

Student Feedback Questionnaire (SFQ)

System Manual for
Academic Staff



Prepared by

Educational Development Centre

1. System manual for Dean and Head of Department

The following system manual is for Deans' and Heads of Departments' use. It can also be accessed at www.polyu.edu.hk/esfqadmin. Subject Leaders, Subject Teachers and Departmental SFQ Administrators should refer to their corresponding manuals as their system interfaces are different from that of the Subject Leaders.

Deans and Heads of Departments will receive a notification email from the University SFQ Administrator upon the release of the SFQ reports each semester. They can log in to the SFQ system using the login name and password provided in the notification email to view the subject reports, full/staff reports, faculty norms, departmental norms, summaries of SFQ results and generate summary reports for staffing exercises. Instructions to using the SFQ system are given in the following sections:

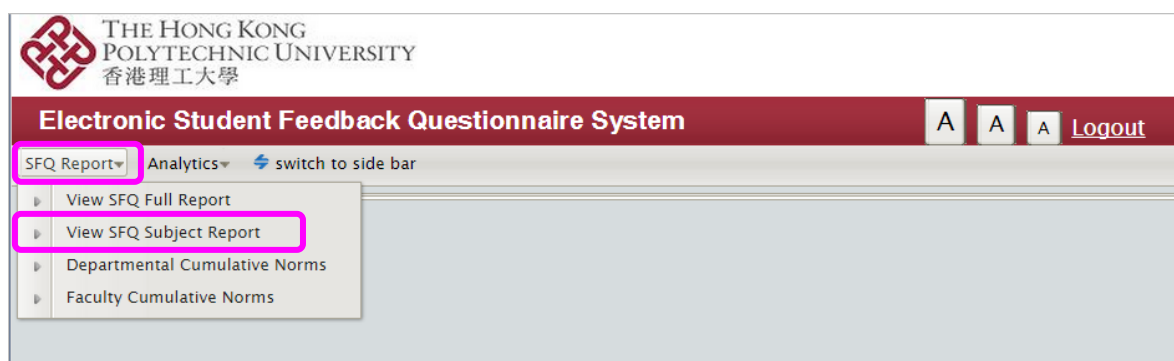
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1.1 Viewing SFQ subject reports

Deans and Heads of Departments can view the subject reports of their Faculty/School and department respectively.


Step 1 Go to <http://www.polyu.edu.hk/esfqadmin> and log in using the login name and password provided in the notification email sent to you upon the release of the SFQ reports. Please note that the password changes every semester when the results are released.













Step 2 To view the subject reports, click **SFQ Report** in the top menu bar then select **View SFQ Subject Report** to display the list of available reports.



Step 3 You can search for a report by clicking the **Magnifying glass icon**  in the top left corner.

To sort the reports in ascending or descending order by academic year and semester, subject code, subject title, subject section code or subject component code, click the corresponding column header.

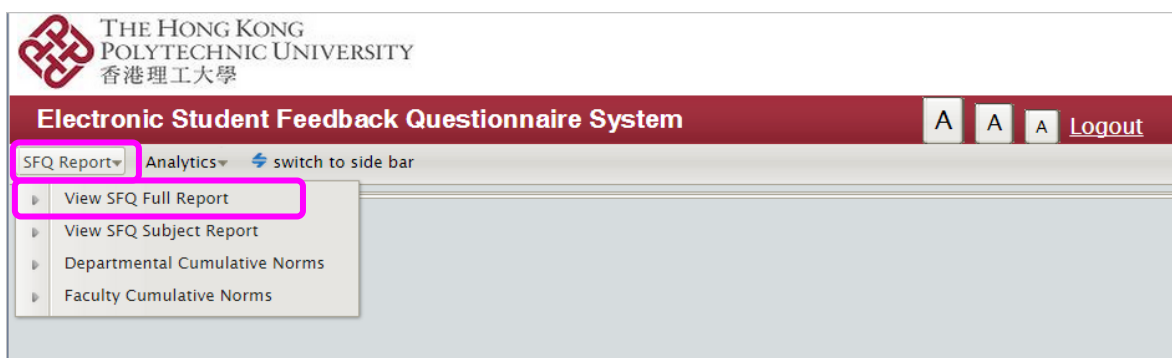
Click the **PDF icon**  next to the record to display the subject report for that class.


View SFQ Subjec...						
Acad. Yr.-Sem.	Subject Code	Subject Title	Subject Section Code	Subject Component Code	Filename	Subject Report
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM001	14FB0016-S-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM002	14FB0017-S-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM003	14FB0018-S-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM004	14FB0019-S-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM005	14FB0020-S-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM006	14FB0021-S-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM007	14FB0023-S-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM008	14FB0024-S-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM009	14FB0025-S-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM010	14FB0026-S-FB1003.pdf	
2013-2	FB1003	FRESHMAN SEMINAR	003S01	SEM001	13FB9009-S-FB1003.pdf	
2013-2	FB1003	FRESHMAN SEMINAR	003S01	SEM002	13FB9008-S-FB1003.pdf	

1.2 Viewing SFQ full/staff reports


Deans and Heads of Departments can view the full/staff reports of their Faculty/School and department respectively.








- Step 1** Go to <http://www.polyu.edu.hk/esfqadmin> and log in using the login name and password provided in the notification email sent to you upon the release of the SFQ reports.
- Step 2** To view the subject reports, click **SFQ Report** in the top menu bar then select **View SFQ Full Report** to display the list of available reports.



- Step 3** You can search for a report by clicking the **Magnifying glass icon**  in the top left corner.

To sort the reports in ascending or descending order by academic year and semester, subject code, subject title, subject section code, subject component code or staff member, click the corresponding column header.

