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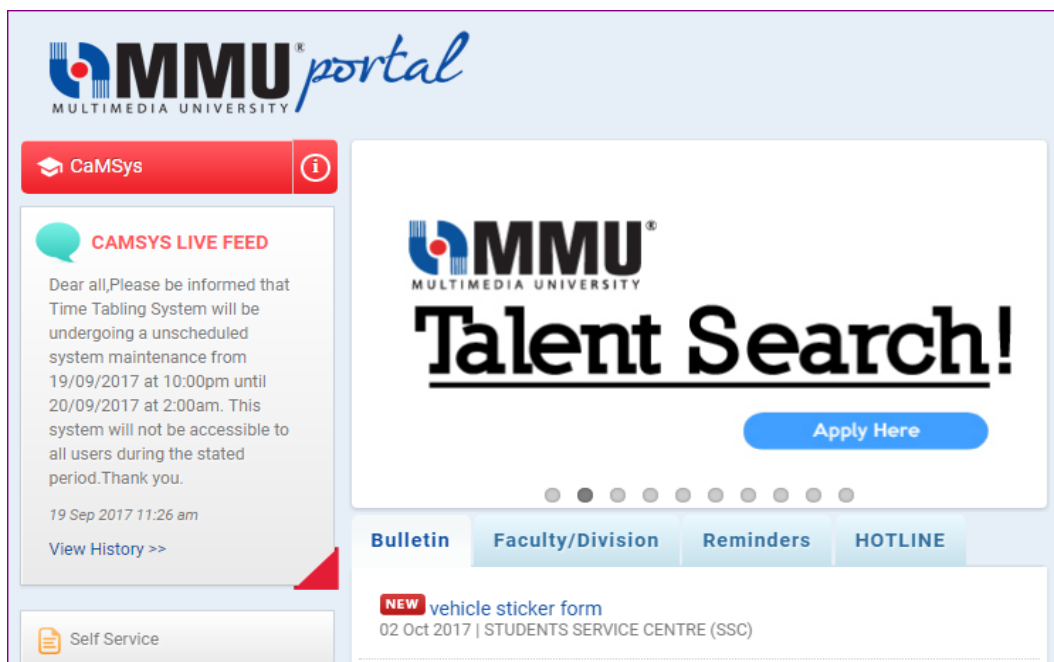From the http://online.mmu.edu.my/ page, user proceed by clicking on the CaMSys link.

Figure 2.2.1 – Online MMU main screen

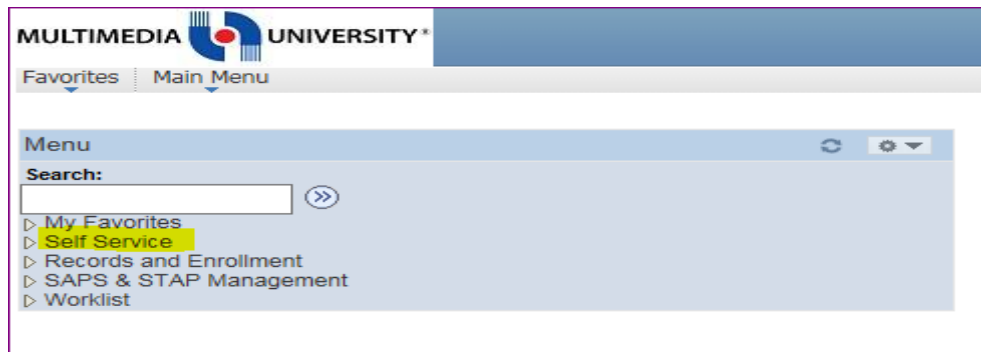**The user needs to enter CaMSys username and password. Click Login button to proceed.**

