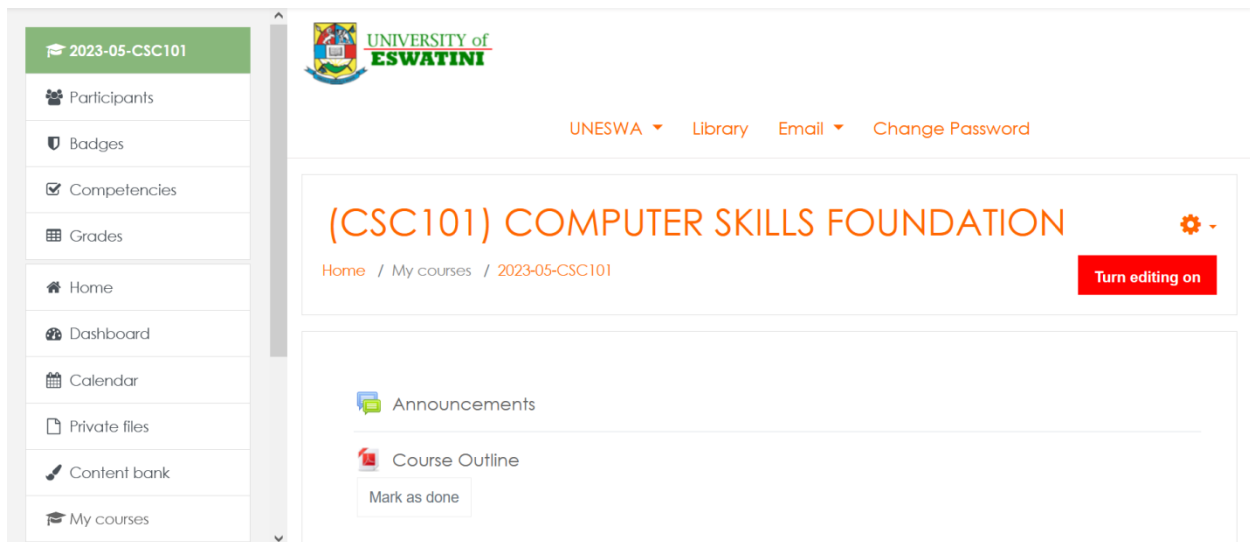


## Enabling End of Semester Course Evaluation on Moodle

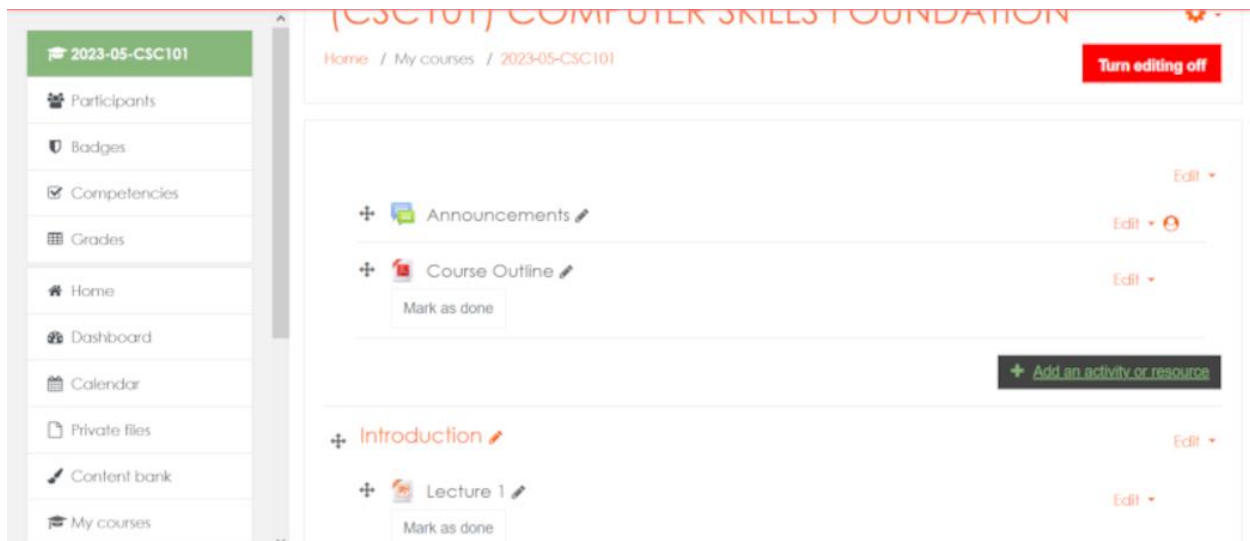
As part of quality assurance expectation and an improvement drive of the teaching and learning practice, students are required to share their experiences on the teaching and learning of each of their courses. An official student evaluation form has been designed and uploaded in the Moodle platform to be accessed by the students for the evaluation exercise for each course they registered for.

