

1.0 Read This First**1.1 What Is Teaching Evaluation Module About**

This system is for the evaluation of academics specifically on the teaching of related subject every trimester.

1.2 What Is The Purpose Of This Manual?

This manual is prepared to guide the user of the teaching evaluation system

1.3 Audience

Users of this system are the MMU students of active status who register for subject/s during the trimester.

1.4 Requirement

- 1.4.1 Web browser
 - Microsoft Windows Internet Explorer
 - Mozilla Firefox

2.0 Running the Application**2.1 Loading the Application**

URL for the system: <http://online.mmu.edu.my/> or students may directly go to <https://cms.mmu.edu.my/psp/csprd/?cmd=login&languageCd=ENG&> . CaMSys username and password are required to proceed to the next step.

2.2 Login Screen

From the <http://online.mmu.edu.my/> page, user proceed by clicking on the CaMSys link.

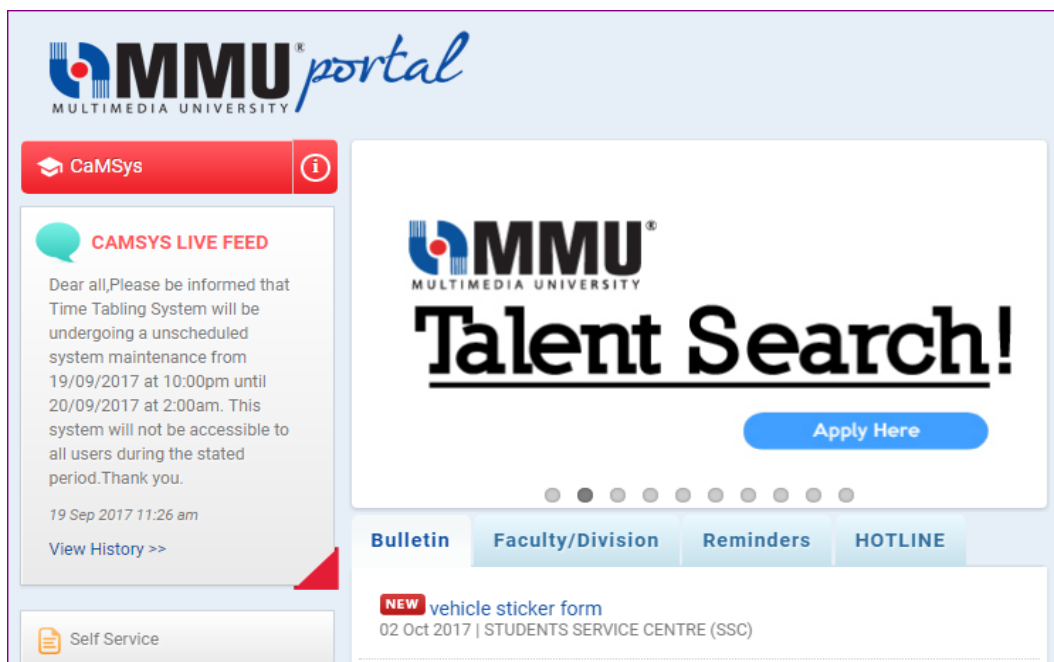


Figure 2.2.1 – Online MMU main screen

The user needs to enter CaMSys username and password. Click Login button to proceed.

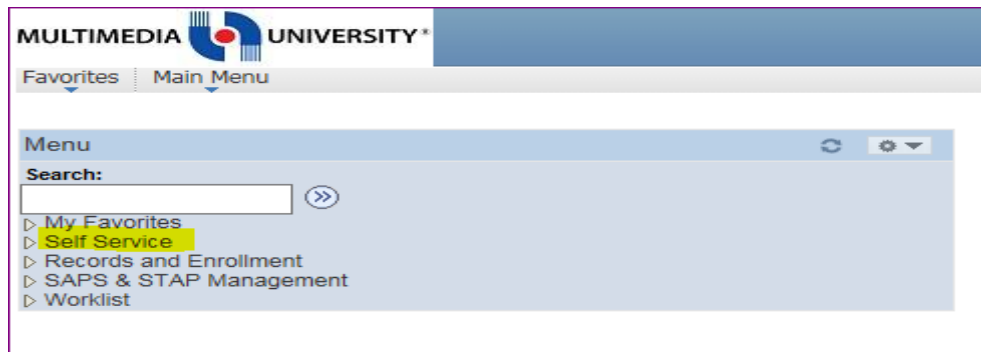


Figure 2.2.2 – CaMSys main screen

The user need to click **Self Service** to proceed.

