

CHUKA



UNIVERSITY

**OFFICE OF THE DIRECTOR
(Quality Assurance & Performance Contracting)**

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REF.: CU/QAPC/TEEV/20

05/3/2019

NOTICE

To:

1. All Students
2. Teaching Staff

**REF: AUTOMATED EVALUATION SYSTEM OF TEACHING EFFECTIVENESS
(JANUARY –APRIL) SEMESTER 2019**

The Directorate of Quality Assurance and Performance Contracting will evaluate teaching using the automated system for all courses offered in the 9th and 10th week of the semester as from 11th to 22nd March 2019 in the following faculties;

1. Faculty of Agriculture & Environmental Science
2. Faculty of Science Engineering & Technology

This is to bring to your attention that evaluation is going to be done online by logging in to the student portal. You are therefore required to evaluate all courses offered this semester in the mentioned Faculties.

The Purpose of this evaluation is to get feedback on the quality of teaching for the courses taught this semester.

Attached are steps to be followed to evaluate using the student's portal.

Thank You.

Yours faithfully,

Mr. Jotham Ainea Akhaya

For: Director Quality Assurance and Performance Contracting

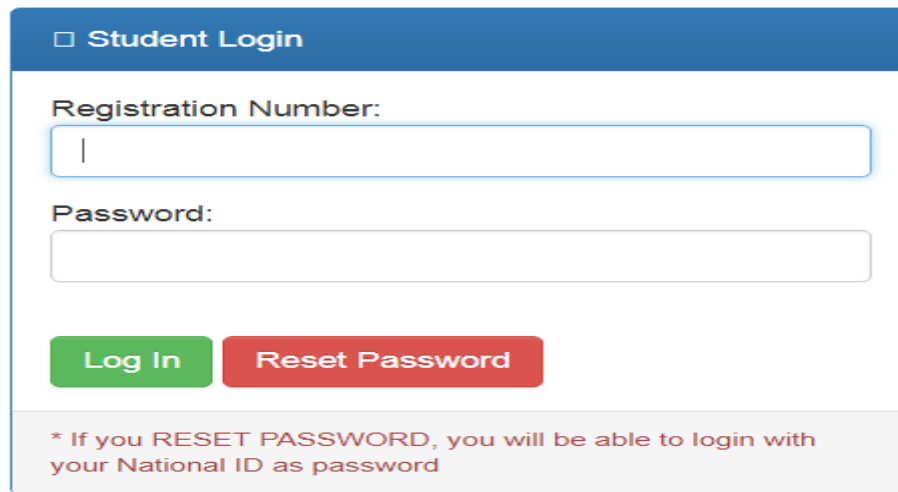
cc

Vice-Chancellor

Deputy-Vice Chancellor (ARSA)

