



Education Management System Academic Evaluation

User Manual

(for Students)

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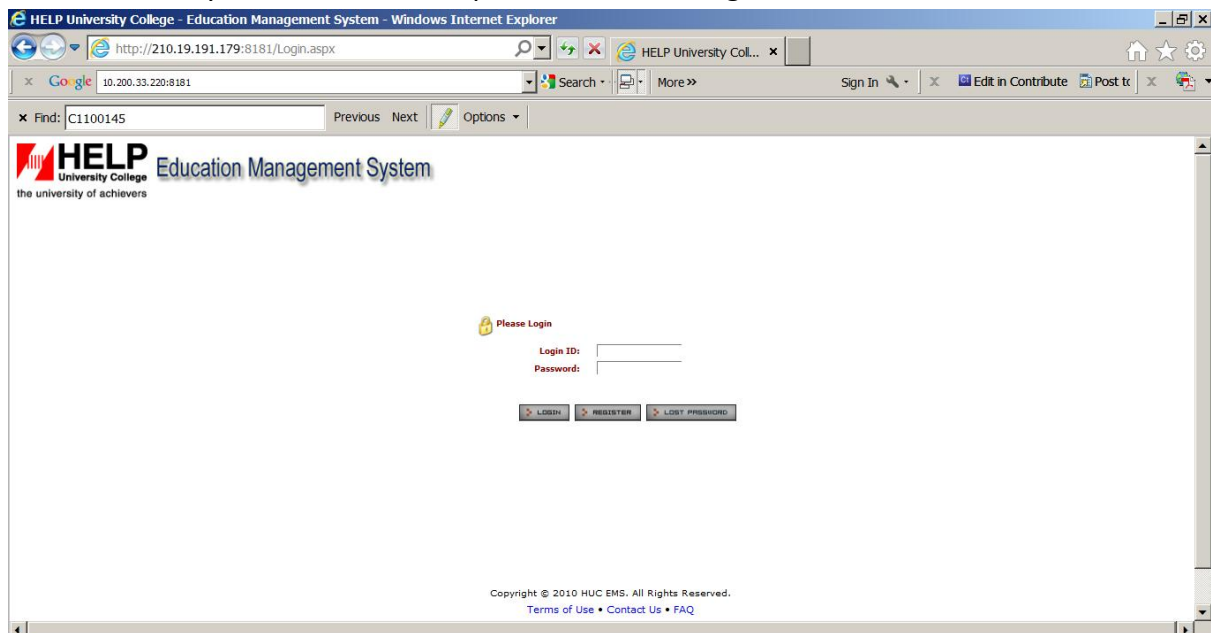
A. LOGIN

1. Purpose

This function is used for getting access to the evaluation system.

2. Steps

- a. Login to MyAcel/eLearning.
- b. Select **<HU Academic Evaluation>** or **<HELP CAT Academic Evaluation>**. The Academic Evaluation screen will be launched.
- c. Enter your user name and password. Click **<Login>**.