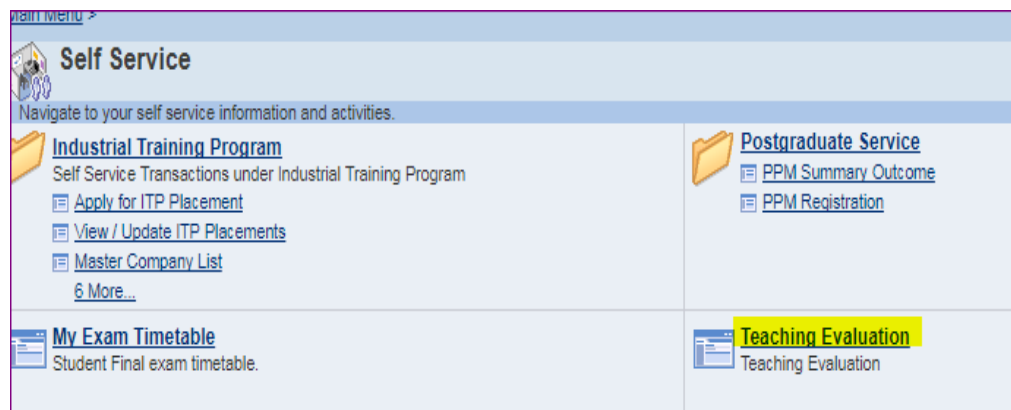


Figure 2.2.3 – Self Service main screen

The user need to click **Teaching Evaluation** to proceed.

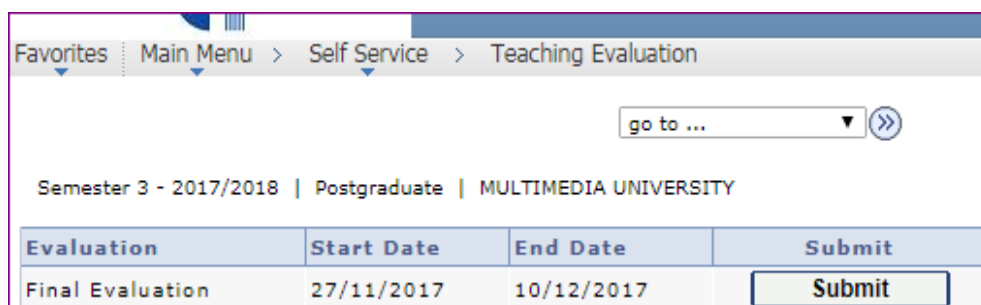


Figure 2.2.4 – Teaching Evaluation screen

The user need to click **submit** button for **Final Evaluation**.

3.0 Evaluation

The evaluation is to be done on items related to subjects registered for that trimester.

From the main Teaching Evaluation page, user chooses and click on each subject to start evaluate.

Under each subject, student needs to evaluate:-

- a. Statement about Lecturer
- b. Statement about Tutor
- c. Statement about Lab Instructor
- e. Statement about Facilities