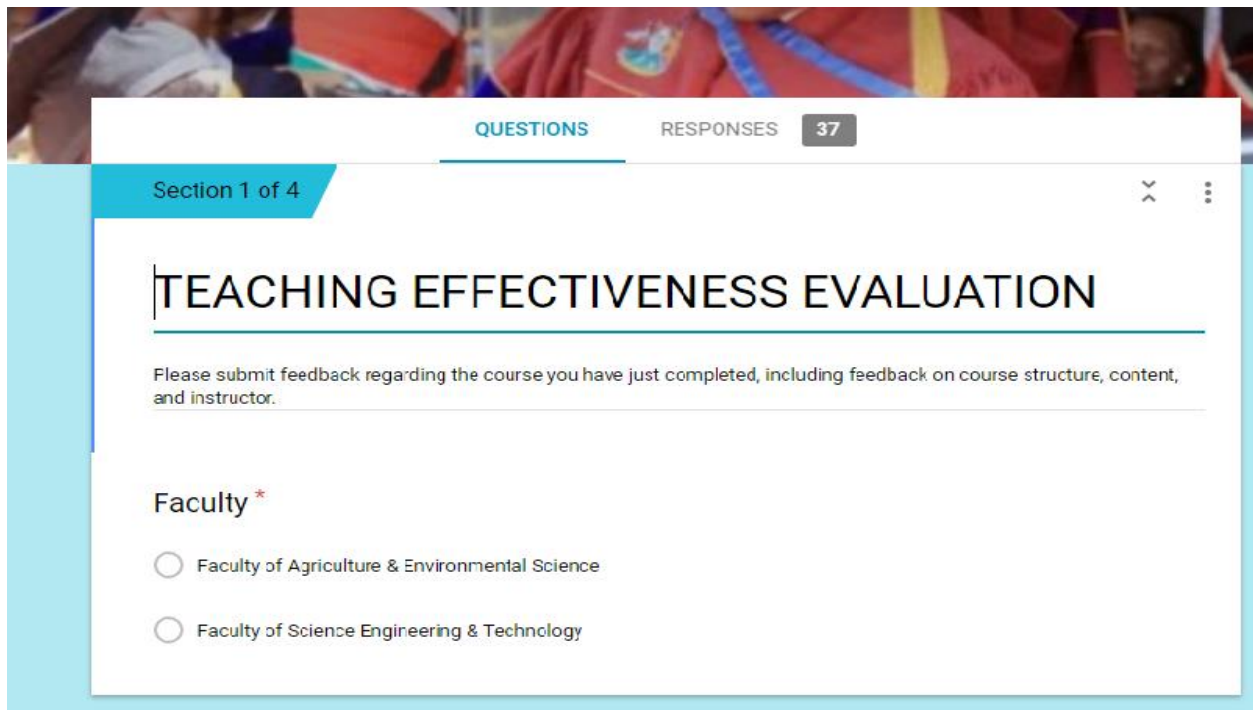
Deputy-Vice Chancellor (AFP&D)

Step 1. Log in to the student portal.



The screenshot shows a 'Student Login' form with a blue header. It contains two input fields: 'Registration Number:' and 'Password:'. Below the fields are two buttons: 'Log In' (green) and 'Reset Password' (red). A note at the bottom states: '* If you RESET PASSWORD, you will be able to login with your National ID as password'.

Step 2. Select the faculty.



The screenshot shows a 'TEACHING EFFECTIVENESS EVALUATION' form. At the top, there are tabs for 'QUESTIONS' and 'RESPONSES' with a count of '37'. The form is titled 'Section 1 of 4'. The main heading is 'TEACHING EFFECTIVENESS EVALUATION'. Below the heading, there is a text prompt: 'Please submit feedback regarding the course you have just completed, including feedback on course structure, content, and instructor.' The 'Faculty *' section has two radio button options: 'Faculty of Agriculture & Environmental Science' and 'Faculty of Science Engineering & Technology'.

Step 3: Select the department.

Section 2 of 4 ✕ ⋮

FAES

Description (optional)

⋮

Department *


- Animal Science
- Environmental Science
- Plant Science
- Agriculture, Agribusiness & Economics

required

FSET

Department *

- Computer Science
- Physical Science
- Biological Sciences
- Nursing

 Page 3 of 4

Never submit passwords through Google Forms.

Step 4. Fill in the course and instructors' name. Then evaluate the lecturer starting with section A: presentation, clicking the most appropriate score. (**5 being the highest and 1 the least**).

Section 4 of 4 ✕ ⋮

Questionnaire

Description (optional)

Course title/code *

Short answer text

Instructor *

Short answer text

⋮

A. PRESENTATION

Step 5. After completing the evaluation, Click submit, to forward the feedback for ananalysis.

What is the lecturer doing well with reference to section A, B, C?

Your answer

What is the lecturer not doing well with reference to section A, B, C?

Your answer

Give your suggestion for improvement

Your answer

BACK

SUBMIT

 Page 4 of 4

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