



Quality Enhancement Cell (QEC)

User Guide for “Teacher and Course Evaluation” by Student



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Quality Enhancement Cell (QEC)

Course and Teacher Evaluation by Student Process Step By Step

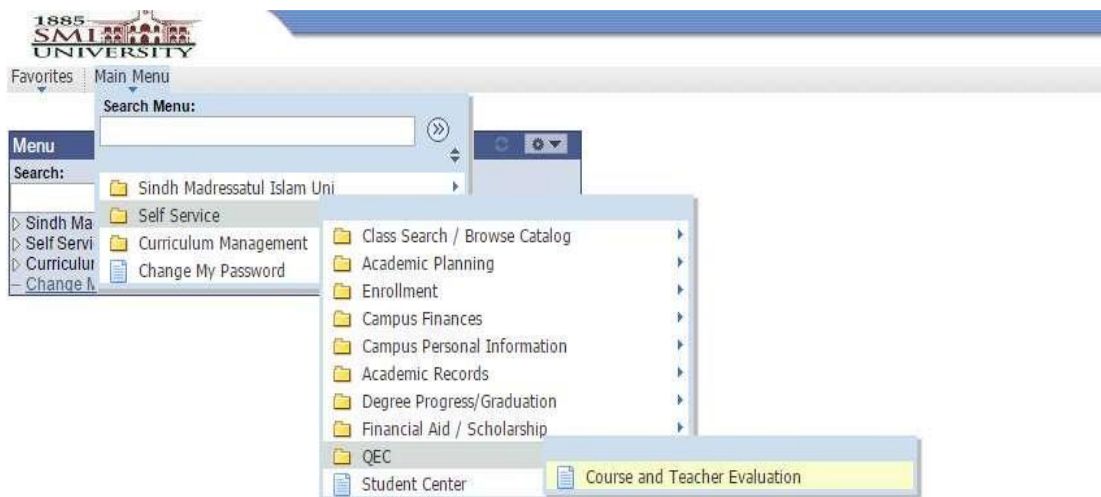
1. Click on login link

(Which is present on SMIU Website www.smiu.edu.pk) 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