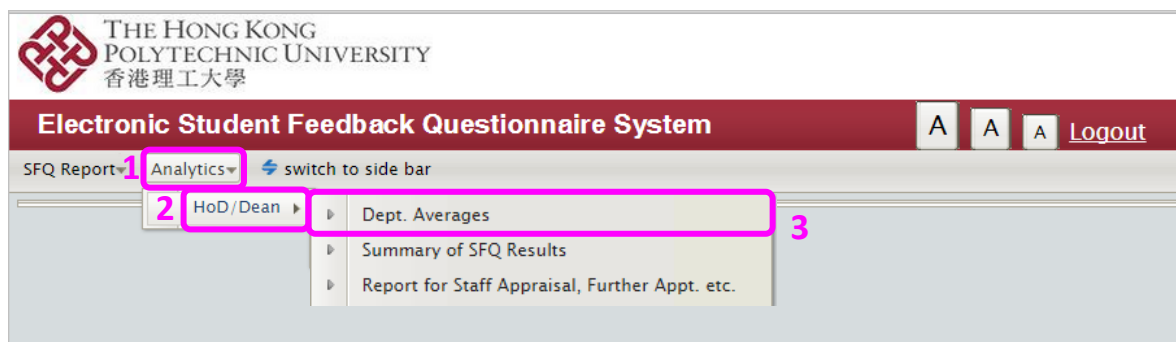
Click the **PDF icon**  next to the record to display the subject report for that class.

View SFQ Full R...							
Acad. Yr.-Sem.	Subject Code	Subject Title	Subject Section Code	Subject Component Code	Teacher	Filename	Full Report
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM001	Teacher A	14FB0016-netida-012345-T-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM002	Teacher B	14FB0017-netidb-111111-T-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM003	Teacher A	14FB0018-netida-012345-T-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM004	Teacher C	14FB0019-netidc-444444-T-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM005	Teacher C	14FB0020-netidc-444444-T-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM006	Teacher A	14FB0021-netida-012345-T-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM007	Teacher D	14FB0023-netidd-555555-T-FB1003.pdf	

1.3 Viewing departmental averages

Deans and Heads of Departments can view the departmental averages of their own faculty/department.

- Step 1** To view the departmental averages, click **Analytics** in the top menu bar then select **HoD/Dean**, then **Dept. Averages**.



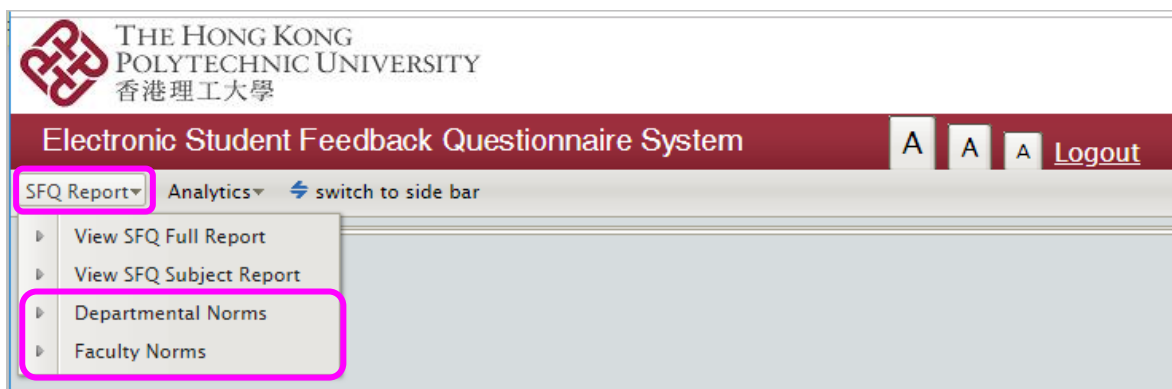
- Step 2** Select the appropriate options from the drop-down menus then click **Download** to generate the report.


The screenshot shows the 'Dept. Averages' report generation form. It contains five drop-down menus for selection: 'Department', 'Academic Year', 'Subject Level', 'Class Size', and 'Subject Nature'. Each menu has a red asterisk next to its label. A 'Download' button is located at the bottom right of the form.

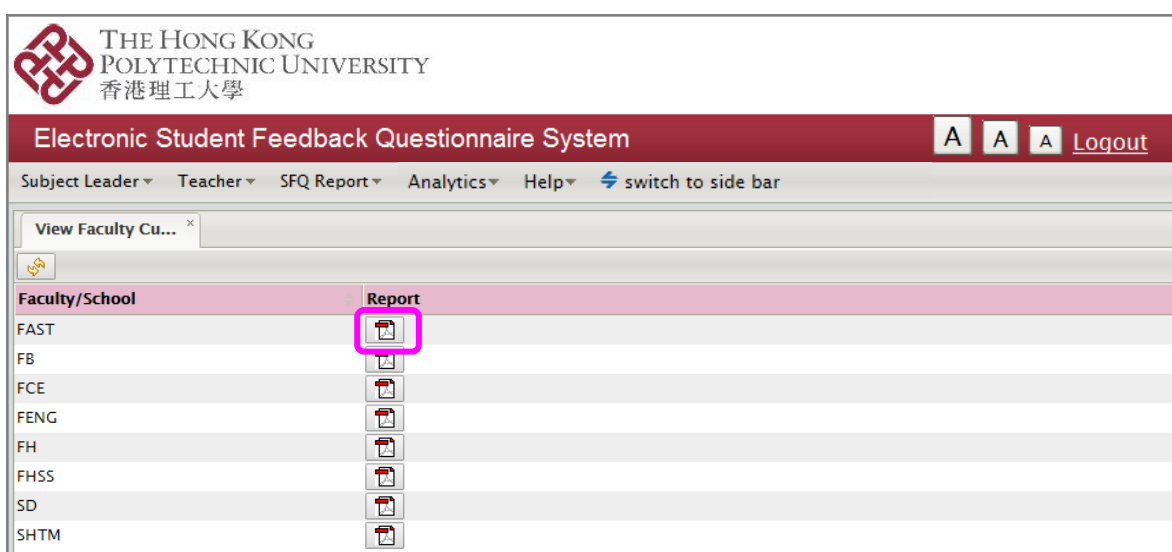
1.4 Viewing departmental and faculty norms

Deans, Heads of Departments, Subject Leaders, subject teachers and departmental SFQ administrators can view the departmental norms of their own department and the norms of all Faculties/Schools.

- Step 1** To view the departmental or faculty cumulative norms, click **SFQ Report** in the top menu bar then select **Departmental Norms** or **Faculty Norms** to display the list of available reports.



