

# 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.)

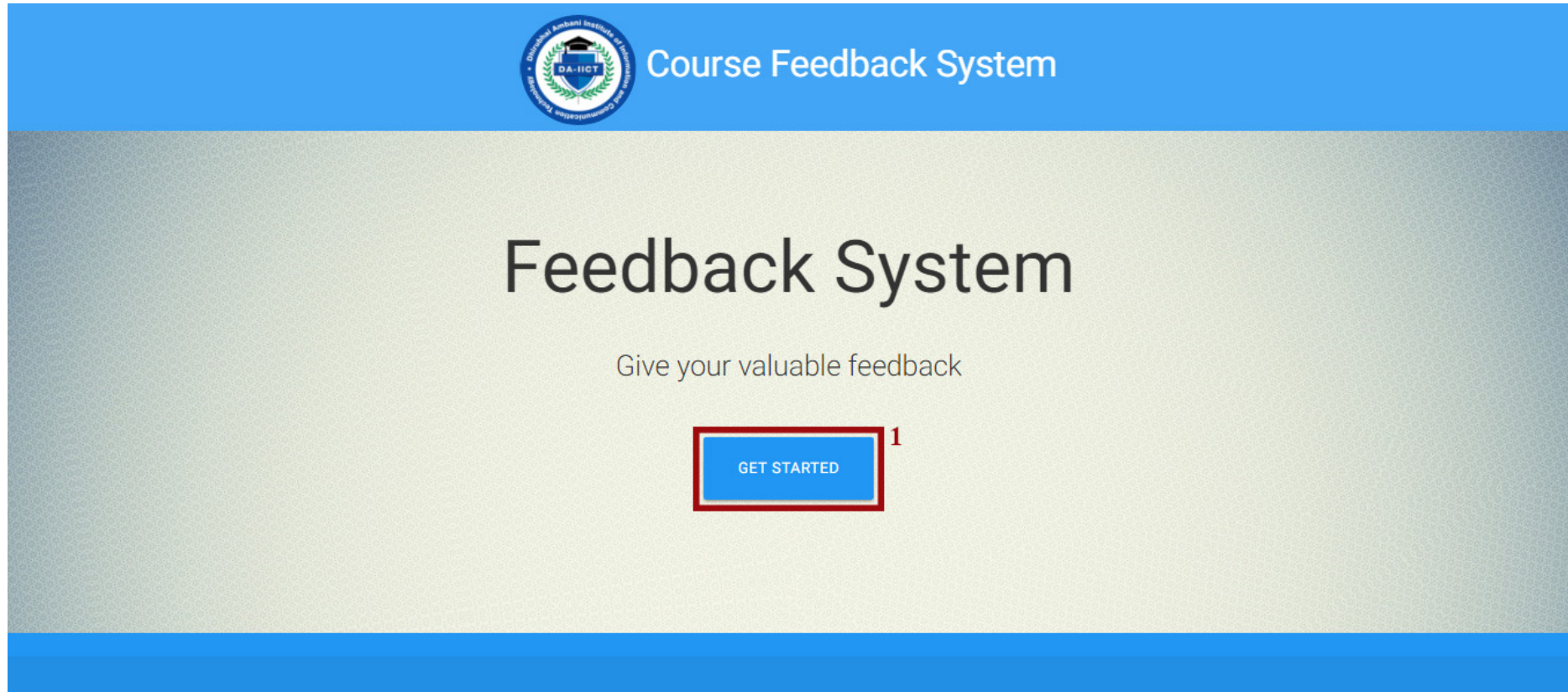
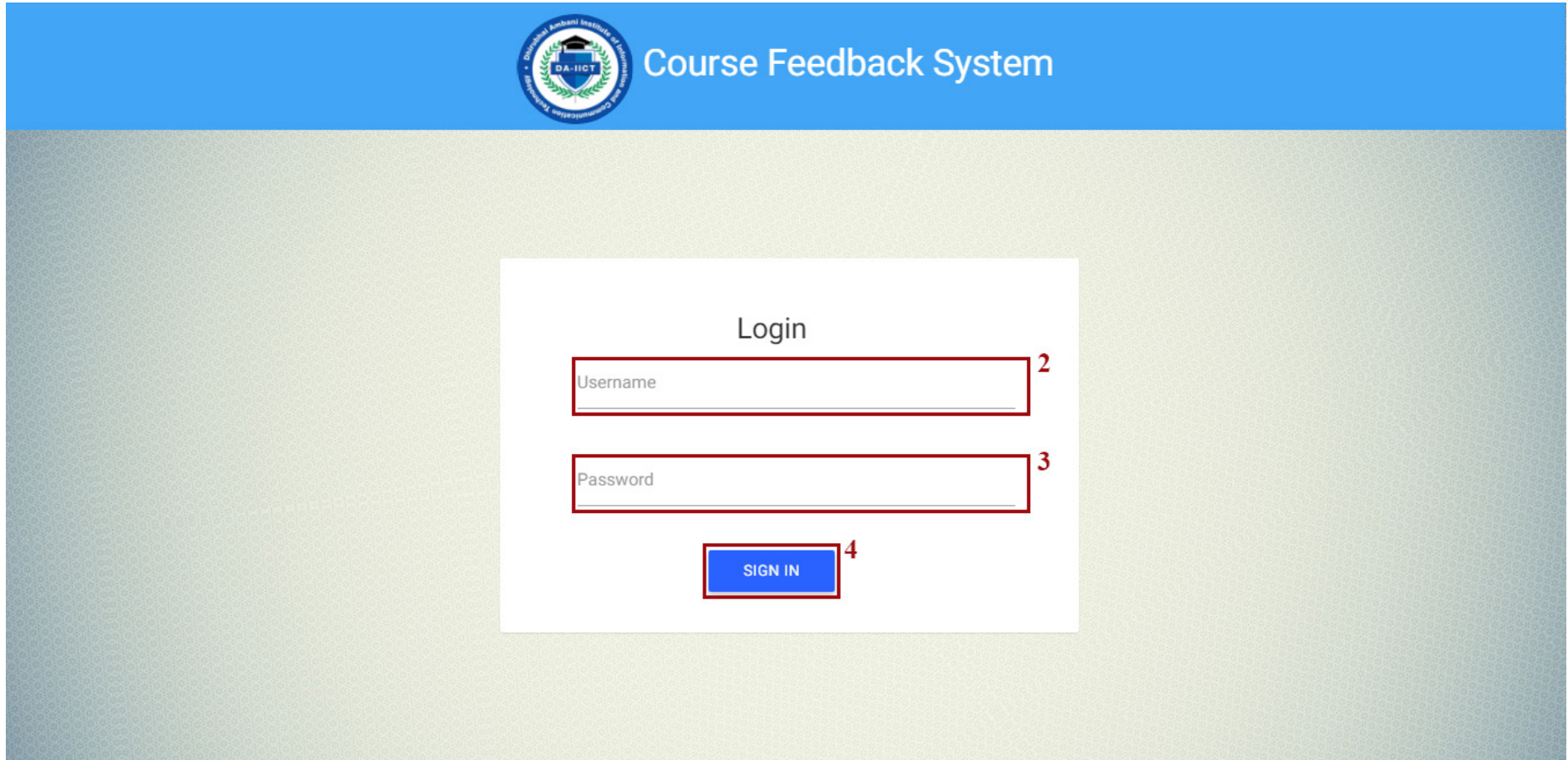