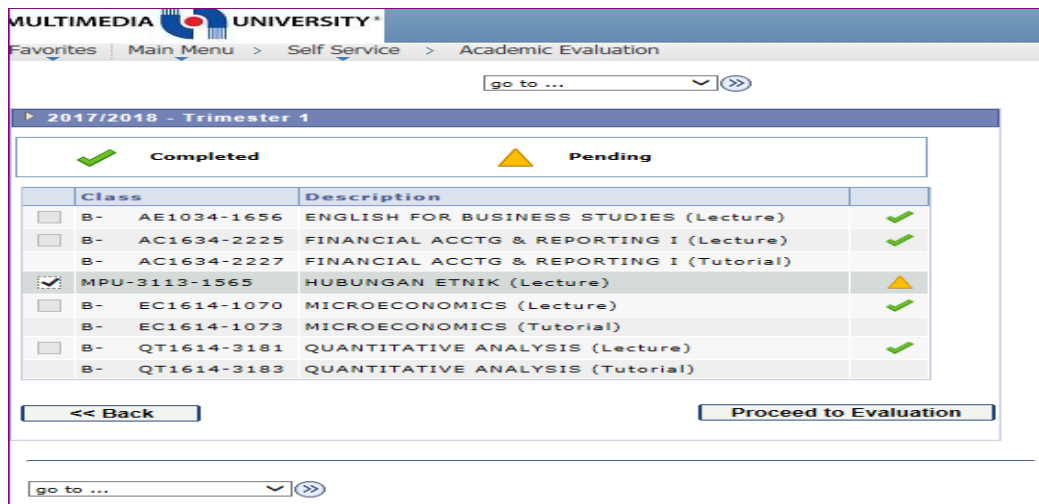


Figure 3.0.1 – Online teaching evaluation main screen

The user need to click proceed to evaluation after tick the subject to evaluate.

Favorites Main Menu > Self Service > Teaching Evaluation

Teaching Evaluation Survey

Trimester: Semester 3 - 2017/2018 Type of Evaluation: Final Evaluation
 Subject: BYL7134 (CYBERLAW)

Survey Section(s) First 1 of 5 Last

Instructor Name: Manique Apsara Ephranella Cooray
 Section: Statement About Lecturer : Knowledge
 Applicable:

No. 1



Description	
Strongly Disagree	<input type="checkbox"/>
Disagree	<input type="checkbox"/>
Average	<input type="checkbox"/>
Agree	<input type="checkbox"/>
Strongly Agree	<input type="checkbox"/>

No. 2

Description	
Strongly Disagree	<input type="checkbox"/>
Disagree	<input type="checkbox"/>
Average	<input type="checkbox"/>
Agree	<input type="checkbox"/>
Strongly Agree	<input type="checkbox"/>

Figure 3.0.2 - Online teaching evaluation statement about lecturer's screen
 (Subsection: Knowledge)

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Teaching Evaluation](#)

Teaching Evaluation Survey

Trimester: Semester 3 - 2017/2018 **Type of Evaluation:** Final Evaluation
Subject: BYL7134 (CYBERLAW)

Survey Section(s) First 2 of 5 Last

Instructor Name: Manique Apsara Ephranella Cooray

Section: Statement About Lecturer : Class Management

Applicable:

No. 1

Description	
Strongly Disagree	<input type="checkbox"/>
Disagree	<input type="checkbox"/>
Average	<input type="checkbox"/>
Agree	<input type="checkbox"/>
Strongly Agree	<input type="checkbox"/>

No. 2

Description	
Strongly Disagree	<input type="checkbox"/>
Disagree	<input type="checkbox"/>
Average	<input type="checkbox"/>
Agree	<input type="checkbox"/>
Strongly Agree	<input type="checkbox"/>

Figure 3.0.3 - Online teaching evaluation statement about lecturer's screen
(Subsection: Class Management)

avorites | Main Menu > Self Service > Teaching Evaluation

Teaching Evaluation Survey

Trimester: Semester 3 - 2017/2018 Type of Evaluation: Final Evaluation

Subject: BYL7134 (CYBERLAW)

Survey Section(s) First 3 of 5 Last

Instructor Name: Manique Apsara Ephranella Cooray

Section: Statement About Lecturer : Open-ended

Applicable:

No. 1

max. 250 characters

Comments / Remarks

No. 2

max. 250 characters

Comments / Remarks

Figure 3.0.4 - Online teaching evaluation statement about lecturer's screen
(Subsection: Open-ended)