In order to enable the Course Evaluation Form in Moodle, the following steps need to be followed for each Course that you are responsible for. First go to the course in Moodle and **Turn editing on**.



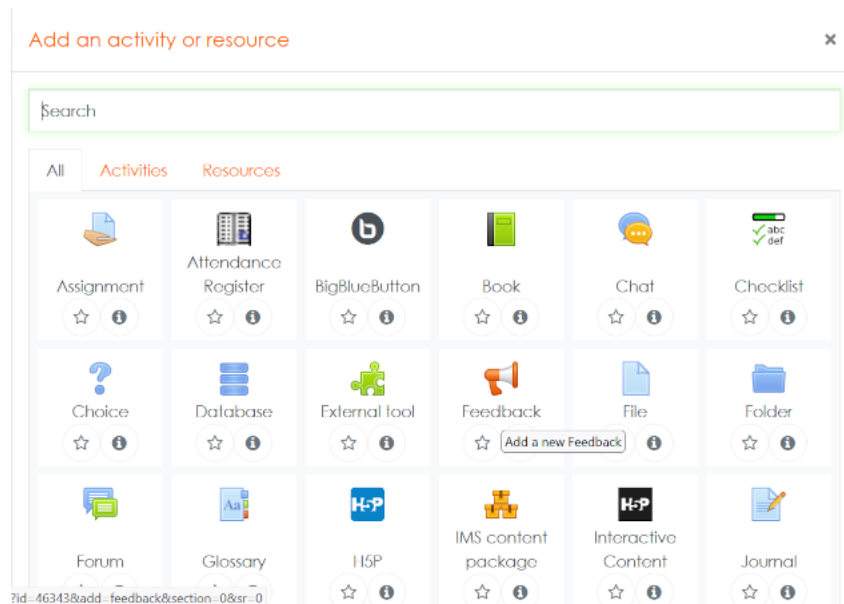
The screenshot shows the Moodle course page for '2023-05-CSC101' at the University of Eswatini. The page title is '(CSC101) COMPUTER SKILLS FOUNDATION'. The 'Turn editing on' button is visible in the top right corner. The left sidebar contains navigation options: Participants, Badges, Competencies, Grades, Home, Dashboard, Calendar, Private files, Content bank, and My courses. The main content area shows 'Announcements' and 'Course Outline' sections, each with a 'Mark as done' button.

At the top of the course page, either in the Announcements section or the First Topic section, Add the Course Evaluation (Feedback) by selecting **Add an activity or resource**.