Fig. 1. Welcome to Course Feedback System Page


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.



The screenshot shows the login interface of the Course Feedback System. At the top, there is a blue header bar containing the DA-IICT logo on the left and the text "Course Feedback System" on the right. Below the header, the main content area has a light green background. In the center, there is a white rectangular box titled "Login". Inside this box, there are two input fields: "Username" and "Password". The "Username" field is marked with a red number "2" to its right, and the "Password" field is marked with a red number "3" to its right. Below these fields is a blue button with the text "SIGN IN" in white, which is marked with a red number "4" to its right.

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.



## Course Feedback System

### Course Evaluation Questionnaire

#### The Philosophy

The primary purpose of evaluating a course is to qualitatively measure the effectiveness of pedagogy; and teaching effectiveness should be judged by the quality and extent of student learning. While many different teaching styles and methods are likely to be effective, all scholarly activities that focus on improving teaching and learning should be recognized and rewarded as a bona fide scholarly endeavor and accorded the types of institutional support aimed at improving teaching generally.

Valid summative assessments of teaching should include student-teacher interactions, course evaluations and teaching portfolios. Such assessments should be designed to provide fair and objective information to aid faculty in the improvement of their teaching. Building consensus among faculty in this regard, providing necessary resources, and relying on the best available research on teaching, learning, and measurement are critical for this approach to evaluation.