Figure 2.2.2 – CaMSys main screen
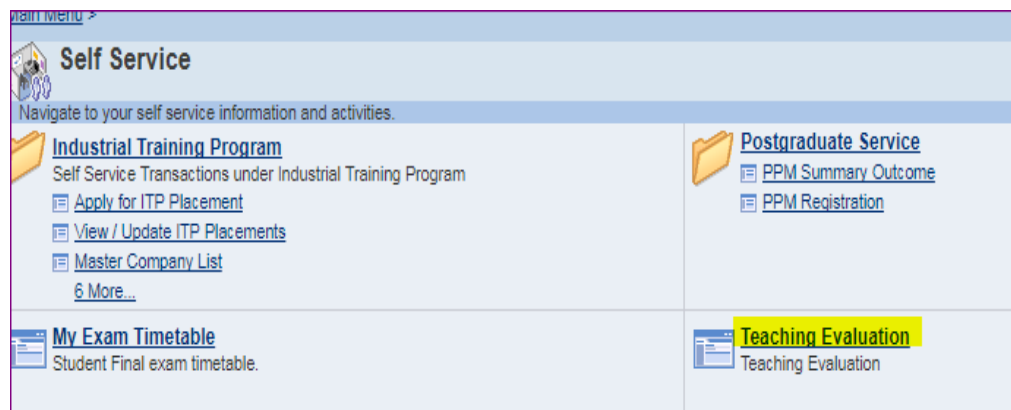
The user need to click Self Service to proceed.

Figure 2.2.3 – Self Service main screen
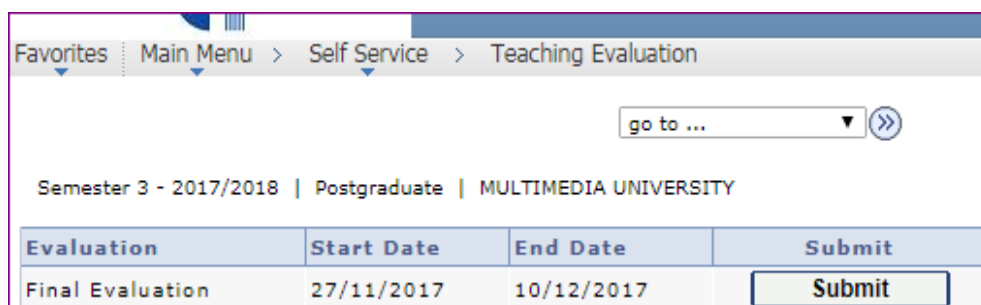
The user need to click Teaching Evaluation to proceed.

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
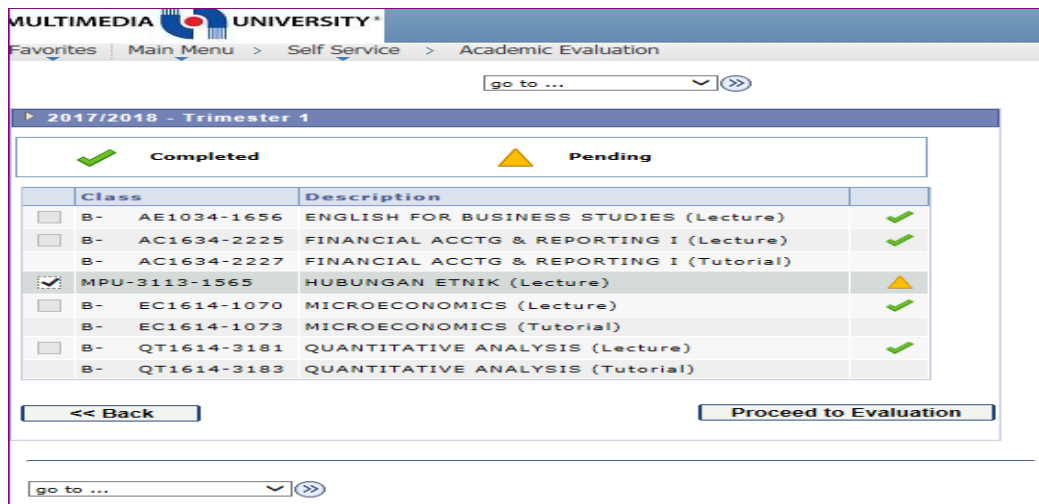
Figure 3.0.1 – Online teaching evaluation main screen