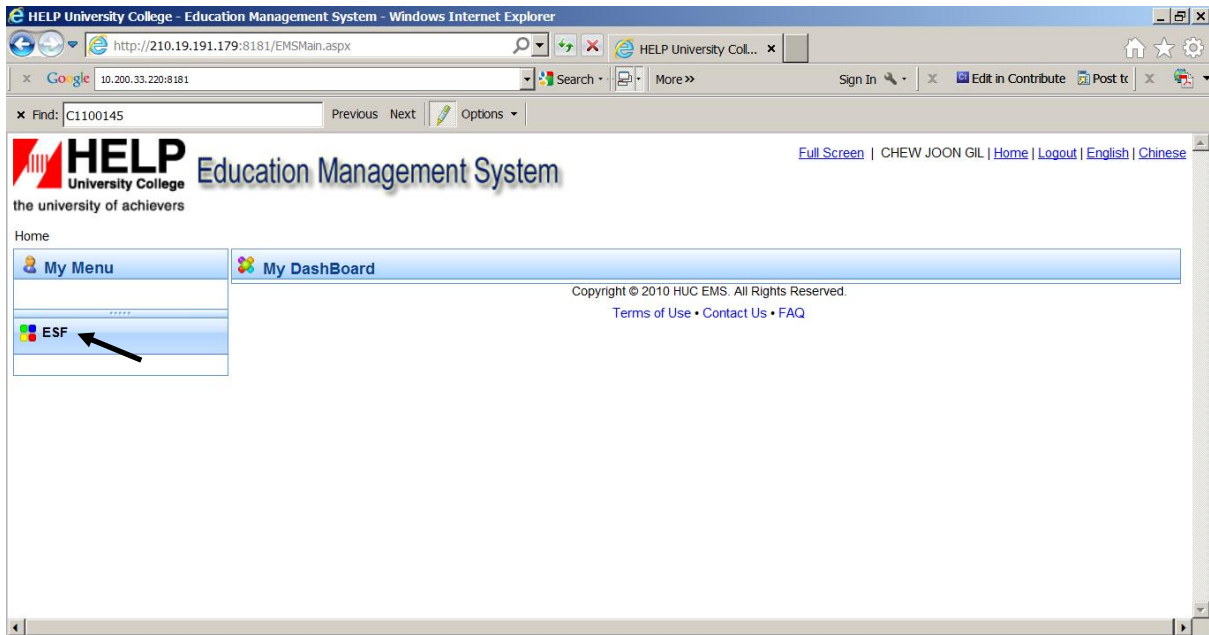
B. Evaluation

1. Purpose

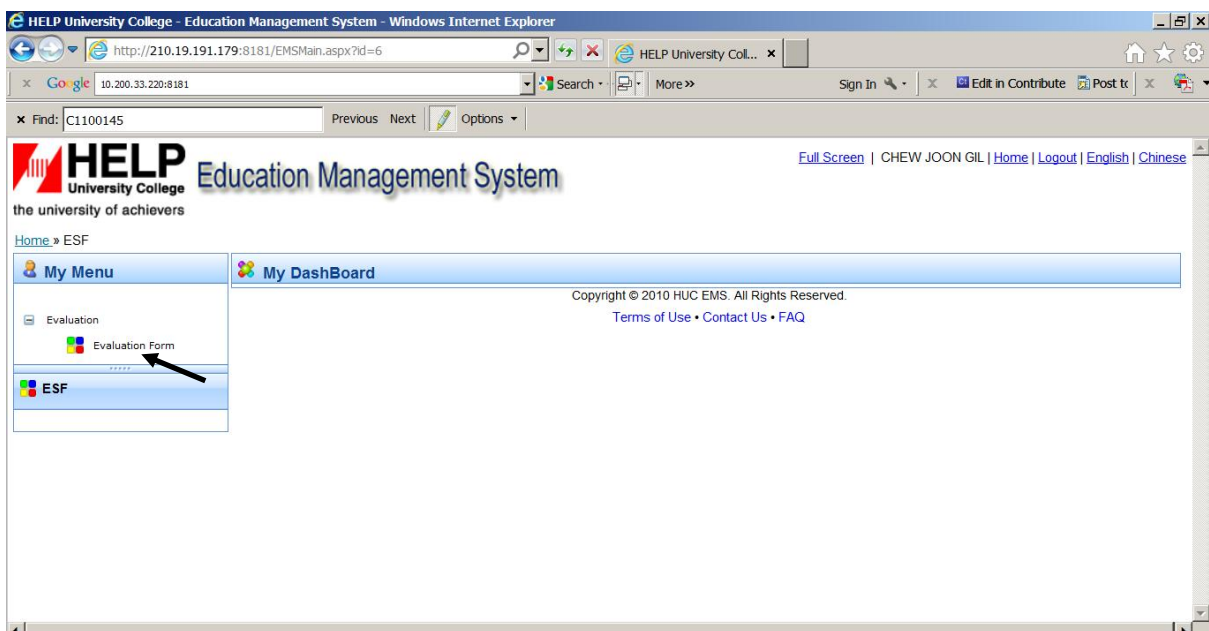
This function is used for performing evaluation on the lecturer(s) or tutor(s) for subjects enrolled for the respective semester(s).

