Online Course Feedback System

User Manual

Version 1.0

› Steps to give feedback

1. Welcome to Course Feedback System (Fig. 1). Click on **GET STARTED** button, it will take you to the login page (Fig 2.)
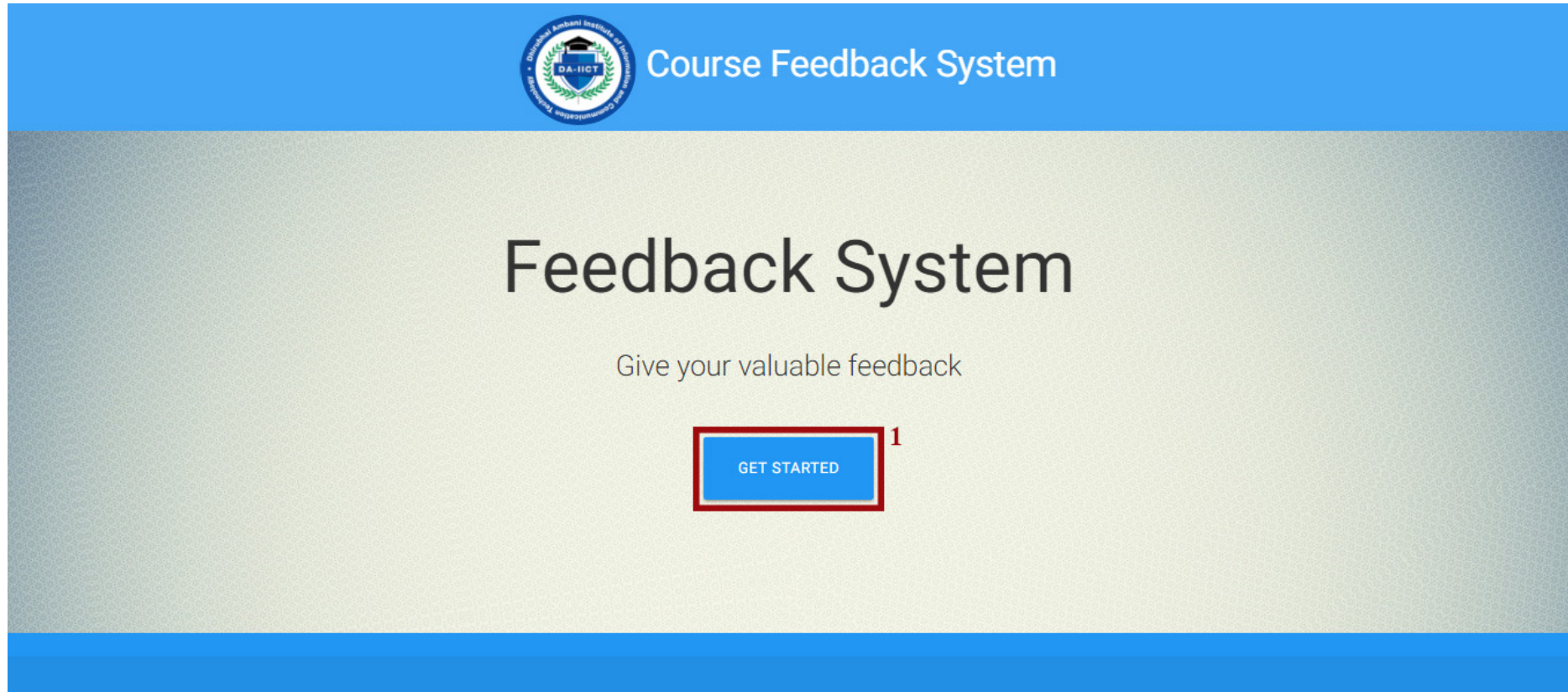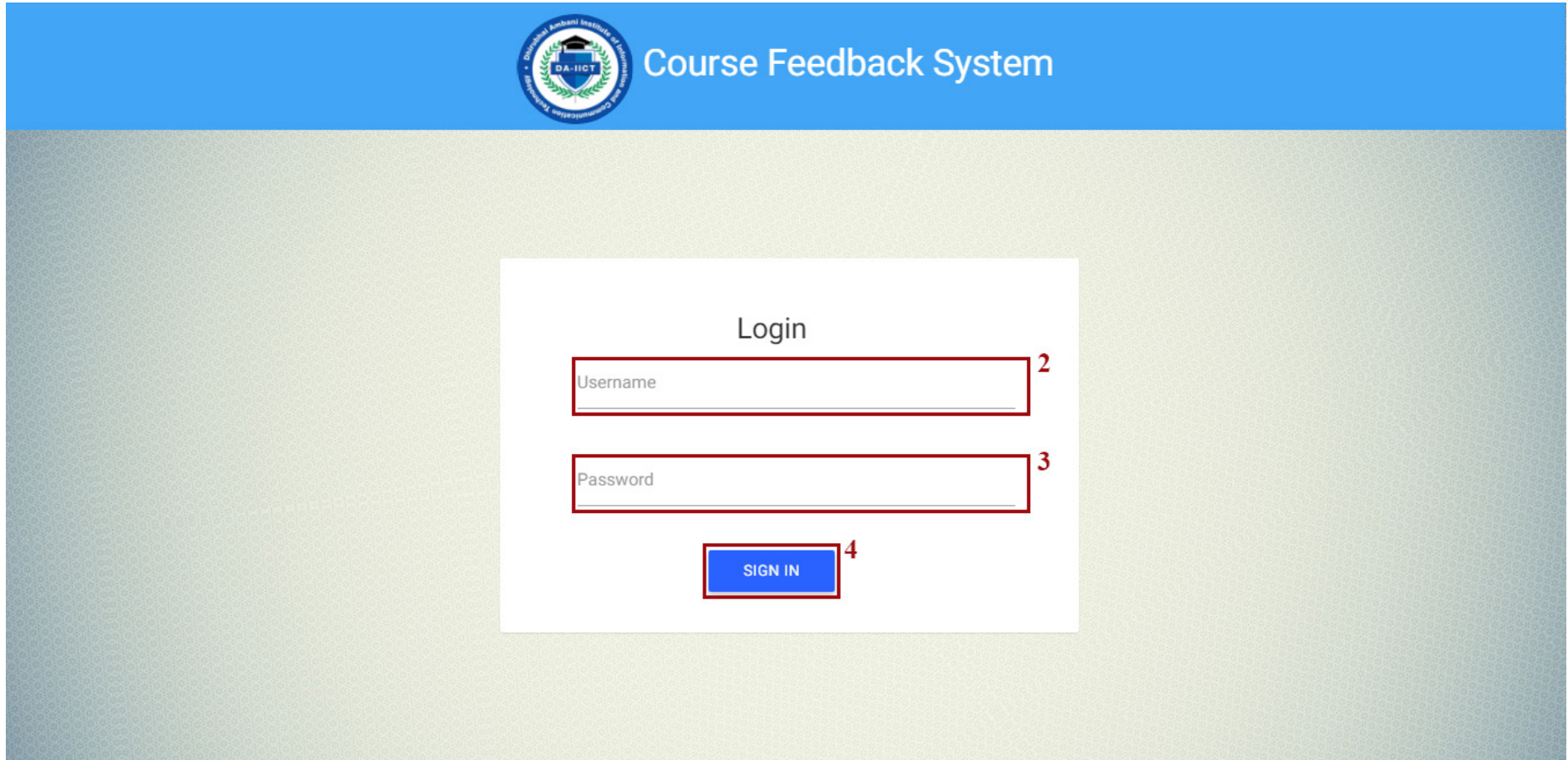