Favorites Main Menu > Self Service > Teaching Evaluation

Teaching Evaluation Survey

Trimester: Semester 3 - 2017/2018 Type of Evaluation: Final Evaluation
 Subject: BYL7134 (CYBERLAW)

Survey Section(s) First 4 of 5 Last

Instructor Name: Manique Apsara Ephranella Cooray
Section: Statement About MMU Facilities
Applicable:

No. 1

Description	
Strongly Disagree	<input type="checkbox"/>
Disagree	<input type="checkbox"/>
Average	<input type="checkbox"/>
Agree	<input type="checkbox"/>
Strongly Agree	<input type="checkbox"/>

No. 2

Description	
Strongly Disagree	<input type="checkbox"/>
Disagree	<input type="checkbox"/>
Average	<input type="checkbox"/>
Agree	<input type="checkbox"/>
Strongly Agree	<input type="checkbox"/>

Figure 3.0.5 - Online teaching evaluation statement about MMU Facilities

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Teaching Evaluation](#)

Teaching Evaluation Survey

Trimester: Semester 3 - 2017/2018 **Type of Evaluation:** Final Evaluation
Subject: BYL7134 (CYBERLAW)

Survey Section(s) First 5 of 5 Last

Instructor Name: Manique Apsara Ephranelle Cooray
Section: Statement About Facilities : Open-ended
Applicable:

No. 1

Learning spaces condition eg : places to study/furniture/ cleanliness etc.

Description	Ranking / Points
Air Conditioning	1 <input checked="" type="checkbox"/>
WiFi on campus	2 <input checked="" type="checkbox"/>
Computers in the lab	4 <input checked="" type="checkbox"/>
AV equipment in the classroom	3 <input checked="" type="checkbox"/>
Learning spaces condition	5 <input checked="" type="checkbox"/>

No. 2

max. 250 characters

Comments / Remarks

Figure 3.0.6 - Online teaching evaluation statement about MMU Facilities (Open-ended)

3.1 Evaluation Process

After choosing the subject to be evaluated and click proceed evaluation, user fill up the questionnaire and click on submit button. User will be directed to evaluation screens in the following order:

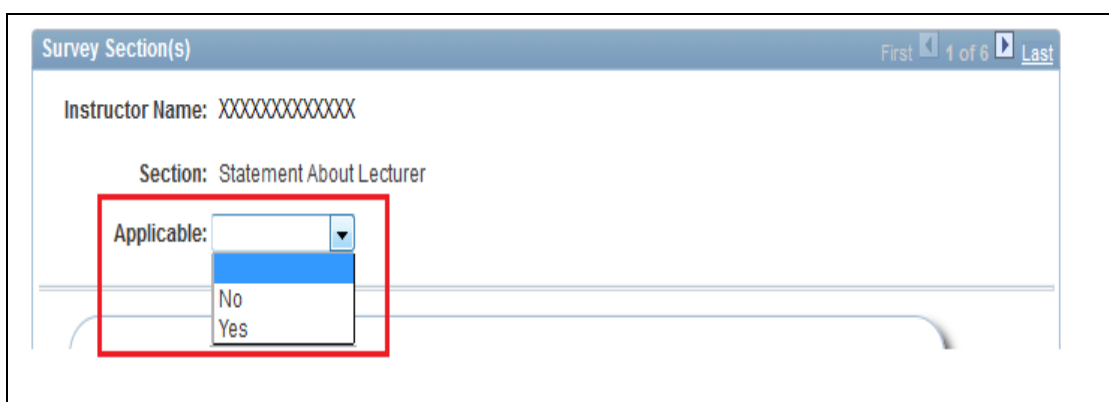
- 1) **Statement about Lecturer : Knowledge**
- 2) **Statement about Lecturer : Class Management**
- 3) **Statement about Lecturer : Open-ended**
- 4) **Statement about MMU Facilities**
- 5) **Statement about MMU Facilities : Open-ended**
- 6) **Statement about Tutor : Knowledge**
- 7) **Statement about Tutor : Class Management**
- 8) **Statement about Tutor : Open-ended**
- 9) **Statement about Lab Instructor : Knowledge**
- 10) **Statement about Lab Instructor : Class Management**
- 11) **Statement about Lab Instructor : Open-ended**

If the subject evaluated has tutorial session, immediately after the user has completed evaluating the statement about MMU Facilities, the user will be directed to the screen for evaluating statement about the tutor.