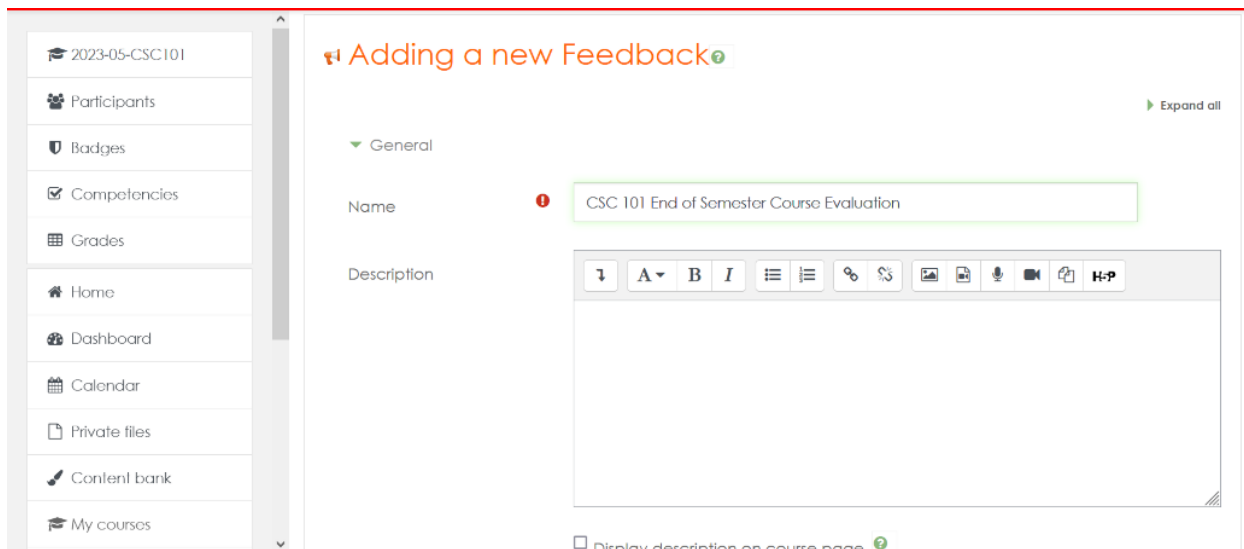


The screenshot shows the Moodle course page for '2023-05-CSC101' at the University of Eswatini. The page title is '(CSC101) COMPUTER SKILLS FOUNDATION'. The 'Turn editing off' button is visible in the top right corner. The left sidebar contains navigation options: Participants, Badges, Competencies, Grades, Home, Dashboard, Calendar, Private files, Content bank, and My courses. The main content area shows 'Announcements' and 'Course Outline' sections, each with a 'Mark as done' button. Below these sections, the 'Add an activity or resource' button is highlighted in a dark box.

Select **Feedback** in Activity or Resource.



In **Feedback**, under the **General** section you need to fill in the **Name** which should indicate the **Course Code** and then an indicator that this is an Evaluation Form as indicated by the image below.



The only other section that needs to be modified is the **Availability** where the **start and end dates** need to be enabled and modified to those indicated below i.e from **24 July, 2023 00:00** to **13 August, 2023 00:00**.

2023-05-CSC101

- Participants
- Badges
- Competencies
- Grades
- Home
- Dashboard
- Calendar
- Private files
- Content bank
- My courses

Display description on course page ?

▼ Availability

Allow answers from: 21 July 2023 16:53  Enable

Allow answers to: 13 August 2023 00:00  Enable

▶ Question and submission settings

▶ After submission

▶ Common module settings

▶ Restrict access

▶ Activity completion

Nothing else needs to be modified after the dates, hence select **Save and Display**.

2023-05-CSC101

- Participants
- Badges
- Competencies
- Grades
- Home
- Dashboard
- Calendar
- Private files
- Content bank
- My courses

