

## eVALUate – Student Evaluation of Learning and Teaching

### Information for teachers on how to access and use the Student Dashboard

1. An invitation email will be sent to the students' University Student email address (example: [student\\_name@students.federation.edu.au](mailto:student_name@students.federation.edu.au)).
2. The email will be sent from [Surveys@federation.edu.au](mailto:Surveys@federation.edu.au).
3. Please encourage students to login to their email and read the email instructions.
4. Students need to click on the **link** to the University Student Survey Dashboard in the email.
5. Students should login using their University username and password.
6. Students should click **Begin** on the first evaluation to start completing evaluations.
7. Once students have fully completed the survey, they will need to click the **Submit** button.
8. Students should see a 'Thank You' message stating the completed evaluation has been submitted.
9. Students should receive a submission confirmation email at their University Student Email address.
10. Students will need to click the **OK** button to return to the dashboard.
11. Students can logout when their Student Dashboard shows all evaluations are completed by 100%.

For full-time students, they 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 of teaching per lecturer.

### Troubleshooting

1. If the student cannot login to the dashboard – Please advise the student to check they are using the correct University username and password. Please contact [ITS Service Desk](#) for further instructions.
2. If the student has forgotten their password – Students are advised to contact [ITS Service Desk](#) to reset password or phone (03) 5327 9999.
3. When trying to submit the survey, if the student receives a message stating sections are incomplete, this means some questions have been left blank. The student will need to click back and complete all questions in both sections (eVALUate will keep prompting until all answers are completed in each section).
4. Can the student finish the survey at a later date? – Yes. The student will need to save answered questions and return to complete the evaluations at a later date before the survey due date.

### Contact Details

If you have any further questions please contact FedUni Surveys by email [Surveys@federation.edu.au](mailto: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.**