- To navigate between the section (set of answer), click on the navigation bar located at the upper right side of the survey area



- The lecturer's applicability function still retains as per previous layout
- As before, the user is required to fill in the reason if the lecturer is not applicable



Survey Section(s) First 1 of 6 Last

Instructor Name: XXXXXXXXXXXX

Section: Statement About Lecturer

Applicable: No

*Reason: The lecturer has not taught me

I have never attended class

The lecturer has not taught me

Save Submit

- All of survey question areas will be hidden if responded select the applicability as 'No'

Trimester: Trimester 3 - 2014/2015 Type of Evaluation: Final Evaluation

Subject: BMM1014 (MATHEMATICS FOR MANAGERS)

Survey Section(s) First 1 of 6 Last

Instructor Name: XXXXXXXXXXXX

Section: Statement About Lecturer

Applicable: No

*Reason: The lecturer has not taught me

Save Submit

3.1.1 Page _Questionnaire (One Answer)

- The user must only tick / select one answer for question with 'ONE' as the answer option type
- Once user click an answer, the rest of the answer set tick box will be disable
- To select other answer, unselect the previous answer and make a new selection

No. 1 I am able to critically evaluate, manage, reflect on, integrate, and apply knowledge learnt in this subject.

Description	
Strongly Disagree	<input checked="" type="checkbox"/>
Disagree	<input type="checkbox"/>
Average	<input type="checkbox"/>
Agree	<input type="checkbox"/>
Strongly Agree	<input type="checkbox"/>

3.1.2 Page_ Questionnaire (Ranking Answer)

- As mentioned previously, the user must select all answer for ranking type of question
- The ranking is determine as **'first click, first priority and last click as least priority'**
- If user changes the selection by unclicking one of the selection, the priority – ranking will be auto adjusted

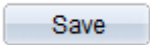
Description	Ranking / Points	
LECTURE NOTES	2	<input checked="" type="checkbox"/>
ONLINE PUBLICATION	6	<input checked="" type="checkbox"/>
VIDEO TUTORIALS (YOUTUBE)	1	<input checked="" type="checkbox"/>
ONLINE BLOG	4	<input checked="" type="checkbox"/>
FORUM	3	<input checked="" type="checkbox"/>
ONLINE ARTICLES	5	<input checked="" type="checkbox"/>

3.1.3 Page_ Questionnaire (Open Ended – Comments Answer)

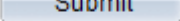
- The user will need to fill in the remarks / comments at the text box area

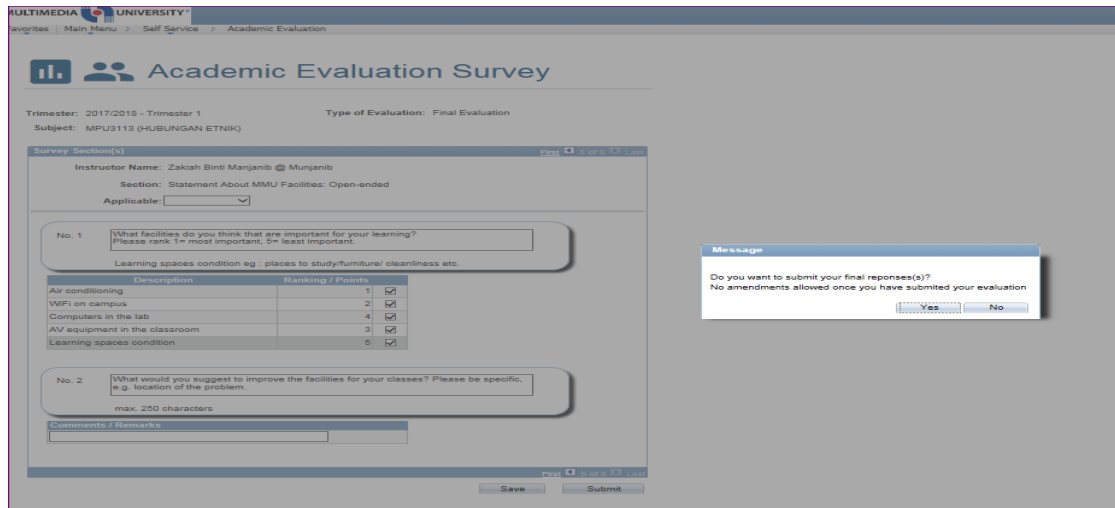
For student comments at the evaluating statement for Lecturer, Tutor, Lab Instructor and MMU Facilities, the limitation of capacity is up to 250 characters. Students are advisable to be more precise in the suggestions and comments.