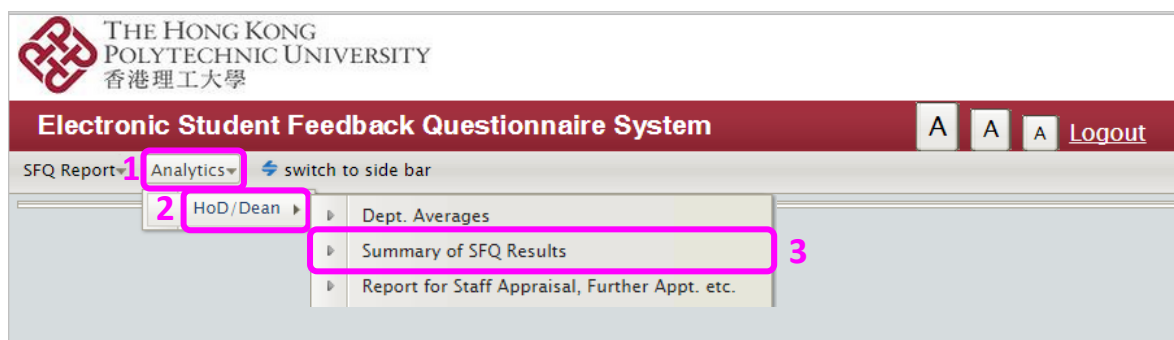
- Step 2** Click the **PDF icon**  next to the record to display the report.



1.5 Viewing summary of SFQ results

Deans and Heads of Departments can view and export a summary of all available SFQ results.

Step 1 To view the summary, click **Analytics** in the top menu bar then select **HoD/Dean**, then **Summary of SFQ Results**.



Step 2 Use the **Arrow buttons** at the bottom to go to the first, previous, next or last page. Alternatively, you can enter the page number to go to a particular page.

To search for a particular record, click the **Magnifying glass icon** . Enter the relevant information, then click **Search**.

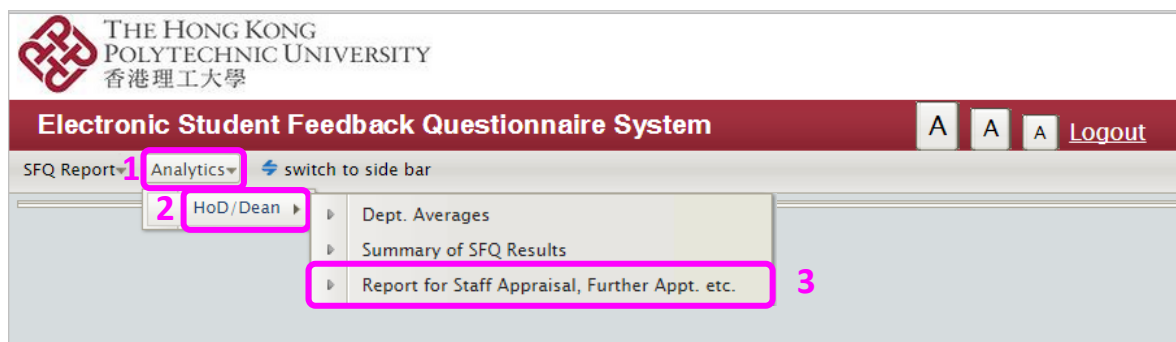
To export the records to an Excel file, click the **Excel file icon** .

Acad. Yr.	Sem	Subject Code	Section	Component	Part of Teaching Being Evaluated	Staff Name	NetID	Enrolment	No. of Returns	Response Rate	1A1	1A2	1A3	1A4	1A5 (Too Heavy)
2014	1	BRE2031	031501	TUT005	Small group	Teacher A	subteacher	33	12	36.36%	3.9	3.8	4.1	4.2	50.0%
2014	1	BRE2031	031501	TUT007	Small group	Teacher B	subteacher	31	10	32.26%	N/A	N/A	N/A	N/A	N/A
2014	1	BRE204	204501	TUT003	Small group	Teacher A	subteacher	30	11	36.67%	3.8	4.0	4.0	3.9	20.0%
2014	1	BRE204	204502	LEC001	Lecture	Teacher B	subteacher	28	14	50.00%	4.2	4.1	4.3	4.2	41.7%
2014	1	BRE261	261501	TUT002	Small group	Teacher A	subteacher	32	9	28.13%	3.6	3.3	3.7	3.2	88.9%
2014	1	BRE261	261501	TUT004	Small group	Teacher A	subteacher	29	9	31.03%	N/A	N/A	N/A	N/A	N/A
2014	1	BRE263	263501	TUT001	Small group	Teacher C	subteacher	29	7	24.14%	N/A	N/A	N/A	N/A	N/A
2014	1	BRE263	263501	TUT001	Small group	Teacher D	subteacher	29	6	20.69%	4.5	4.5	4.7	4.2	20.0%
2014	1	BRE263	263501	TUT008	Small group	Teacher E	subteacher	23	9	39.13%	3.8	4.2	4.0	3.4	22.2%
2014	1	BRE271	271501	TUT004	Small group	Teacher A	subteacher	26	12	46.15%	3.9	3.8	3.8	4.0	0.0%
2014	1	BRE2502	502501	LEC001	Lecture	Teacher F	subteacher	25	9	36.00%	4.0	4.3	4.0	3.7	11.1%
2014	1	BRE315	315501	TUT001	Small group	Teacher M	subteacher	17	11	64.71%	4.1	3.9	3.8	3.9	18.2%
2014	1	BRE315	315501	TUT003	Small group	Teacher A	subteacher	17	4	23.53%	N/A	N/A	N/A	N/A	N/A
2014	1	BRE329	329501	LEC001	Lecture	Teacher K	subteacher	66	26	39.39%	3.8	3.8	3.9	3.9	4.0%
2014	1	BRE329	329501	TUT001	Small group	Teacher A	subteacher	9	3	33.33%	N/A	N/A	N/A	N/A	N/A
2014	1	BRE329	329502	LEC001	Lecture	Teacher T	subteacher	20	9	45.00%	4.2	4.3	4.2	4.0	0.0%
2014	1	BRE341	341501	TUT003	Small group	Teacher P	subteacher	14	7	50.00%	3.9	3.9	3.9	3.9	0.0%
2014	1	BRE341	341502	LEC001	Lecture	Teacher A	subteacher	13	4	30.77%	4.0	4.0	4.0	3.8	0.0%
2014	1	BRE341	341502	TUT001	Small group	Teacher N	subteacher	13	4	30.77%	N/A	N/A	N/A	N/A	N/A
2014	1	BRE350					subteacher	173	69	39.88%	N/A	N/A	N/A	N/A	N/A
2014	1	BRE350					subteacher	27	9	33.33%	3.7	4.0	3.9	4.0	11.1%
2014	1	BRE350					subteacher	29	12	41.38%	N/A	N/A	N/A	N/A	N/A
2014	1	BRE350					subteacher	90	56	62.22%	3.7	3.6	3.6	3.8	13.5%
2014	1	BRE361					subteacher	134	49	36.57%	4.4	4.4	4.4	4.3	13.3%
2014	1	BRE363	363501	LEC001	Lecture	Teacher A	subteacher	86	35	40.70%	4.0	4.0	4.1	3.9	12.5%
2014	1	BRE363	363501	TUT001	Small group			34	14	41.18%	N/A	N/A	N/A	N/A	N/A