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

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

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

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

Figure 3.0.5 - Online teaching evaluation statement about MMU Facilities

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:
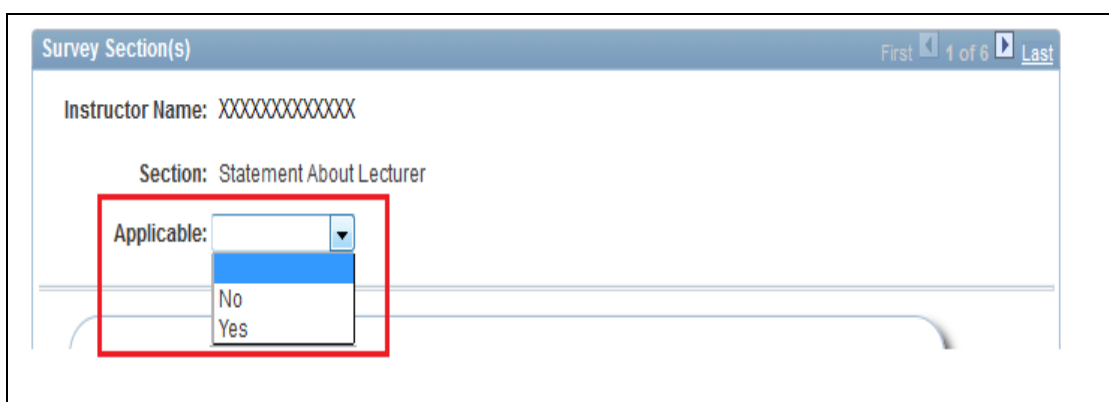
1) **Statement about Lecturer : Knowledge**
2) **Statement about Lecturer : Class Management**
3) **Statement about Lecturer : Open-ended**
4) **Statement about MMU Facilities**
5) **Statement about MMU Facilities : Open-ended**
6) **Statement about Tutor : Knowledge**
7) **Statement about Tutor : Class 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

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

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

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*'
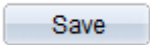- If user changes the selection by unclicking one of the selection, the priority – ranking will be auto adjusted

| No. 2 | Rank study materials of interest as below |

Description	Ranking / Points	
LECTURE NOTES	2	☑
ONLINE PUBLICATION	6	☑
VIDEO TUTORIALS (YOUTUBE)	1	☑
ONLINE BLOG	4	☑
FORUM	3	☑
ONLINE ARTICLES	5	☑

3.1.3 Page_Questionnaire (Open Ended – Comments Answer)
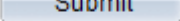
- The user will need to fill in the remarks / comments at the text box area

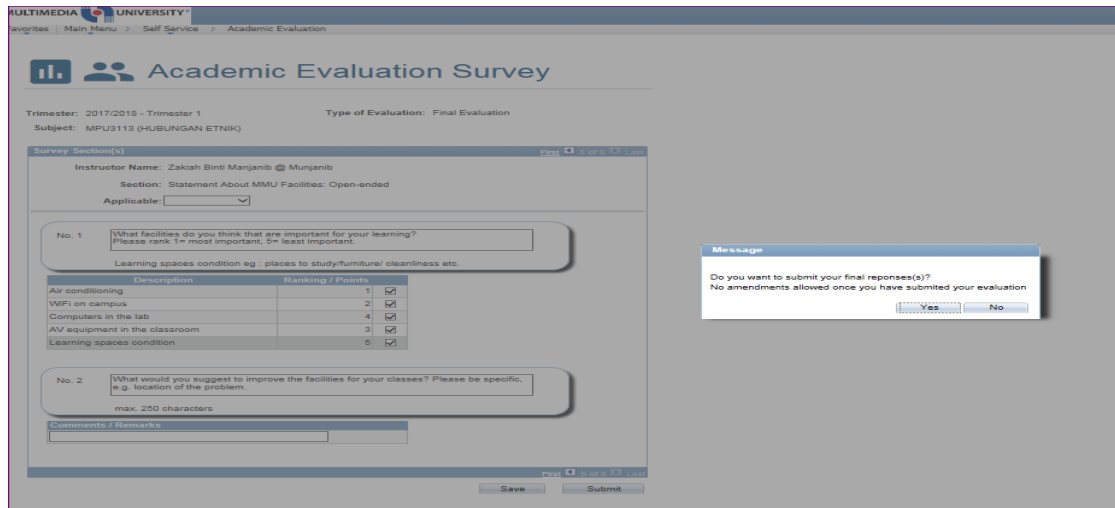| No. 2 | The lecture room used was comfortable/appropriate for learning. |

Comments / Remarks

.