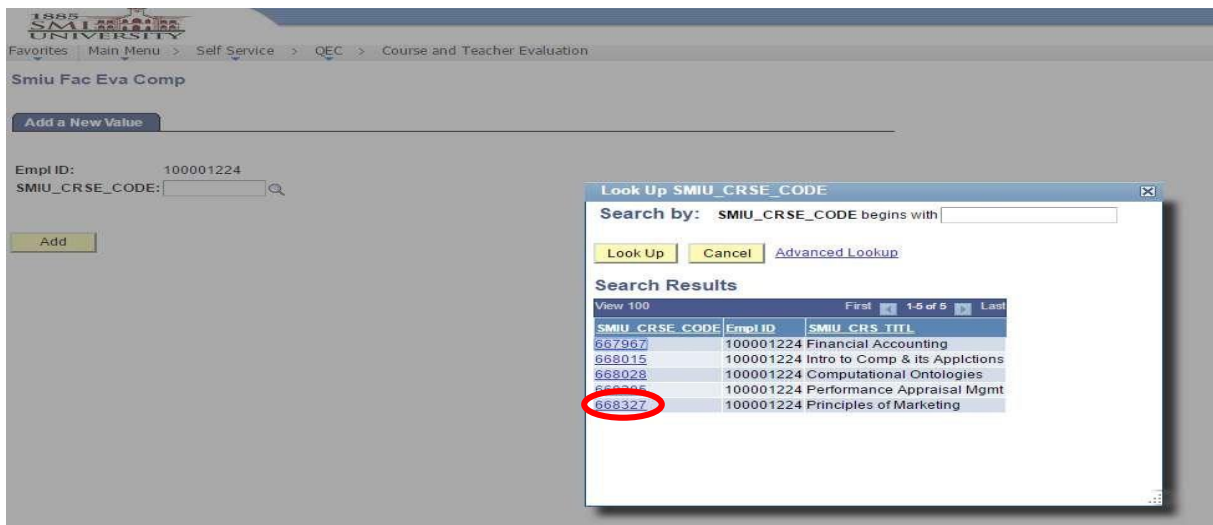
Search Results

View 100 First 1-5 of 5 Last

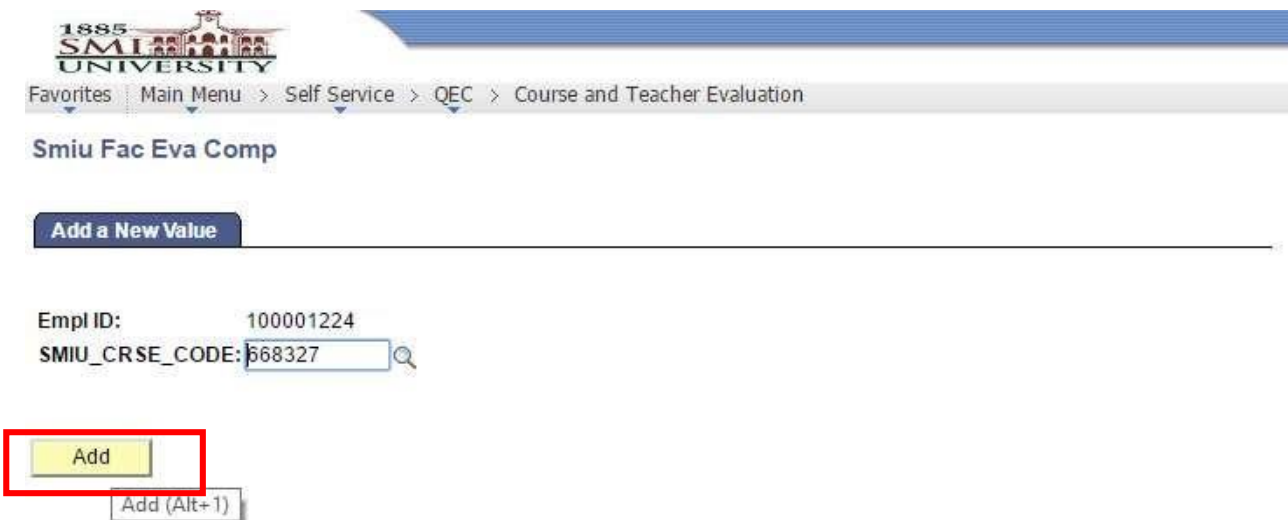
SMIU_CRSE_CODE	Empl ID	SMIU CRS TITL
667967	100001224	Financial Accounting
668015	100001224	Intro to Comp & its Applications
668028	100001224	Computational Ontologies
668205	100001224	Performance Appraisal Mgmt
668327	100001224	Principles of Marketing

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)



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



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

Program & Shift Course Code

Course Title Semester

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	4-AGREE
2 Course objectives were clear and well organized	1-STRONGLY DISAGREE 2-DISAGREE 3-UNCERTAIN
3 I was able to manage the course load	4-AGREE 5-STRONGLY AGREE

**Comments

2- Student Contribution

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

**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

The screenshot shows a course evaluation form with a modal message box. The message box contains the text: "You have successfully completed the desired evaluation." Below the message are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangle. The background form includes fields for Department, Program & Shift, Course Title, Year Of Study, Credit Earned, Faculty Name, Teachers Status, and Attendance. Below these fields is a scale for answering questions: "1-Strongly Disagree, 2-Disagree, 3-Uncertain, 4-Agree, 5-Strongly agree". The form also displays a table of questions and student opinions.