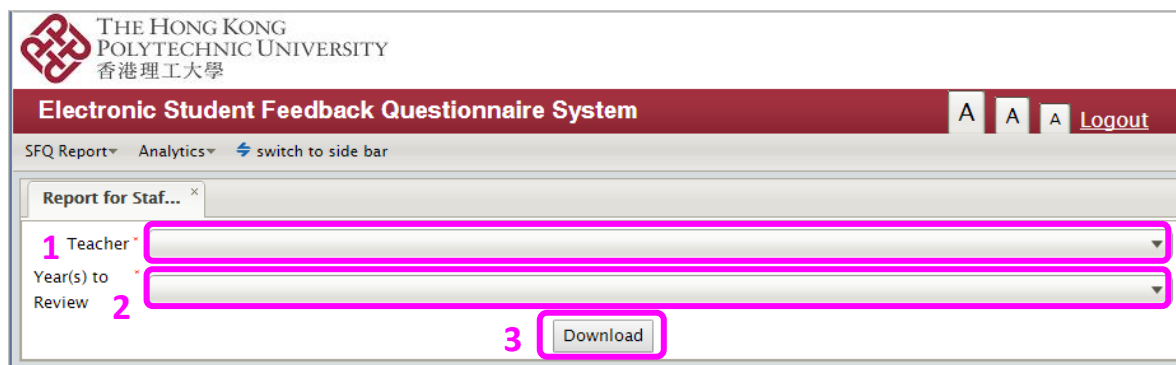
1.6 Downloading SFQ summary report for staff appraisal, further appointment, etc.

Deans and Heads of Departments can download SFQ summary reports of their teaching staff members' SFQ results with percentile range indications up to the past 7 years for staffing exercises or other relevant purposes.

- Step 1** To download an SFQ summary report, click **Analytics** in the top menu bar then select **HoD/Dean**, then **Report for Staff Appraisal, Further Appt. etc.**

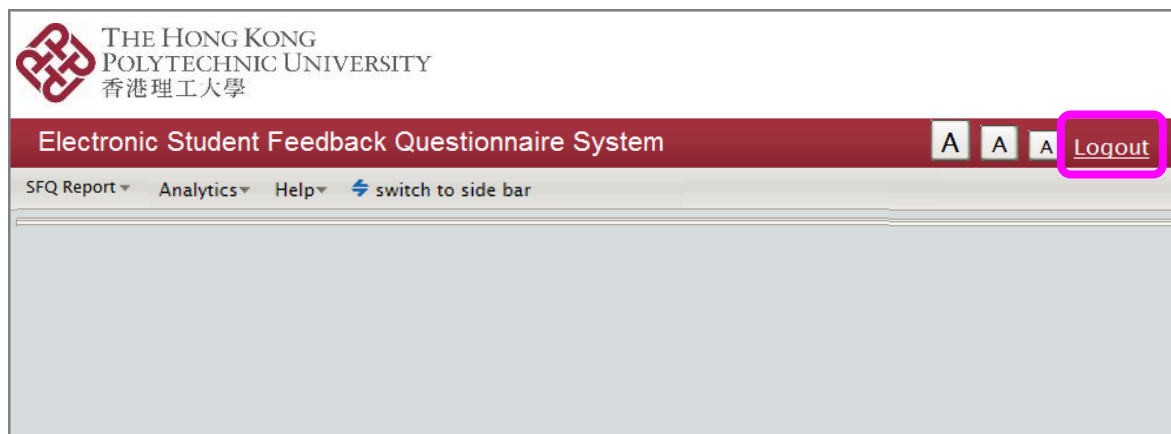


- Step 2** Select from the drop-down menus: (1) the name of the staff, and (2) the number of years to be reviewed (1, 3, 6 or 7). Then (3) click **Download** to generate and download the report.



1.7 Logging out of the SFQ system

To log out of the SFQ system, click the **Logout link** in the top right corner.



1.8 Further assistance and support

For further assistance or support, send an email to esfq.support@polyu.edu.hk with the following information if possible:

1. Screenshot – Capture your screen (by holding down Ctrl or Alt key while hitting the Print Screen button for PC, or Ctrl+Shift+Command (Apple)+4 for Macintosh) and paste the image to the email
2. Browser address – Copy the URL that is displayed in the address line of your browser and paste it to the email.

2. System manual for Approvers

Some in-class SFQ administration requires DLTC Chair's approval. If the teacher requesting in-class SFQ administration is the DLTC/SLTC Chair, approval will be sought from the Head of Department instead.