3.1.4 Save Button

- The  button will save the current answer at table N_STU_EVL_ANS
- Amendments is allowed
- The user will still need to click Submit button once all survey questions have been answered
- Save button will still indicate that the user is in the process of completing the survey and hasn't yet finished

3.1.5 Submit Button

- The  button will save the survey answer at table N_STU_EVL_ANS
- System will prompt error if user didn't complete answering the survey questions (excluding Optional questions)
- Once clicked, respondent will not be able to make any answer amendments
- Submit button will indicate that respondent has finished evaluating
- Submission of Evaluation Page



Academic Evaluation Survey

Trimester: 2017/2018 - Trimester 1 Type of Evaluation: Final Evaluation
Subject: MPU3113 (HUBUNGAN ETNIK)

Survey Section(s)

Instructor Name: Zakiah Binti Manjanib @ Munjanib
Section: Statement About MMU Facilities: Open-ended
Applicable:

No. 1 What facilities do you think that are important for your learning? Please rank 1= most important, 5= least important.
Learning spaces condition eg : places to study/furniture/ cleanliness etc.

Description	Ranking / Points	
Air conditioning	1	<input checked="" type="checkbox"/>
WiFi on campus	2	<input checked="" type="checkbox"/>
Computers in the lab	4	<input checked="" type="checkbox"/>
AV equipment in the classroom	3	<input checked="" type="checkbox"/>
Learning spaces condition	5	<input checked="" type="checkbox"/>

No. 2 What would you suggest to improve the facilities for your classes? Please be specific, e.g. location of the problem.
max. 250 characters

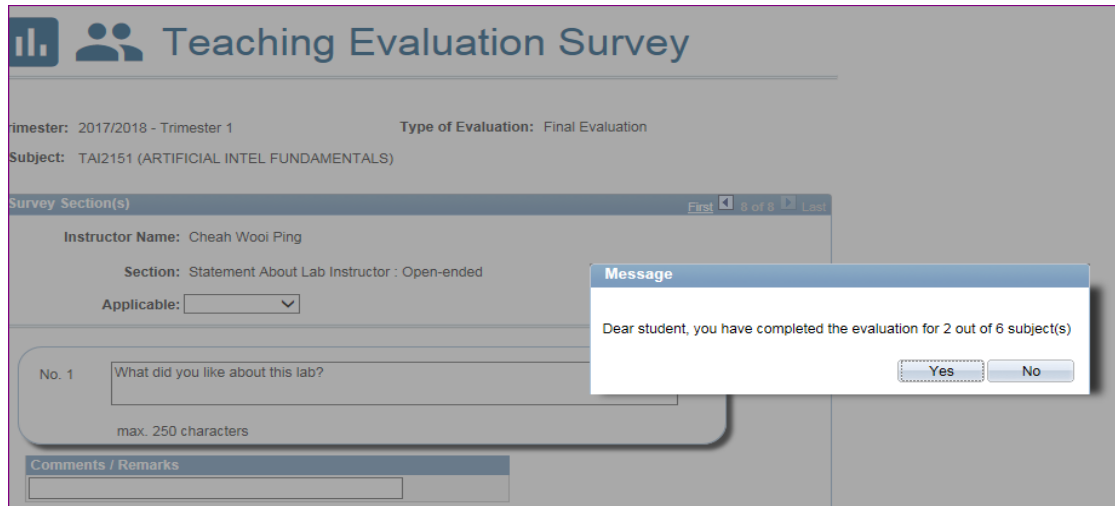
Comments / Remarks

Save Submit

Message

Do you want to submit your final responses(s)?
No amendments allowed once you have submitted your evaluation