2. Steps

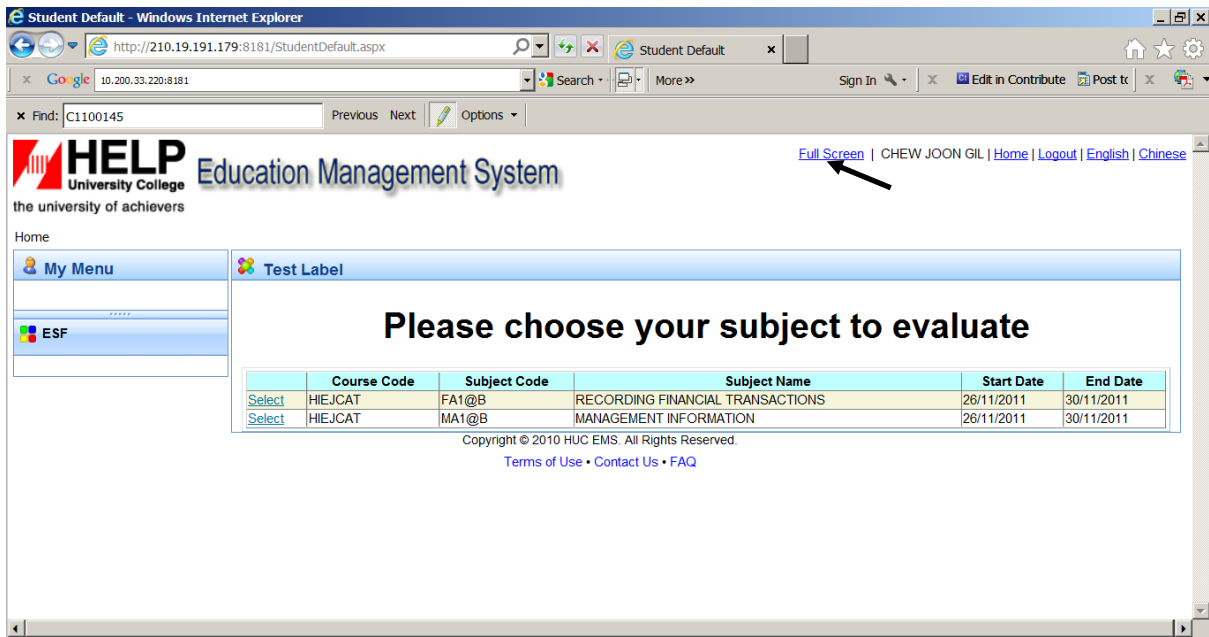
a. Click on <ESF>.



b. Click on <Evaluation Form>.



c. Select the subject to perform evaluation by clicking on <Select>.



Note :

1. Only subjects enrolled by you for the semester will be displayed. Subjects pending for evaluation will be displayed. Upon completion of evaluation, the subjected evaluated will taken off the list.
2. You can click on <Full Screen> to display page in the full screen mode. Click <Exit Full Screen> to display page in normal mode.

d. Perform the evaluation on the questionnaire displayed.

The image displays two screenshots of a web-based 'Course Evaluation Questionnaire (Lecturer and Tutor)'. The top screenshot shows the 'Lecturer' section with a rating scale from 0 to 5. The bottom screenshot shows the 'Tutor' section with a similar rating scale and a list of evaluation items.

Course Evaluation Questionnaire (Lecturer and Tutor)

DIRECTIONS

1. Please tick on radio buttons.
2. Answer all questions.
3. Click on "Submit" button to submit the form.

Please rate each item using the following scale:
 0 Not Applicable 1 Very Poor 2 Poor 3 Fair 4 Good 5 Very Good

Course Evaluation Questionnaire LECTURER

Lecturer Name: PAUL YEM

Course Evaluation Questionnaire TUTOR

Tutor Name: PAUL YEM

A Time Usage

1 Good use of class time to cover course topics 0 1 2 3 4 5

B Teaching-Learning Effectiveness

1 Is well prepared for class 0 1 2 3 4 5

2 Gives clear explanation (e.g., examples and illustrations are clear) 0 1 2 3 4 5

3 Makes concepts, theories and ideas accessible 0 1 2 3 4 5

4 Encourages participation in class by using learning processes (e.g., group sharing, dialogue sessions, student presentations etc) 0 1 2 3 4 5

5 Structure the course well 0 1 2 3 4 5

6 Meets course's aims and learning outcomes 0 1 2 3 4 5

7 Added to my knowledge of the subject 0 1 2 3 4 5

C Assistance to Students

1 Available for consultation during designated hours 0 1 2 3 4 5

Note :

