



How to use the EvaSys Instructor Portal For UCD Student Feedback Surveys

Overview - EvaSys Instructor Portal

The EvaSys Instructor Portal can be found at <https://ucd.evasysplus.ie>; you can log in with your University login details.

The Portal enables you to actively engage with and manage the survey process by providing access to:

- (i) all open and closed surveys, both for the current trimester and for previous years (where relevant)
- (ii) a summary of current response rates
- (iii) a pop-up screen that shows response rates in real-time as students submit, a QR code to display to students to access surveys, and other summary information

Example screenshots of the process can be found at the foot of this guide.

The Instructor Portal is also the place where you will access Feedback Reports immediately on survey closure, and complete reflections to feed back to students; a separate guide will be emailed relating to use post survey closure.

How do Students Access the Surveys?

Students have access to surveys through:

- (i) <https://ucd.surveys.evasysplus.ie/>, a static URL which you can provide to students.
- (ii) A QR code to the Survey Portal is included at the foot of this document. It is also displayed under the "details" screen in the Instructor Portal for you to display on screen for students to scan via a QR Code reader
- (iii) an email forwarded to each student containing a link that will take them directly to surveys available to them in their survey portal; subsequent email reminders contain the links too
- (iv) a link for each survey embedded Brightspace

How can High Response Rates be Achieved?

High response rates are illustrative of more engaged students and produce more credible and insightful data to support our enhancement strategy.

You might achieve this by:

- setting aside a few minutes in a class during the survey period for survey completion by students
- The QR Code to the Student Survey Portal will be displayed; encourage students to scan this to access their open surveys
- You can access a range of promotional resources (posters, slides, social media items, etc.) by clicking [here](#)

Assistance

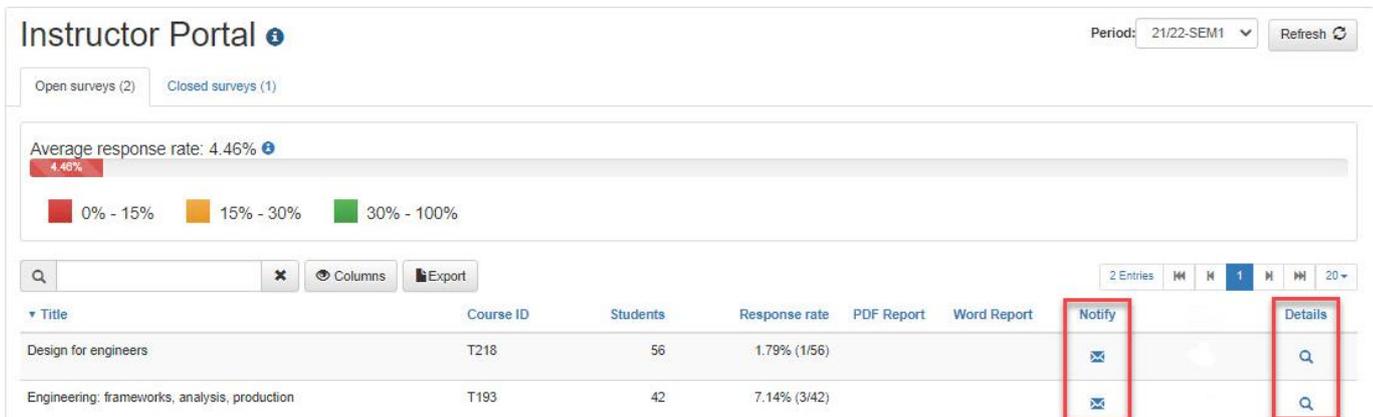
If you have any queries on this process, please contact studentfeedback@ucd.ie

EvaSys Instructor Portal Example screenshots

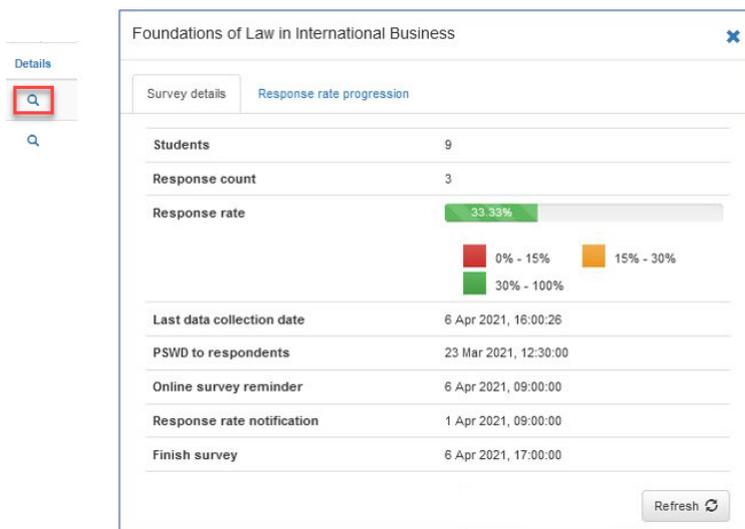
1 Accessing historical surveys (Default is the current survey period)



2 Summary of Open Surveys and their Response Rates



3 Show Response Rates in Real-time



Count of Students enrolled and responded

Percentage response rate

Last date/time a survey was submitted

Date/time survey was opened

Survey reminder date to students date

Response rate notification date

Survey closure date

Click on Refresh to update Response Rate



QR Code

Students can be invited to scan this QR code, which will take them to the Student Survey Portal

<https://ucd.surveys.evasysplus.ie/>