Fig. 1. Welcome to Course Feedback System Page

2. Enter *Username* that you have picked up when you entered the lab.

3. Enter the *Password* that has also been picked up when you entered the lab.

4. Click on *SIGN IN* button, after validation it will redirect to next page.

Fig. 2. Login Page

5. Read the philosophy of the course evaluation questionnaire (Fig. 3) that will highlight the importance of your role in the course feedback system.
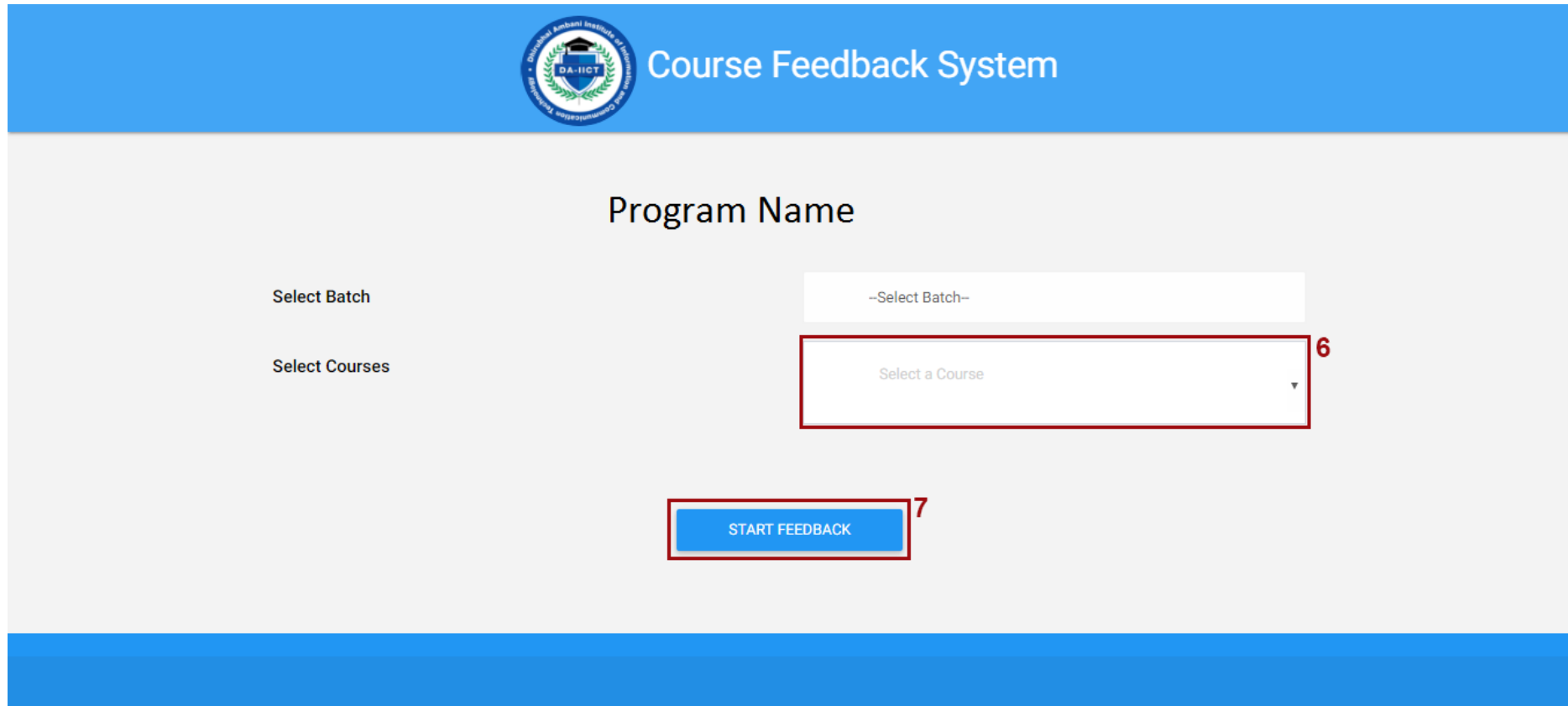

Fig. 3. Philosophy of Course Evaluation Questionnaire

6. Select your batch and course from the dropdown menu, you can select the multiple courses you have registered for by pressing *ctrl* key.

   Note: Your Program will be preselected.

7. Click on **START FEEDBACK** button (Fig. 4), it will redirect you to questionnaire page.

Fig. 4. Select courses

8. Answer the questions for each course one after another, till you complete answering all the questions for the courses you have registered for in this (winter 2016-17) semester.

9. You can go back to any question for any of the courses till you finally submit your response. Responses once submitted cannot be changed.