1. The Lecturer and the Tutor (if different from the Lecturer) will be displayed on the respective column.
2. You can perform the evaluation by clicking on the rating radio button ().
3. The legend for the rating is displayed on top of the questionnaire ().
4. You can write your comments in the respective comment text boxes.
5. Submission is only allowed when all ratings are entered for all questions. A red '*' will be shown at any unrated question if submission is attempted before all ratings are entered. You can continue to rate the question highlighted and proceed to submit.
6. You can click on <Full Screen> to display page in the full screen mode. Click <Exit Full Screen> to display page in normal mode.

e. To submit evaluation, click on <Submit>.

Windows Internet Explorer
http://210.19.191.179:8181/EvaluationForm.aspx?StdID=56302&SoID=
Google 10.200.33.220:8181
Find: C1100145
Previous Next Options
Doing assignments
5 Treats me with respect 0 1 2 3 4 5
Comment
D Classroom Management
1 Usage of teaching medium (e.g., transparencies, multimedia, handouts, etc) where applicable 0 1 2 3 4 5
Comment
E Professional Qualities
1 Is punctual 0 1 2 3 4 5
2 Conduct in class (e.g., language used) 0 1 2 3 4 5
Comment
Calculate Average
Enter your general comment here...
Comment for Lecturer Comment for Tutor
Submit Clear
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Note :

1. Upon submission, the evaluation for the subject is complete.
2. You can proceed to perform evaluation for the next subject, if any.

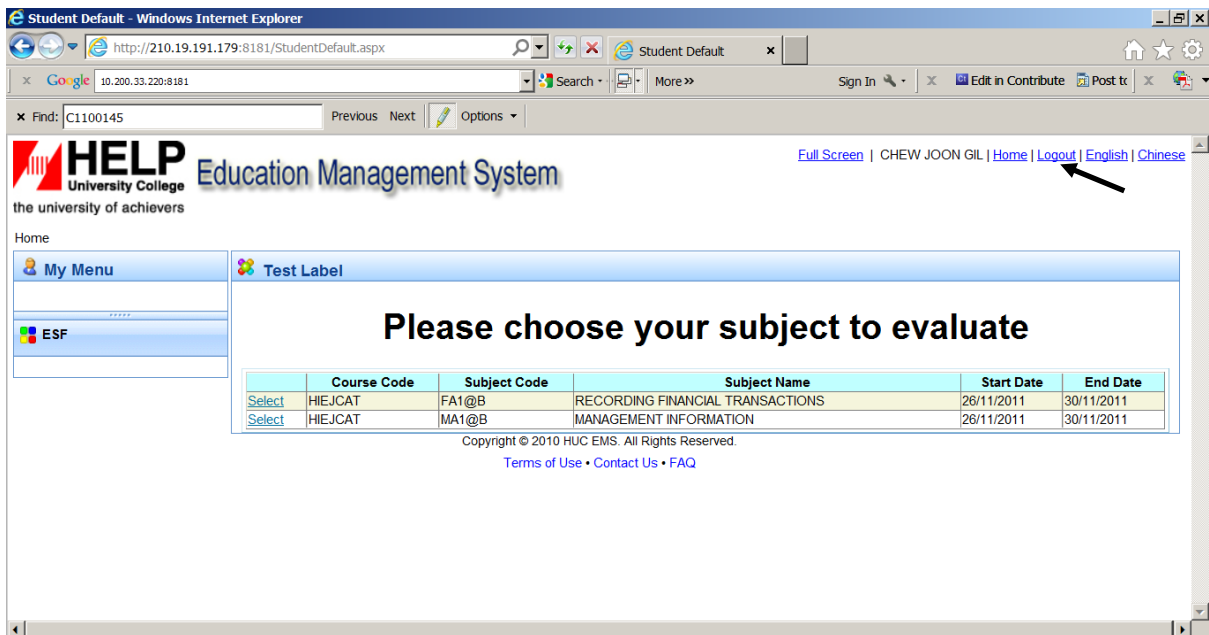
C. Log Out

1. Purpose

This function is used to sign out of the system.

2. Steps

a. Click on <Logout>.



Note :

1. To avoid access violation to your evaluation account, please remember to logout from the system.