uncertain, 4-Agree, 5-Strongly agree

**1- Course Content**

Questions	Student Opinion
1 The course content was a mix of theory and practical knowledge	2-DISAGREE
2 Course objectives were clear and well organized	2-DISAGREE
3 I was able to manage the course load	2-DISAGREE

\*\*Comments: subzamandi

**2- Student Contribution**

### 12. Now click again on ‘Course and Teacher Evaluation’ (at the top menu) to evaluate further Courses.

Home | YouAka | MailChimp

Course and Teacher Evaluation

**Course & Faculty Evaluation By Student**

Student ID: PS  
 Department: \_\_\_\_\_  
 Program & Shift: \_\_\_\_\_  
 Course Title: \_\_\_\_\_  
 Year Of Study: 0  
 Credit Earned: 0  
 Faculty Name: \_\_\_\_\_  
 Teachers Status: Permanent  
 Attendance: 0

Gender: \_\_\_\_\_  
 Course Code: \_\_\_\_\_  
 Semester: \_\_\_\_\_  
 Section: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Department: \_\_\_\_\_

Use the scale given to answer following questions.  
 1-Strongly Disagree, 2-Disagree, 3-Uncertain, 4-Agree, 5-Strongly agree

**1- Course Content**

Questions	Student Opinion
1	



13. Click on look up (search icon).

14. Select remaining courses (one after another) to complete evaluations for all the courses studied this term.

*(Here you can see that the filled course (MKT-101: Principles of Marketing) has been omitted from the search values)*

Smiu Fac Eva Comp

Add a New Value

Empl ID: 100001224

SMU\_CRSE\_CODE:

Add

Look Up SMU\_CRSE\_CODE

Search by: SMU\_CRSE\_CODE begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-4 of 4 Last

SMU_CRSE_CODE	Empl ID	SMU_CRSE_CODE
667967	100001224	Financial Accounting
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668028	100001224	Computational Ontologies
668205	100001224	Performance Appraisal Mgmt

15. Follow the above procedure till Faculty and course evaluations are completed against all courses.

For queries and complaints contact [qec@smiu.edu.pk](mailto:qec@smiu.edu.pk)

Thank you for your cooperation and timely response.