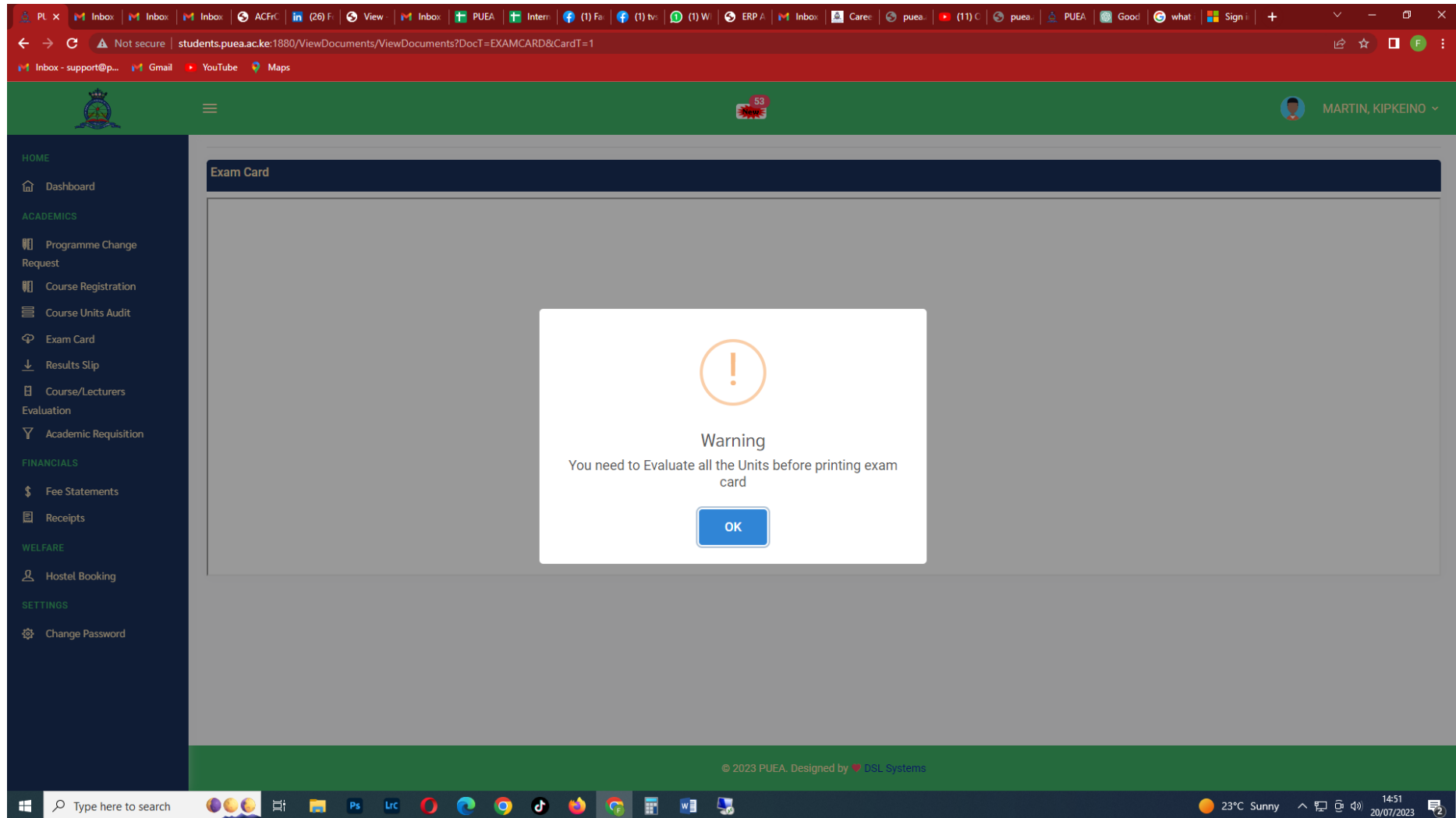


# TUTORIAL: How to Conduct Course/Lecturer Evaluation On the Students' Portal

**NOTE:** Before printing your exam card you will be required to evaluate all the units that you registered for that semester. You will get the following error when you try to print your exam card before completing the evaluation for all the units.



The screenshot shows a web browser window with the URL `students.puea.ac.ke:1880/ViewDocuments/ViewDocuments?DocT=EXAMCARD&CardT=1`. The page title is "Exam Card". A warning dialog box is displayed in the center of the page, containing the following text:

**Warning**  
You need to Evaluate all the Units before printing exam card

Below the text is a blue button labeled "OK".