The above ideas guided our endeavor in adapting and framing the following set of questions towards what we call course evaluation.

Your response to the questionnaire below will help in making teaching an effective activity. Therefore, we appreciate your honest feedback. Given below are questions/statements to which you should indicate your preferred choices according to the following scales:

The scale is the following:  
5- Strongly Agree, 4- Agree, 3- Neutral, 2- Disagree, 1- Strongly Disagree,

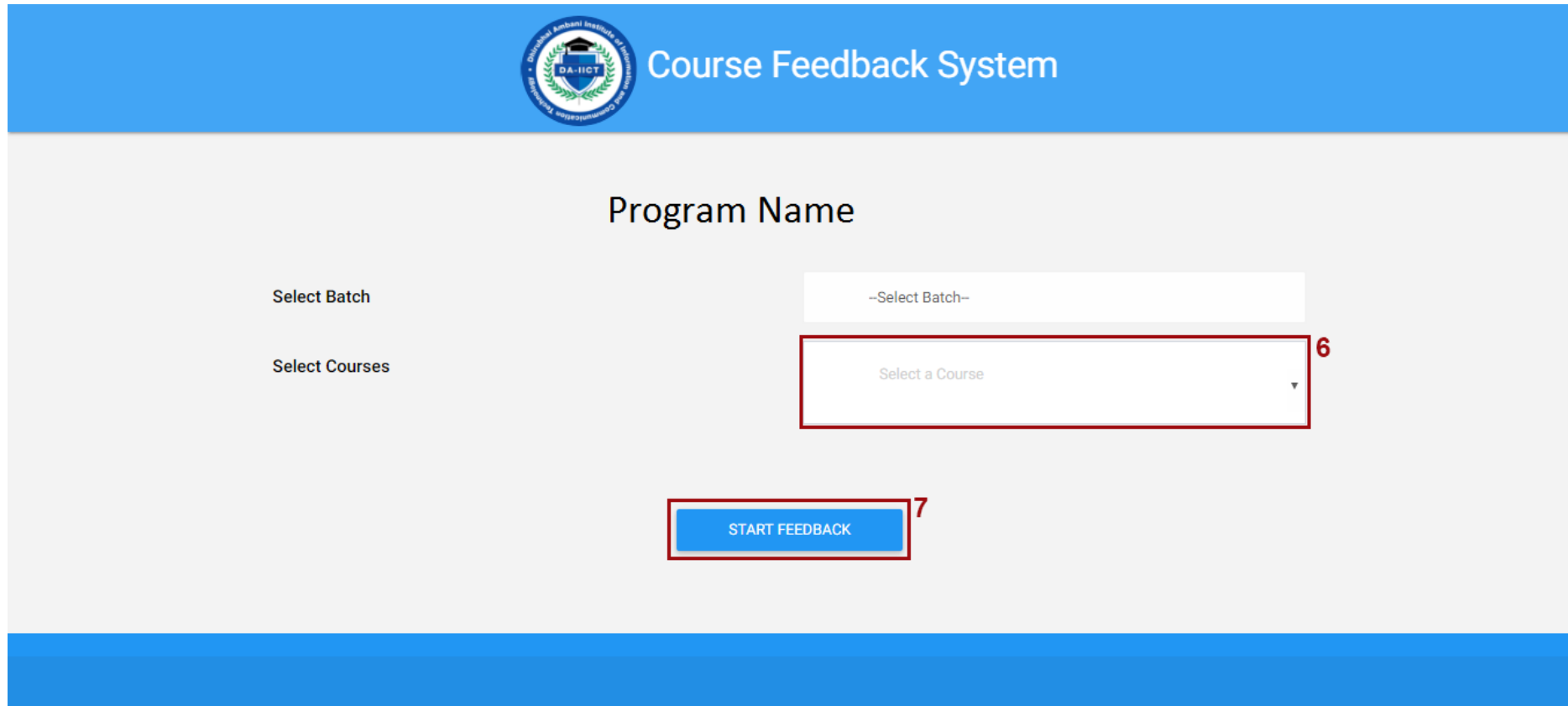
LETS START

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.