▶ Common module settings

▶ Restrict access

▶ Activity completion

▶ Tags

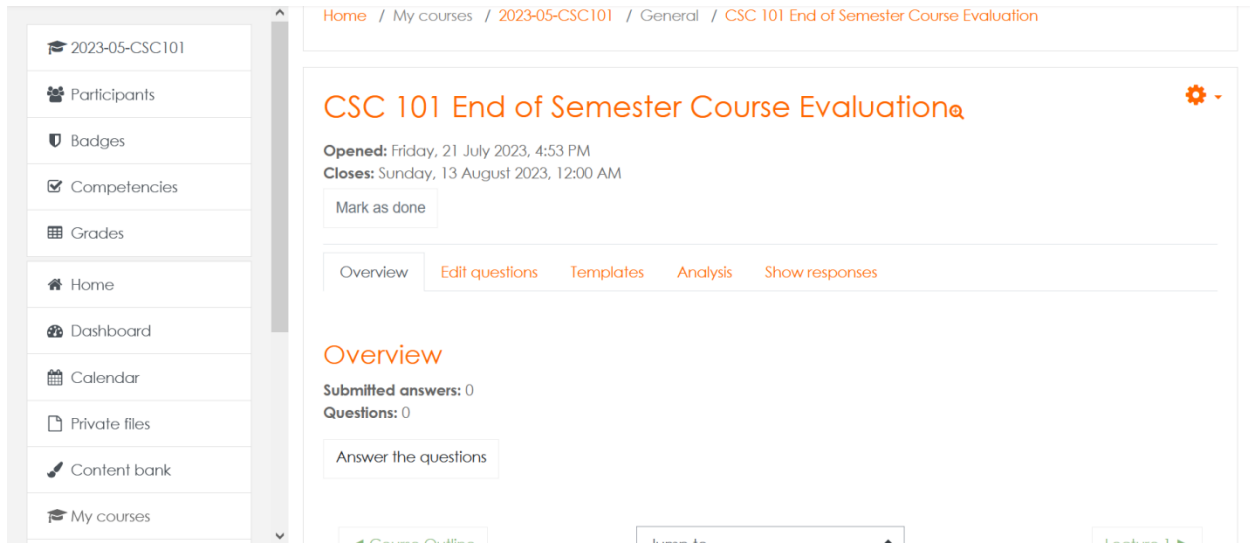
▶ Competencies

Save and return to course Save and display Cancel

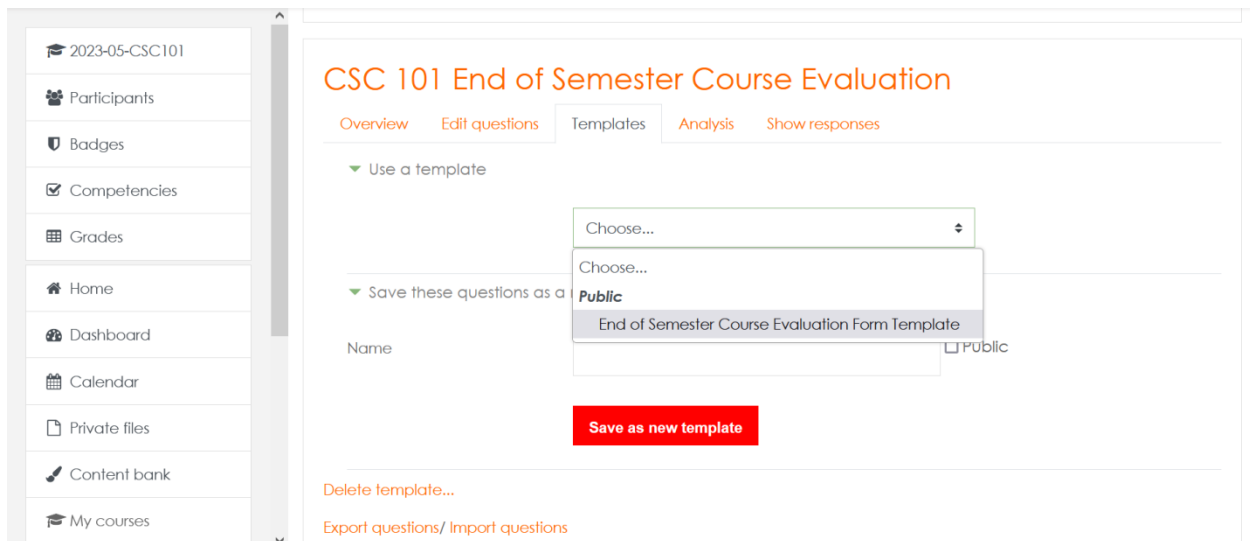
Required

UNESWA e-Learning Portal

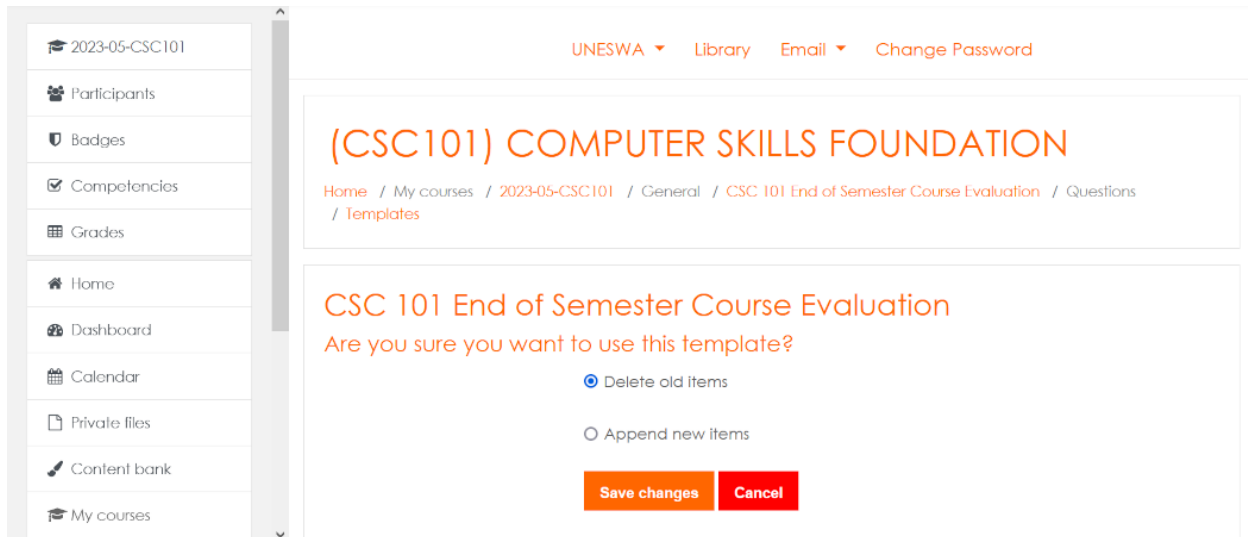
Select **Templates** to insert the actual Course Evaluation Form.