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 **Save** 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 **Submit** 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

- Record saved and proceed to next subject's screen
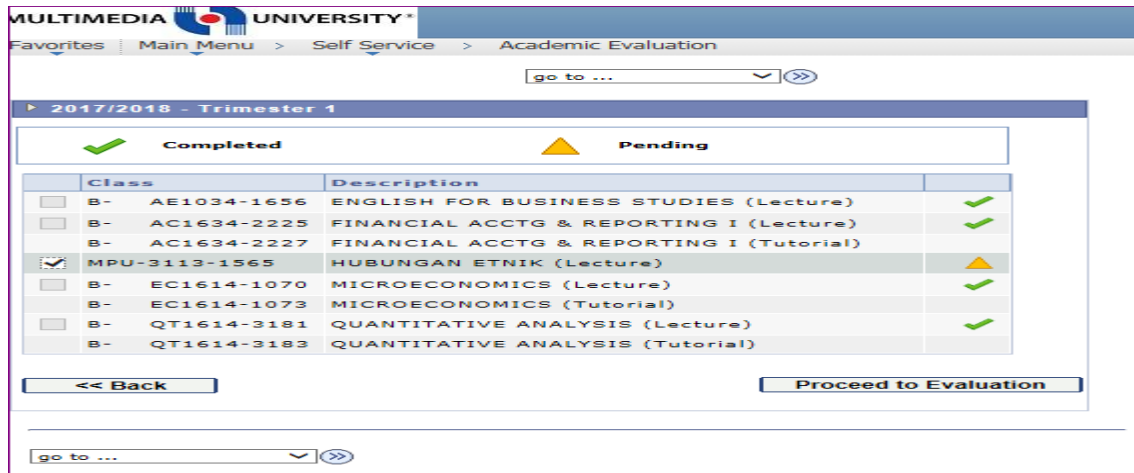
The column with tick (√) on the far right indicates the subjects which evaluation has been completed.

3.2 Evaluate Exit

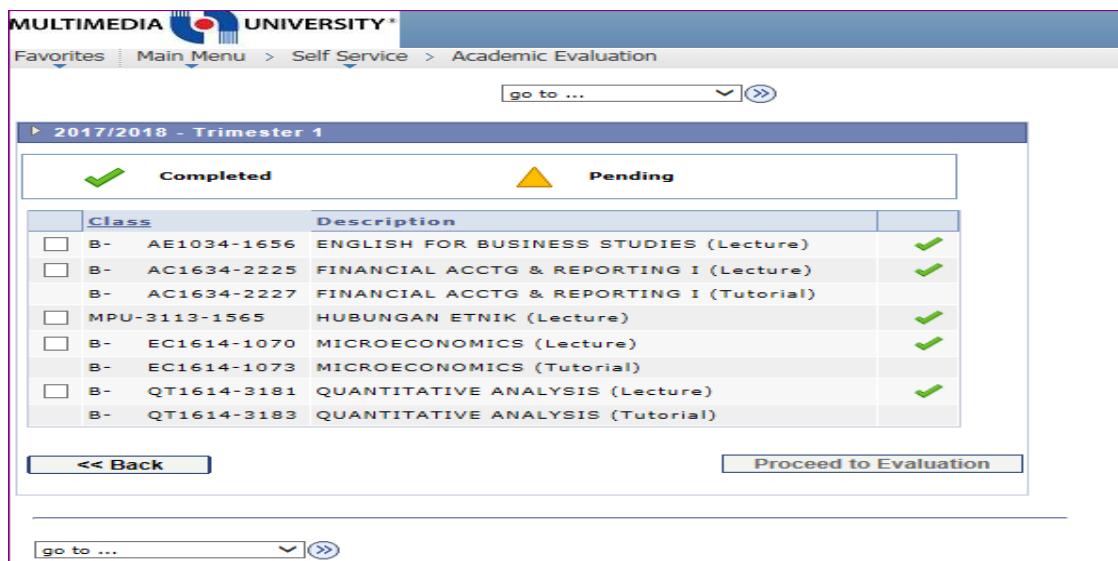Click on Logout button once evaluation of all subjects is completed

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

-% End of File %-