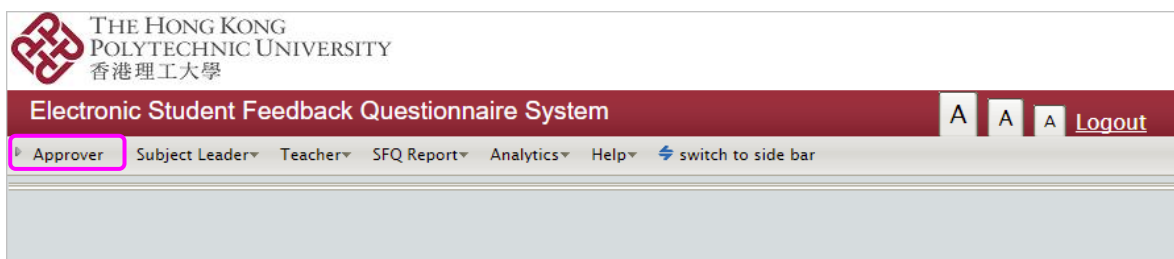
You will receive a notification email when a request has been submitted to you for your approval. Please observe the deadline for approving the request for each class record in the notification email and on the SFQ system interface. You will not be able to submit any decision when the deadline for approval has been passed. Please contact your Departmental SFQ Administrators as soon as possible regarding this as they are the ones responsible for setting up the SFQ for the department.

Should you have any question, please contact your Departmental SFQ Administrators or SFQ Support (esfq.support@polyu.edu.hk).

To submit your decision via the SFQ system, follow the steps below.

Step 1 Go to <http://www.polyu.edu.hk/esfqadmin> and log in using your NetID and password.

Step 2 In the top menu bar, click on **Approver**.




Step 3 On the **Approver** tab, you can check the deadline for approval and the approval status of the requests.

Input In-Class eSFQ Request										Request Submission Date	Approver	Approval Status	Date of Decision	Deadline for Approval	Reminder Last Sent
2016-2	RS2670	670501	LAB004	ELECTROPHYSICAL THERAPY I	Teacher A	17 Mar 2017	24 Mar 2017	<div>Approval Status</div> <div>Pending(deadline for approval has passed)</div> <div>Pending(deadline for approval has passed)</div>		07 Feb 2017	Ming	Pending(deadline for approval has passed)	12 Mar 2017	12 Mar 2017	
2016-2	RS2670	670501	LEC001	ELECTROPHYSICAL THERAPY I	Teacher A	24 Apr 2017	01 May 2017			07 Feb 2017	Ming	Pending(deadline for approval has passed)	19 Apr 2017	19 Apr 2017	
2016-2	RS2730	730501	LAB004	MUSCULOSKELETAL PHYSIOTHERAPY I	Teacher A	17 Mar 2017	24 Mar 2017			07 Feb 2017	Ming	Pending(deadline for approval has passed)	12 Mar 2017	12 Mar 2017	

- Step 4** Double-click on a record to view the proposed survey period and justification for conducting in-class SFQ for that class.

- Step 5** Select the appropriate option in the **In-class Approval** section. Input reason(s) for rejecting the request if “Not approved” is selected. **Please note that no changes can be made after saving your decision.**

- Step 6** Click the **Save icon**  to save your decision. Upon saving, the system records the decision and notifies the Department SFQ Administrator for their further action via email accordingly.

3. System manual for Subject Leaders

The following system manual is for Subject Leaders' use. It can also be accessed at www.polyu.edu.hk/esfqadmin. Subject Teachers and Departmental SFQ Administrators should refer to their corresponding manuals as their system interfaces are different from that of the Subject Leaders.

Subject Leaders will receive a notification email from the SFQ system if any SFQ has been assigned to their subjects. They can log in to the SFQ system to add extra questions about the subject, monitor the survey and view the subject reports. Instructions to using the SFQ system are given in the following sections:

3.1	Adding extra questions about the subject	13
3.2	Updating an extra question.....	16
3.3	Deleting an extra question.....	18
3.4	Importing past questions previously added to the subject	20
3.5	Importing questions from question bank	22
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3.7	Monitoring the survey.....	26
3.8	Viewing SFQ subject reports	28
3.9	Viewing departmental and faculty norms.....	29
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3.11	Combining subject results	32
3.12	Downloading raw data on subject	34
3.13	Logging out of the SFQ system.....	35
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3.1 Adding extra questions about the subject

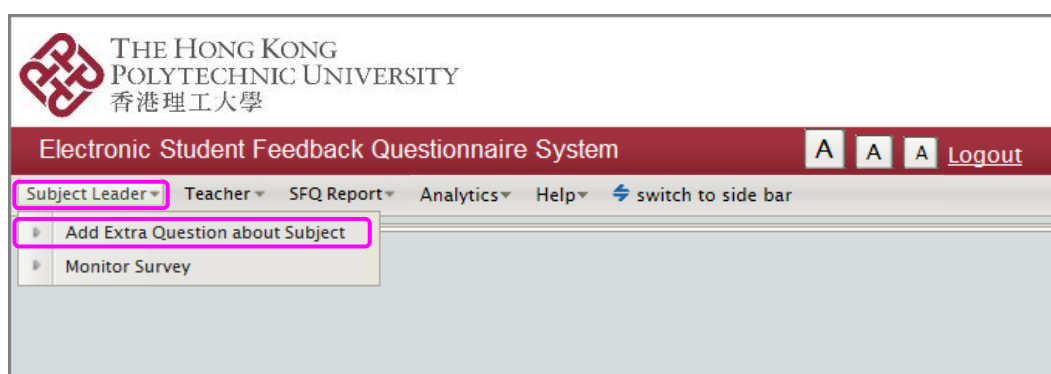
Primary Subject Leaders can add a maximum of 5 extra questions (closed-ended and/or open-ended) in Section I About the Subject of the SFQ. Please observe the deadline for adding extra questions shown in each subject record on the SFQ system interface and the notification email sent to you upon any SFQ assignment to your subject(s) as your departmental SFQ administrators may set different deadlines for different subjects. Note that for the same subject, the deadline for adding extra questions about the subject may be different from the one for adding extra questions about the staff member if you are also responsible for the teaching of any classes of the subject. You can check the deadlines for adding extra questions in the relevant tabs.

Note that Departmental Administrators cannot add the extra questions for the primary Subject Leaders via the administrator interface of the SFQ system.

To add extra questions about the subject, follow the steps below.

Step 1 Go to <http://www.polyu.edu.hk/esfqadmin> and log in using your NetID and password.

Step 2 In the top menu bar, select **Subject Leader**, then **Add Extra Question about Subject** from the drop-down menu.