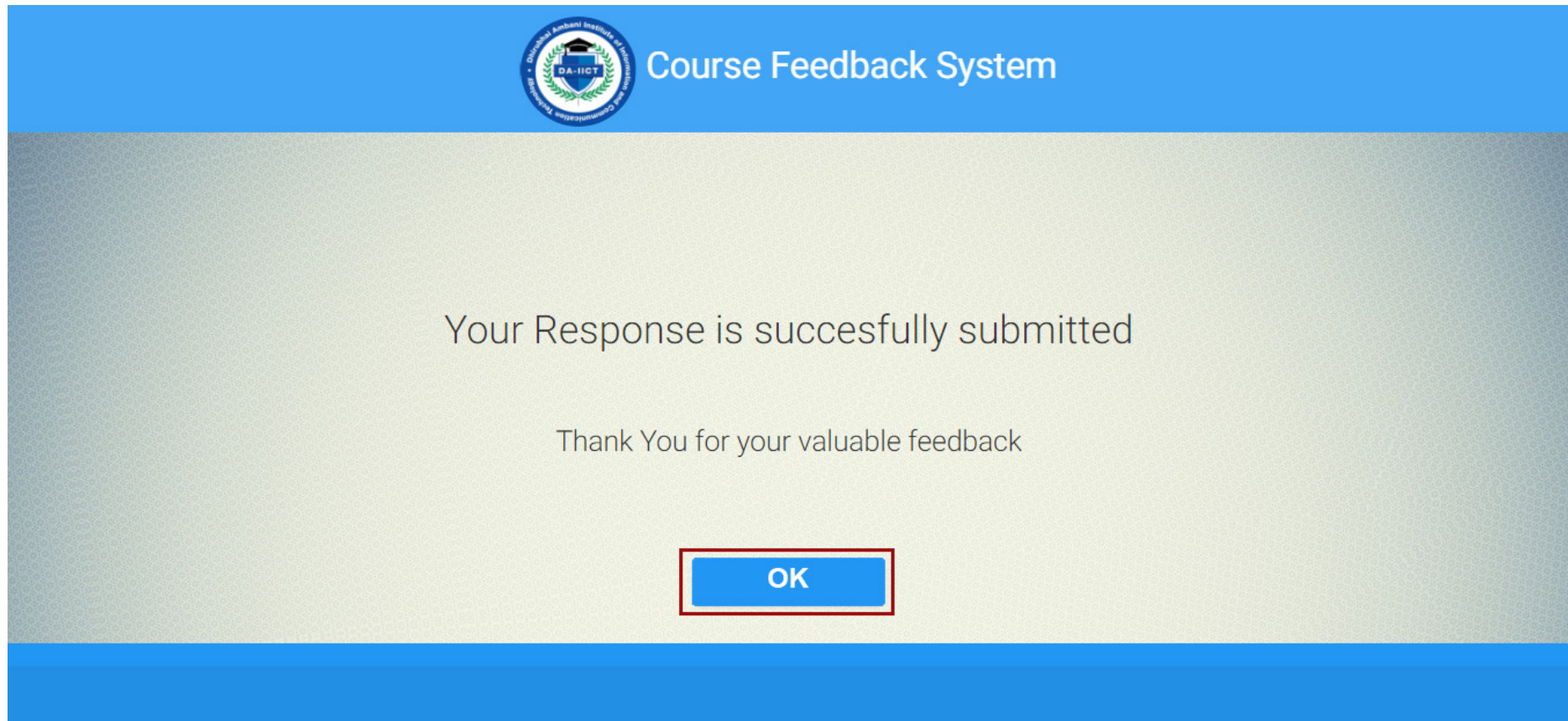10. If your feedback is successfully submitted, following screen will be shown click on *OK* button (Fig. 5).

Fig. 5. Final Screen

Some Dos and Don'ts

Dos

→ Bring your Student ID card with you at the time of giving your online course feedback. Also have the list of courses that you have listed for in Winter 2016-17 semester handy with you. This will save time while selecting the courses for giving your feedback in the system.

→ If you have any query at any point of time, bring it to the notice of the people in the lab who are there to help you.

→ Please give us a feedback about your experience in giving your course feedback using the online course feedback system. This will help us further improve the system for future use.

→ Ensure that you submit your course feedback for all the courses before you leave the computer terminal.

→ Ensure that you mark your attendance in the sheet provided in the lab, before you leave the lab after giving your course feedback.

Don'ts

→ Don't close the web browser after you logged into the system. If by mistake you close the web browser you have to log-in again in the system and repeat the process all over again.

→ Don't close the web browser or shutdown the PC after you have finished giving your online course feedback. This will cause unnecessary delay in getting the system up and running for the next student.