The browser's address bar shows several tabs, including "Inbox", "ACFrC", "View", "PUEA", "Intern", "(1) Fa", "(1) tv", "(1) W", "ERP A", "Care", "puea", "(11) C", "puea", "PUEA", "Good", "what", "Sign i", and "+". The browser's status bar at the bottom shows the system tray with the date and time: "23°C Sunny 14:51 20/07/2023".

# TUTORIAL: How to Conduct Course/Lecturer Evaluation On the Students' Portal

To begin course/lecturers' evaluation:

**Step 1:** Log in to your Students' portal using a browser on your PC or smartphone. To access the course evaluation page, click on the **Course/Lecturers Evaluation button** located on the menu that appears on the left side of the portal.

The screenshot displays the Students' Portal dashboard for a user named MARTIN, KIPKEINO. The dashboard includes a navigation menu on the left with categories like HOME, ACADEMICS, FINANCIALS, WELFARE, and SETTINGS. The main content area shows the user's profile information and a list of important documents.

**Dashboard**

**Profile Information:**

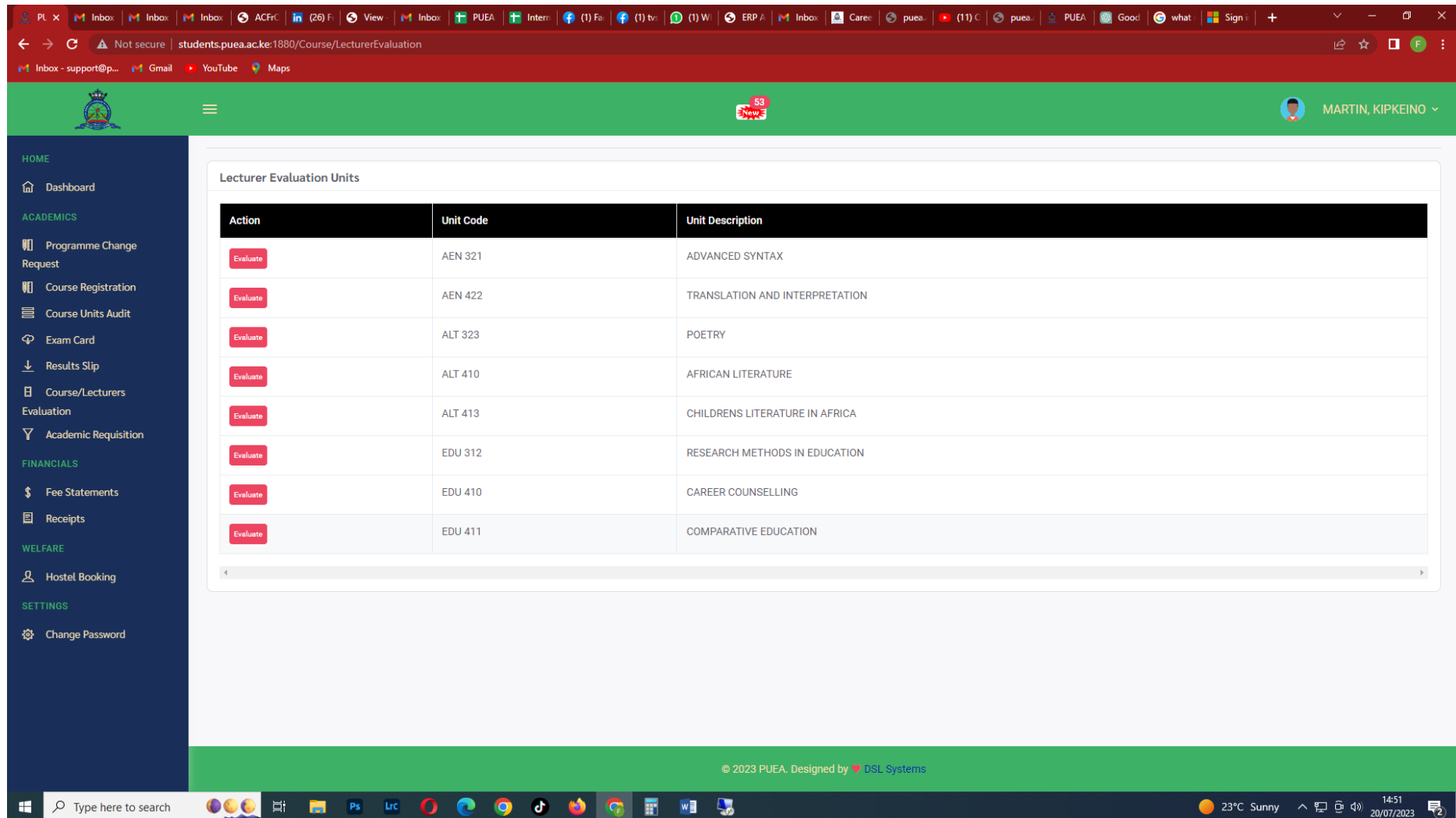
Reg. No	X35/GV/10974/2021	Name	MARTIN, KIPKEINO
ID No		Gender	Male
Phone Number	0705769499	Address	633
Email	martinkipkeino@gmail.com	Date of Birth	2002-10-10

