

eVALUate – Student Evaluation of Learning and Teaching

How to access and use the University Student Survey Dashboard

1. An invitation email will be sent to your University Student email address
(example: student_name@students.federation.edu.au)
2. The email will be sent from Surveys@federation.edu.au
3. Please read the instructions contained within the email.
4. Click on the highlighted **link** in your email.
5. Login using your University Student Username and Password. It is recommended that you know these details before you start your surveys.
6. Click **Begin** on the first evaluation on your dashboard to start completing your surveys.
7. Please complete all questions in **both sections**; use the **next** button to move to the next section.
8. Once you have fully completed the survey, please click the **Submit** button.
9. A pop-up 'Thank you' message will appear stating the completed evaluation has been submitted.
10. You will also receive a completion confirmation email.
11. Please Click the **OK** button to return to the dashboard.
12. Click 'Logout' only when your dashboard shows **all evaluations completed by 100%**.
13. You have now fully completed your online evaluations.

For full-time students, you should expect to receive an average of eight evaluations per semester; four for Course and four for Teaching. Team teaching students will receive one evaluation for teaching per lecturer.

Troubleshooting

1. I cannot login to dashboard – Check you are using your correct University Username and Password. Please contact [ITS Service Desk](#) for further instructions.
2. I have forgotten my password – Contact [ITS Service Desk](#) to reset your password or phone (03) 5327 9999.
3. You receive a message stating sections incomplete – This means some questions have been left blank. Please click back and complete all questions in both sections. (The system will keep prompting you until you have completed all answers in each section)
4. Can I finish the survey at a later date? – Yes, as long as you finish it before the due date.

Contact Details

If you have any further questions please contact FedUni Surveys by email Surveys@federation.edu.au or phone Carly Borchers (Survey Coordinator) on (03) 5327 8083 or Sue Taylor (Survey Administration Officer) on (03) 5327 8102. **CUP Partners please contact your CUP Liaison Officer.**