Yes No



Teaching Evaluation Survey

Trimester: 2017/2018 - Trimester 1 Type of Evaluation: Final Evaluation
Subject: TAI2151 (ARTIFICIAL INTEL FUNDAMENTALS)

Survey Section(s)

Instructor Name: Cheah Wooli Ping
Section: Statement About Lab Instructor : Open-ended
Applicable:

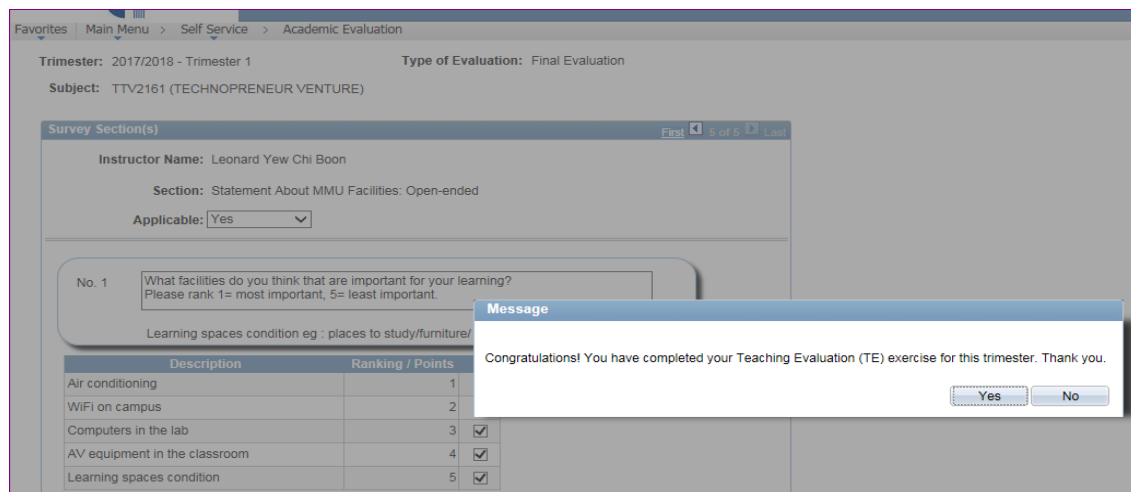
No. 1 What did you like about this lab?
max. 250 characters

Comments / Remarks

Message

Dear student, you have completed the evaluation for 2 out of 6 subject(s)

Yes No



Academic Evaluation Survey

Trimester: 2017/2018 - Trimester 1 Type of Evaluation: Final Evaluation
Subject: TTV2161 (TECHNOPRENEUR VENTURE)

Survey Section(s)

Instructor Name: Leonard Yew Chi Boon
Section: Statement About MMU Facilities: Open-ended
Applicable: Yes

No. 1 What facilities do you think that are important for your learning? Please rank 1= most important, 5= least important.
Learning spaces condition eg : places to study/furniture/