**Important Documents**

Download	Name	ext	Date Uploaded
	REOPENING OF REGISTRATION OF COURSE UNITS .pdf	.pdf	18/07/2023
	The Constitution of The Presbyterian University Student Association (PUSA).pdf	.pdf	16/07/2023
	DRAFT II MASTERS EXAMINATION TIMETABLE FOR MAY-AUGUST 2023 SEMESTER.pdf	.pdf	14/07/2023
	DRAFT II EXAMINATION TIMETABLE FOR MAY-AUGUST 2023 QUAD SEMESTER AS AT 14TH JULY 2023.pdf	.pdf	14/07/2023
	DRAFT II NURSING MAY - AUGUST 2023 EXAMINATION TIMETABLE.pdf	.pdf	14/07/2023
	9TH JULY 2023 PUEA SUNDAY SERVICE.pdf	.pdf	07/07/2023
	FINAL SPECIAL_AND_SUPPLIMENTARY_EXAMINATION_TIMETABLE_FOR_MAY-AUGUST,2023_(3RD JULY,2023).pdf	.pdf	03/07/2023

# TUTORIAL: How to Conduct Course/Lecturer Evaluation On the Students' Portal

**Step 2:** On the page that appears, All the units that you are supposed to evaluate will be listed. Click on the Evaluate button of each unit to start evaluating.



The screenshot shows a web browser window displaying the 'Lecturer Evaluation Units' page on the Students' Portal. The page features a dark blue sidebar with navigation options and a main content area with a table of units to be evaluated. The table has three columns: 'Action', 'Unit Code', and 'Unit Description'. Each row contains a red 'Evaluate' button, a unit code, and a unit description.

Action	Unit Code	Unit Description
<a href="#">Evaluate</a>	AEN 321	ADVANCED SYNTAX
<a href="#">Evaluate</a>	AEN 422	TRANSLATION AND INTERPRETATION
<a href="#">Evaluate</a>	ALT 323	POETRY
<a href="#">Evaluate</a>	ALT 410	AFRICAN LITERATURE
<a href="#">Evaluate</a>	ALT 413	CHILDRENS LITERATURE IN AFRICA
<a href="#">Evaluate</a>	EDU 312	RESEARCH METHODS IN EDUCATION
<a href="#">Evaluate</a>	EDU 410	CAREER COUNSELLING
<a href="#">Evaluate</a>	EDU 411	COMPARATIVE EDUCATION

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## TUTORIAL: How to Conduct Course/Lecturer Evaluation On the Students' Portal

**Note:** If you find the below error, this means that the specific unit is not allocated to a specific lecturer. Contact your Head of Department for assistance.

The screenshot displays the Students' Portal interface. A modal window titled "Lecturer Evaluation Form" is open, showing the error message "No lecturer assigned this unit" in red text. The background shows the "Lecturer Evaluation Units" table with columns for "Action", "Unit", and "Lecturer". The "Unit" column contains "MGT 012" and "PROJECT". The "Lecturer" column is empty. The "Action" column has "Evaluate" buttons. The portal header shows the user "MBAE, JACKLINE GATWIRI". The footer of the portal indicates "© 2023 PUEA. Designed by DSL Systems".

Action	Unit	Lecturer
Evaluate	MGT 012	
Evaluate	PROJECT	

**Step 3:** A questionnaire will appear asking you to evaluate that particular unit. Answer the questions as honestly as possible.

# TUTORIAL: How to Conduct Course/Lecturer Evaluation On the Students' Portal

The screenshot shows a web browser window displaying the Students' Portal. The user is logged in as MARTIN, KIPKEINO. The main navigation menu on the left includes sections for HOME, ACADEMICS, FINANCIALS, WELFARE, and SETTINGS. The 'Lecturer Evaluation Units' section is active, showing a list of units with 'Evaluate' buttons. A modal window titled 'Lecturer Evaluation Form' is open, displaying the following content:

**Lecturer Evaluation Form**

**OBJECTIVES**  
This evaluation is intended to obtain feedback in order to continue offering quality teaching and learning services. Please take a few minutes to fill in this Evaluation Form as objectively as you can. All responses will be treated confidentially. Please indicate your Level of Disagreement or Agreement with the following statements, to give input on both the course unit and the lecturer. Rate each answer on a scale of 1 - 5