Step 3 In the **Subject to be evaluated** section, click on the subject that you would like to add extra questions to. The selected subject will be highlighted in purple.

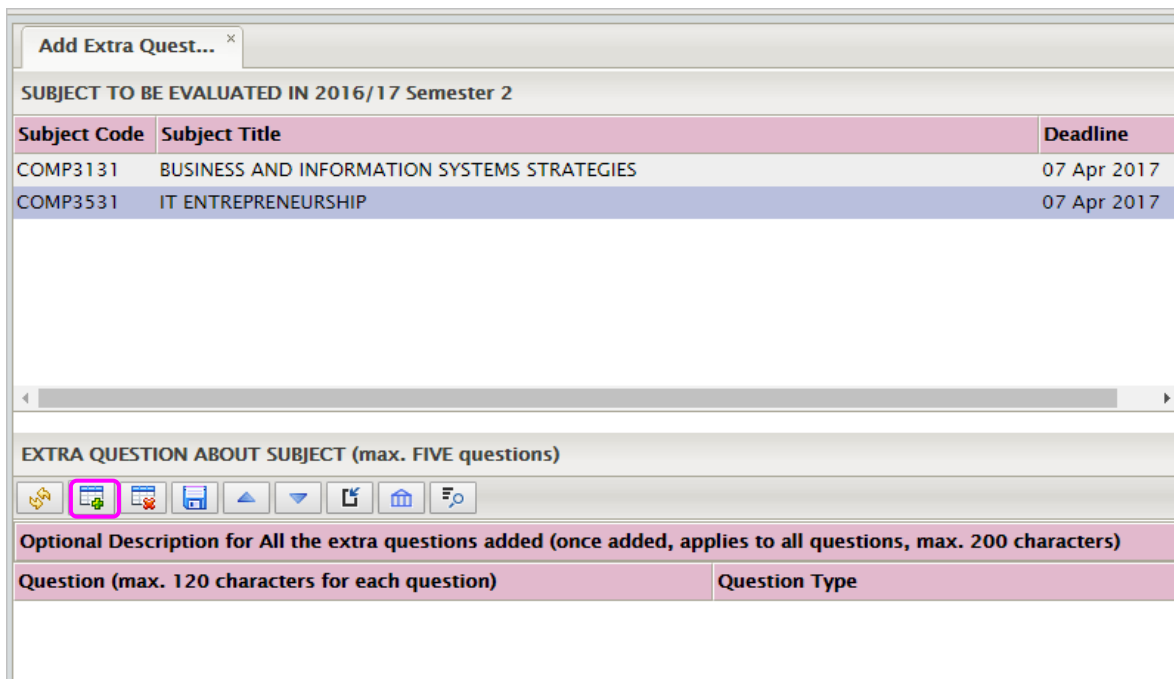
Subject Code	Subject Title	Deadline
COMP3131	BUSINESS AND INFORMATION SYSTEMS STRATEGIES	07 Apr 2017
COMP3531	IT ENTREPRENEURSHIP	07 Apr 2017

EXTRA QUESTION ABOUT SUBJECT (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

Question (max. 120 characters for each question)	Question Type

Step 4 Click the **Create New Record** icon  in the **Extra Question About Subject** section.



Add Extra Quest...

SUBJECT TO BE EVALUATED IN 2016/17 Semester 2

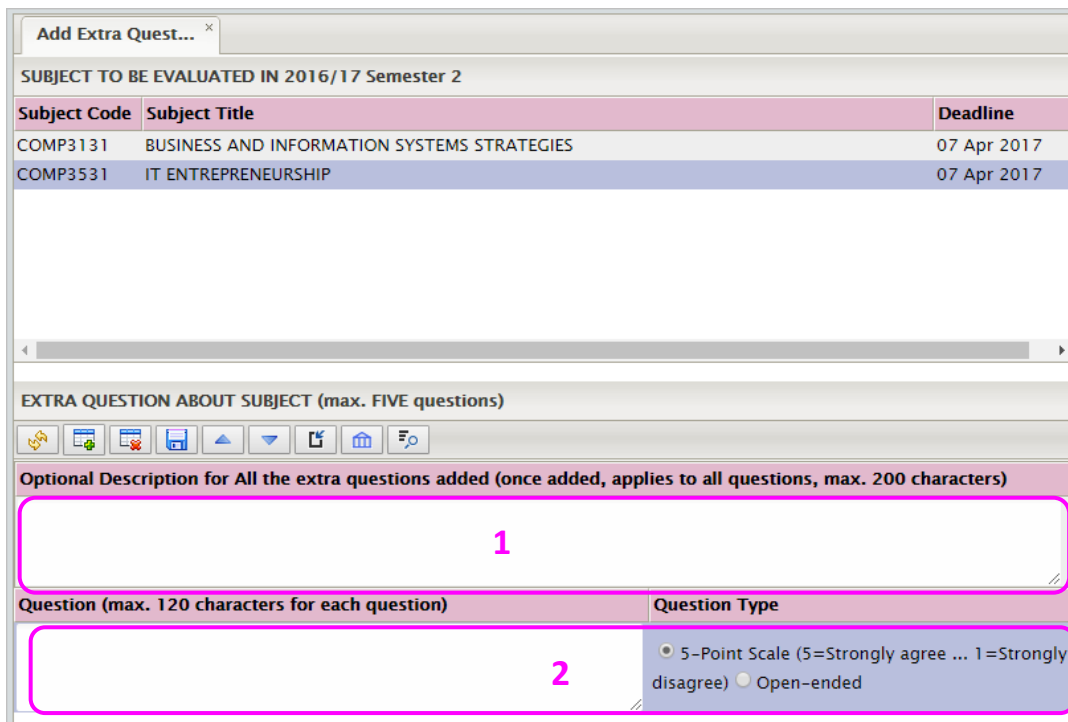
Subject Code	Subject Title	Deadline
COMP3131	BUSINESS AND INFORMATION SYSTEMS STRATEGIES	07 Apr 2017
COMP3531	IT ENTREPRENEURSHIP	07 Apr 2017

EXTRA QUESTION ABOUT SUBJECT (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

Question (max. 120 characters for each question)	Question Type
--	---------------

- Step 5**
- Enter a description (optional) to give some background information about your extra questions if deemed appropriate. Note that the description applies to all added extra questions and you are allowed to add only one description.
 - Choose the question type, then enter your question in the textbox. Note that for the closed-ended questions, you cannot change the scale descriptors of the 5-point scale, and the open-ended questions must be put after the closed-ended questions.