The screenshot displays the 'Course Feedback System' interface. At the top, there is a blue header bar containing the logo of Disha Ambani Institute of Information Technology (DA-IIT) and the text 'Course Feedback System'. Below the header, the main content area is light gray. It features a section titled 'Program Name'. Under this title, there are two labels: 'Select Batch' and 'Select Courses'. To the right of 'Select Batch' is a dropdown menu with the text '-Select Batch-'. To the right of 'Select Courses' is a larger dropdown menu with the text 'Select a Course' and a small downward arrow. A red box labeled '6' highlights the 'Select a Course' dropdown menu. Below these dropdowns, there is a blue button with the text 'START FEEDBACK'. A red box labeled '7' highlights the 'START FEEDBACK' button. The bottom of the interface is a solid blue bar.

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).

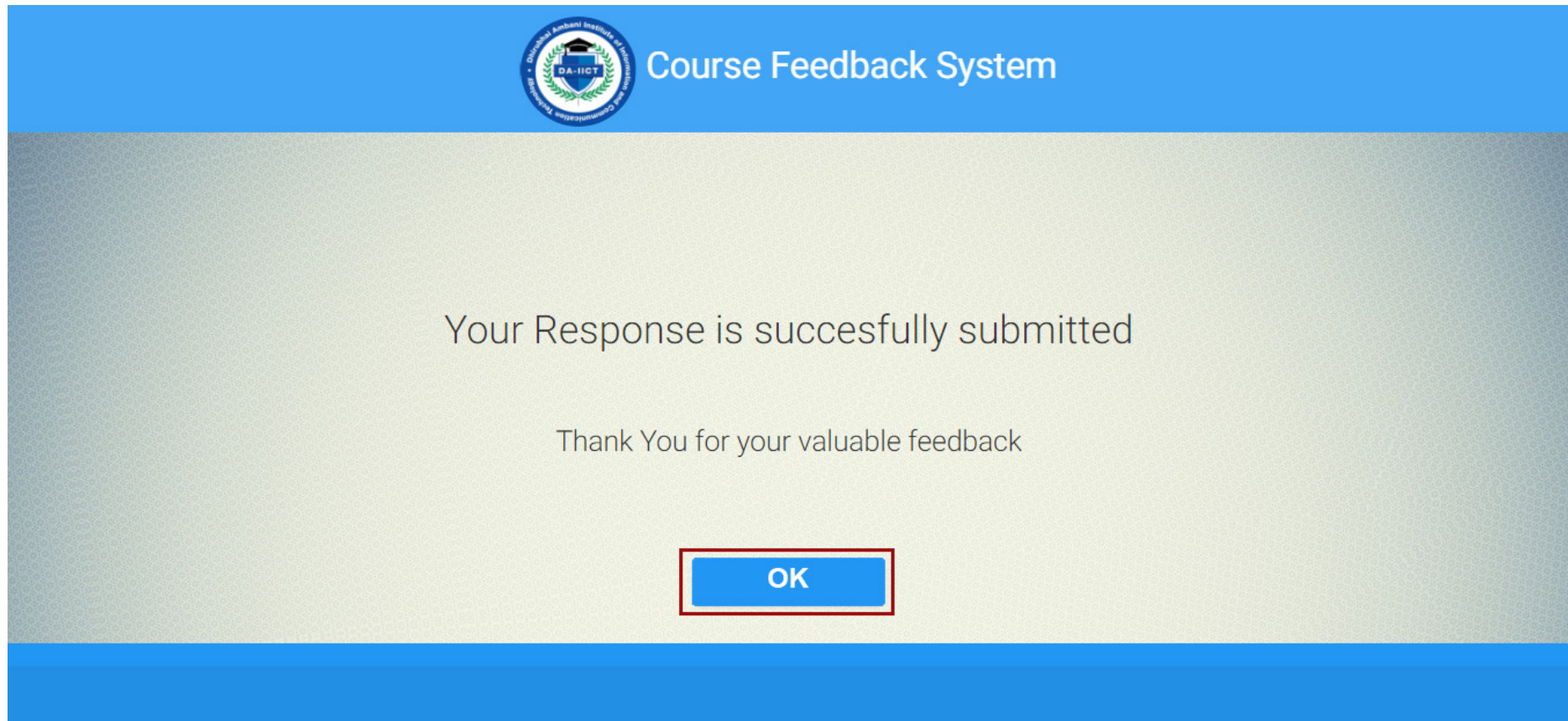


Fig. 5. Final Screen

## **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.