**1=Strongly Disagree; 2=Disagree; 3=Undecided; 4=Agree; 5=Strongly Agree**

**Lecturer Information**

Lecturer Name: MICHAEL KIBABE NYACHIO  
Unit Code : AEN 321  
Unit Name : BACHELOR OF EDUCATION ARTS

**COURSE ASSESSMENT**

Question	Very Poor	Poor	Fair	Good	Very Good
1. The course unit had clearly set objectives and the lecturer clearly elaborated on them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The lecturer was well prepared for class sessions and attended all scheduled lectures and tutorials punctually.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The lecturer had good rapport, encouraged student/lecturer interaction in class and feedback.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The course content as presented in class achieved the given objectives of the course unit.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The lecturer explained course materials clearly, logically effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The lecturer provided adequate, relevant and up-to-date reading materials, hand-outs and references.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The lecturer used appropriate teaching methods (e.g. group	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Step 4:** When you are done answering all the questions, click on the Complete Evaluation button

# TUTORIAL: How to Conduct Course/Lecturer Evaluation On the Students' Portal

The screenshot displays a web browser window with the URL `students.puea.ac.ke:1880/Course/LecturerEvaluation`. The page features a dark green header with the PUEA logo and a user profile for "MARTIN, KIPKEINO". A left-hand navigation menu includes sections for HOME, ACADEMICS, FINANCIALS, WELFARE, and SETTINGS. The main content area is titled "Lecturer Evaluation Units" and contains a list of units, each with an "Evaluate" button. A modal window titled "Lecturer Evaluation Form" is open, showing the following content:

**OBJECTIVES**  
This evaluation is intended to obtain feedback in order to continue offering quality teaching and learning services. Please take a few minutes to fill in this Evaluation Form as objectively as you can. All responses will be treated confidentially. Please indicate your Level of Disagreement or Agreement with the following statements, to give input on both the course unit and the lecturer. Rate each answer on a scale of 1 - 5

1=Strongly Disagree; 2=Disagree; 3=Undecided; 4=Agree; 5=Strongly Agree

**Lecturer Information**  
Lecturer Name: MICHAEL KIBABE NYACHIO  
Unit Code : AEN 321  
Unit Name : BACHELOR OF EDUCATION ARTS

13. What did you like best about the course?  
14. What have you gained most from the course unit?  
15. What suggestions would you give to make the course unit better?  
16. Any Other comments/suggestions.

Navigation buttons include "<<< Back", "Steps 2 of 2", "Complete Evaluation", and "Close".

**Step 5:** You will receive a success message indicating that you have evaluated the unit. Click on the OK button.

# TUTORIAL: How to Conduct Course/Lecturer Evaluation On the Students' Portal

The screenshot displays the Students' Portal interface. The browser address bar shows the URL `students.puea.acke:1880/Course/LecturerEvaluation`. The user is logged in as MARTIN, KIPKEINO. The main content area is titled "Lecturer Evaluation Units" and contains a table with the following data:

Action	Unit Code	Unit Description
Evaluate	AEN 422	TRANSLATION AND INTERPRETATION
Evaluate	ALT 323	POETRY
Evaluate	ALT 410	
Evaluate	ALT 413	
Evaluate	EDU 312	
Evaluate	EDU 410	
Evaluate	EDU 411	

A success modal dialog is displayed in the center of the screen, indicating that the evaluation was successful. The modal contains the following text:

Success  
Unit BACHELOR OF EDUCATION ARTS Evaluated successfully

The modal also features a green checkmark icon and an "OK" button.

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## TUTORIAL: How to Conduct Course/Lecturer Evaluation On the Students' Portal

**Step 6:** Proceed to evaluate the rest of the units by following the previous steps. When you are done evaluating a unit, the specific unit will automatically disappear from the list. Ensure you evaluate all the units successfully.

When there are no more units to evaluate, proceed to print your exam card as you would normally do.

The screenshot shows the 'Lecturer Evaluation Units' page on the Students' Portal. The page features a table with the following data:

Action	Unit Code	Unit Description
Evaluate	AEN 422	TRANSLATION AND INTERPRETATION
Evaluate	ALT 323	POETRY
Evaluate	ALT 410	AFRICAN LITERATURE
Evaluate	ALT 413	CHILDRENS LITERATURE IN AFRICA
Evaluate	EDU 312	RESEARCH METHODS IN EDUCATION
Evaluate	EDU 410	CAREER COUNSELLING
Evaluate	EDU 411	COMPARATIVE EDUCATION

The page footer indicates: © 2023 PUEA. Designed by DSL Systems. The user is identified as MARTIN, KIPKEINO.