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

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

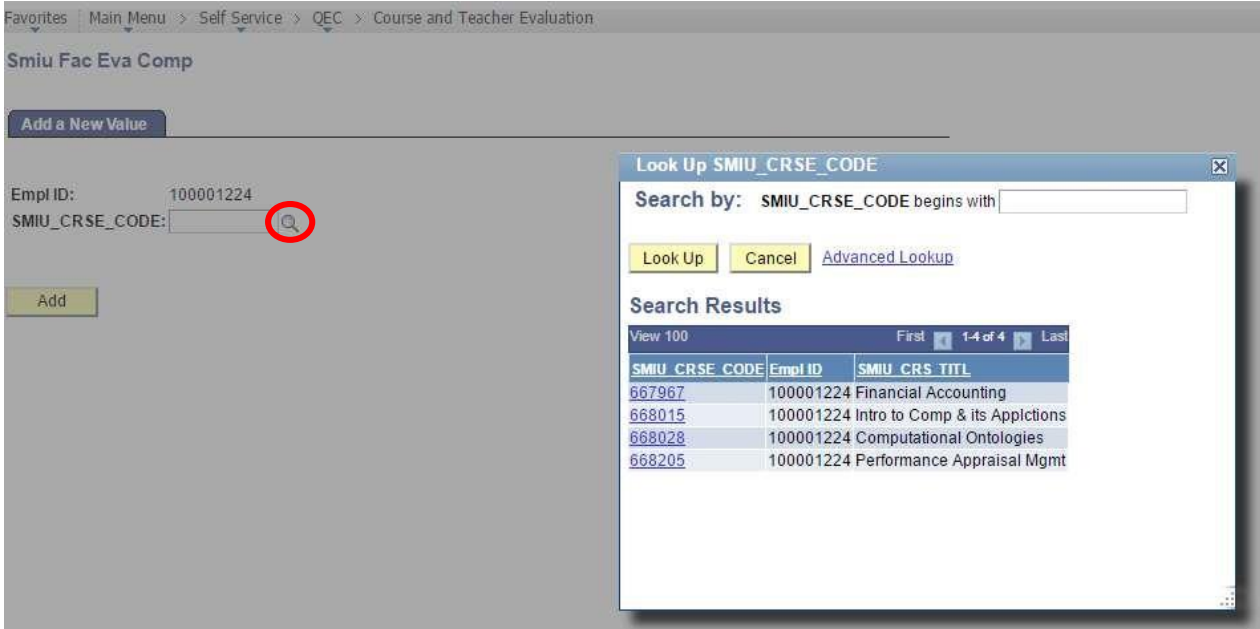
The screenshot shows the top navigation menu of the system. The "Course and Teacher Evaluation" option is highlighted with a red rectangle. Below the menu is the "Course & Faculty Evaluation By Student" form. The form includes fields for Student ID, Department, Program & Shift, Course Title, Year Of Study, Credit Earned, Faculty Name, Teachers Status, Attendance, Gender, Course Code, Semester, Section, and Designation. Below these fields is a scale for answering questions: "1-Strongly Disagree, 2-Disagree, 3-Uncertain, 4-Agree, 5-Strongly agree". The form also displays a table of questions and student opinions.

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)



The screenshot shows the 'Smiu Fac Eva Comp' interface. On the left, there is a form with 'Empl ID: 100001224' and 'SMU_CRSE_CODE:' followed by a search icon (magnifying glass) circled in red. An 'Add' button is below. A 'Look Up SMU_CRSE_CODE' dialog box is open on the right. It has a search field with the text 'SMU_CRSE_CODE begins with'. Below the search field are buttons for 'Look Up', 'Cancel', and 'Advanced Lookup'. The 'Search Results' section shows a table with 4 rows and 3 columns: SMU_CRSE_CODE, Empl ID, and SMU_CRSE_TITL. The results are:

SMU_CRSE_CODE	Empl ID	SMU_CRSE_TITL
667967	100001224	Financial Accounting
668015	100001224	Intro to Comp & its Applctions
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

Thank you for your cooperation and timely response.