Under **Use a template**, click on **Choose** and you should see a template named **End of Semester Course Evaluation Form Template** which you should select.

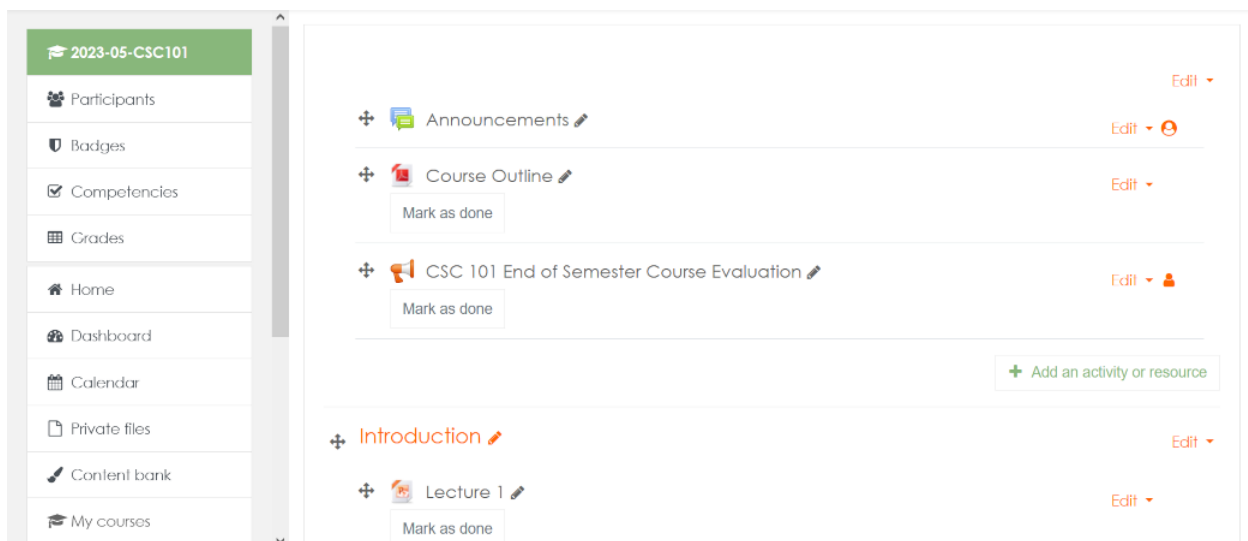


Ensure that **Delete old items** is selected in the next screen that appears and then Select **Save changes**. At this stage you are done with adding an Evaluation form to the Course.



The screenshot shows the Moodle interface for the course '2023-05-CSC101'. The left sidebar contains navigation options: Participants, Badges, Competencies, Grades, Home, Dashboard, Calendar, Private files, Content bank, and My courses. The main content area displays the course title '(CSC101) COMPUTER SKILLS FOUNDATION' and a breadcrumb trail: Home / My courses / 2023-05-CSC101 / General / CSC 101 End of Semester Course Evaluation / Questions / Templates. Below this, the heading 'CSC 101 End of Semester Course Evaluation' is followed by the question 'Are you sure you want to use this template?'. Two radio buttons are present: 'Delete old items' (selected) and 'Append new items'. At the bottom, there are two buttons: 'Save changes' and 'Cancel'.

If you have other courses in Moodle, select one of them and repeat the process of adding a Course Evaluation Form. If you have a **MetaCourse**, add the Evaluation Form to the MetaCourse instead of the Courses that make up the MetaCourse.



The screenshot shows the Moodle course page for '2023-05-CSC101'. The left sidebar is the same as in the previous image. The main content area displays the course structure. The items listed are: 'Announcements' (with an 'Edit' dropdown), 'Course Outline' (with a 'Mark as done' button and an 'Edit' dropdown), 'CSC 101 End of Semester Course Evaluation' (with a 'Mark as done' button and an 'Edit' dropdown with a user icon), and 'Introduction' (with an 'Edit' dropdown). Below these items is a button that says '+ Add an activity or resource'. At the bottom, 'Lecture 1' is listed with a 'Mark as done' button and an 'Edit' dropdown.

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