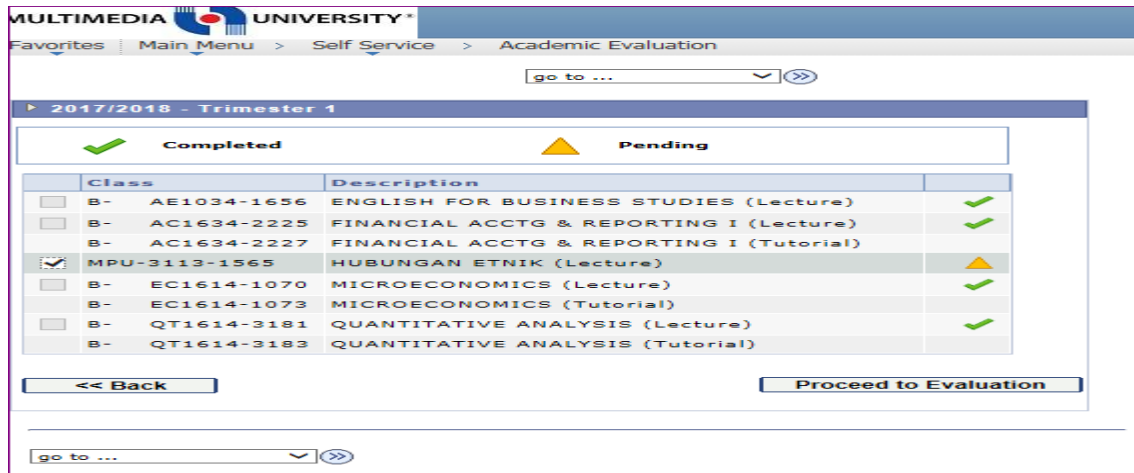
Description	Ranking / Points	
Air conditioning	1	
WiFi on campus	2	
Computers in the lab	3	<input checked="" type="checkbox"/>
AV equipment in the classroom	4	<input checked="" type="checkbox"/>
Learning spaces condition	5	<input checked="" type="checkbox"/>

Message

Congratulations! You have completed your Teaching Evaluation (TE) exercise for this trimester. Thank you.

Yes No

- Record saved and proceed to next subject's screen



The column with tick (✓) on the far right indicates the subjects which evaluation has been completed.

3.2 Evaluate Exit

Click on Logout button once evaluation of all subjects is completed

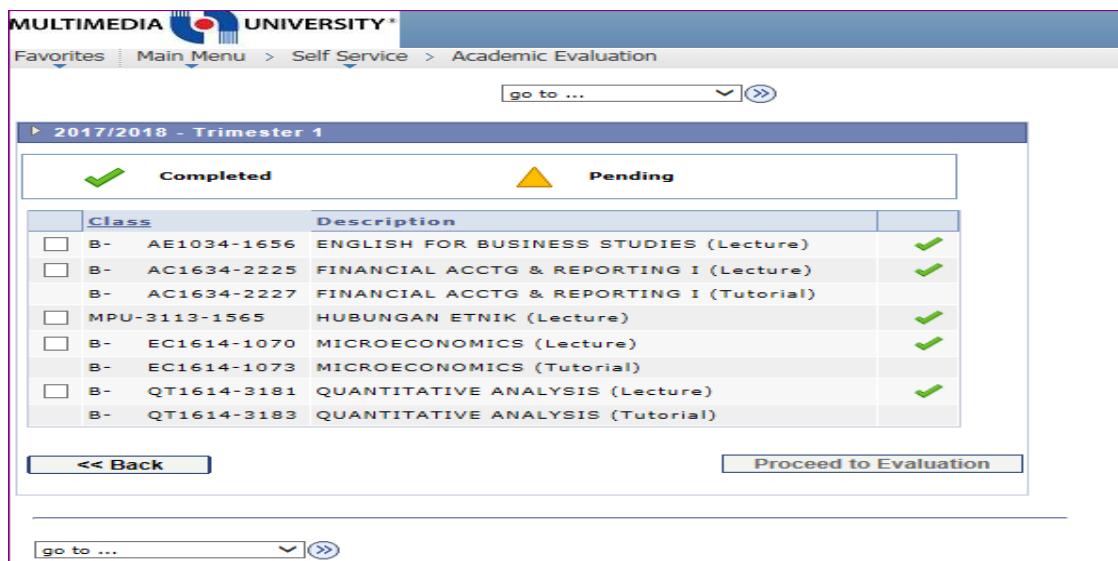


Figure 3.2.1 - Screen showing that evaluation has been successfully completed for all subject registered.

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