Add Extra Quest...

SUBJECT TO BE EVALUATED IN 2016/17 Semester 2

Subject Code	Subject Title	Deadline
COMP3131	BUSINESS AND INFORMATION SYSTEMS STRATEGIES	07 Apr 2017
COMP3531	IT ENTREPRENEURSHIP	07 Apr 2017

EXTRA QUESTION ABOUT SUBJECT (max. FIVE questions)



Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

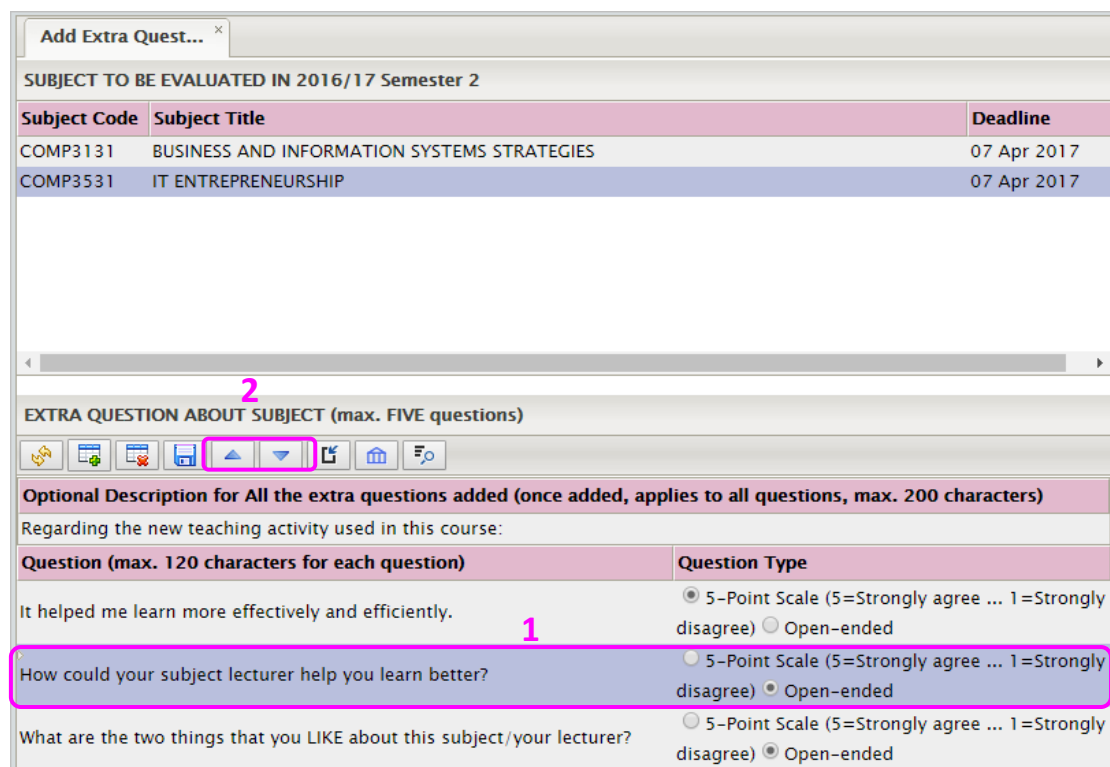
1

Question (max. 120 characters for each question)	Question Type
2	<input checked="" type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input type="radio"/> Open-ended

Step 6 Repeat **Steps 4** and **5** to add more questions. Note that you can add a maximum of 5 questions for each subject.

Step 7

To reorder the questions, select a question then click the **Up**  or **Down**  icon to move it up or down the list. Note that all open-ended questions will come after the closed-ended questions in the questionnaire.



Add Extra Quest...

SUBJECT TO BE EVALUATED IN 2016/17 Semester 2


Subject Code	Subject Title	Deadline
COMP3131	BUSINESS AND INFORMATION SYSTEMS STRATEGIES	07 Apr 2017
COMP3531	IT ENTREPRENEURSHIP	07 Apr 2017

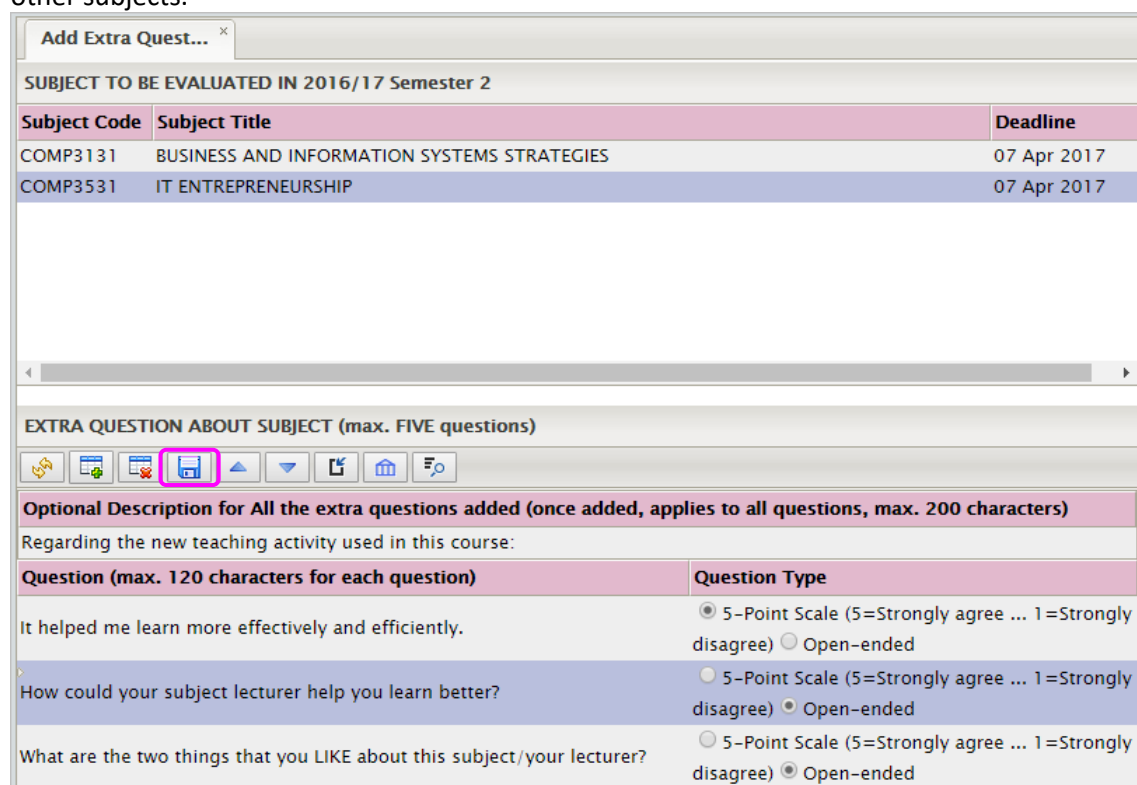
EXTRA QUESTION ABOUT SUBJECT (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)
Regarding the new teaching activity used in this course:

Question (max. 120 characters for each question)	Question Type
It helped me learn more effectively and efficiently.	<input checked="" type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input type="radio"/> Open-ended
How could your subject lecturer help you learn better?	<input type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input checked="" type="radio"/> Open-ended
What are the two things that you LIKE about this subject/your lecturer?	<input type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input checked="" type="radio"/> Open-ended

Step 8

Click the **Save icon**  to save your newly added questions and description. All saved questions and description will be automatically stored in the question bank which can be reused in your other subjects.



Add Extra Quest...

SUBJECT TO BE EVALUATED IN 2016/17 Semester 2

Subject Code	Subject Title	Deadline
COMP3131	BUSINESS AND INFORMATION SYSTEMS STRATEGIES	07 Apr 2017
COMP3531	IT ENTREPRENEURSHIP	07 Apr 2017

EXTRA QUESTION ABOUT SUBJECT (max. FIVE questions)

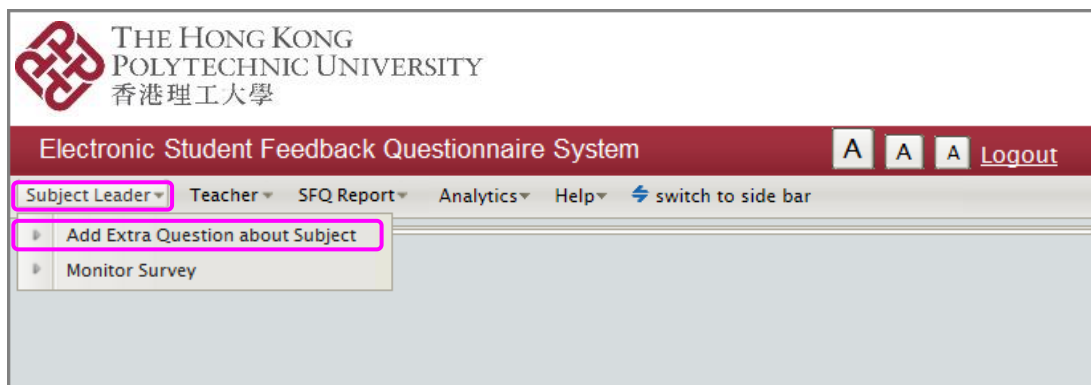
Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)
Regarding the new teaching activity used in this course:

Question (max. 120 characters for each question)	Question Type
It helped me learn more effectively and efficiently.	<input checked="" type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input type="radio"/> Open-ended
How could your subject lecturer help you learn better?	<input type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input checked="" type="radio"/> Open-ended
What are the two things that you LIKE about this subject/your lecturer?	<input type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input checked="" type="radio"/> Open-ended

3.2 Updating an extra question

Note that once the deadline for adding extra questions has passed, you will not be able to update your question(s) or description about the extra questions.

- Step 1** In the top menu bar, select **Subject Leader**, then **Add Extra Question about Subject** from the drop-down menu.



- Step 2** In the **Subject to be evaluated** section, click on the relevant subject. The selected subject will be highlighted in purple.

Add Extra Quest...

SUBJECT TO BE EVALUATED IN 2016/17 Semester 2

Subject Code	Subject Title	Deadline
COMP3131	BUSINESS AND INFORMATION SYSTEMS STRATEGIES	07 Apr 2017
COMP3531	IT ENTREPRENEURSHIP	07 Apr 2017

EXTRA QUESTION ABOUT SUBJECT (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

Regarding the new teaching activity used in this course:

Question (max. 120 characters for each question)	Question Type
It helped me learn more effectively and efficiently.	<input checked="" type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input type="radio"/> Open-ended
How could your subject lecturer help you learn better?	<input type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input checked="" type="radio"/> Open-ended
What are the two things that you LIKE about this subject/your lecturer?	<input type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input checked="" type="radio"/> Open-ended

- Step 3** To update a question or description, double-click the question or description, then edit the item as appropriate.

Add Extra Quest... x

SUBJECT TO BE EVALUATED IN 2016/17 Semester 2

Subject Code	Subject Title	Deadline
COMP3131	BUSINESS AND INFORMATION SYSTEMS STRATEGIES	07 Apr 2017
COMP3531	IT ENTREPRENEURSHIP	07 Apr 2017

EXTRA QUESTION ABOUT SUBJECT (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

Regarding the new teaching activity used in this course:

Question (max. 120 characters for each question)	Question Type
It helped me learn more effectively and efficiently.	<input checked="" type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input type="radio"/> Open-ended
How could your subject lecturer help you learn better?	<input type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input checked="" type="radio"/> Open-ended
What are the two things that you LIKE about this subject/your lecturer?	<input type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input checked="" type="radio"/> Open-ended

- Step 4** Click the **Save icon**  to save your changes.

Add Extra Quest... x

SUBJECT TO BE EVALUATED IN 2016/17 Semester 2

Subject Code	Subject Title	Deadline
COMP3131	BUSINESS AND INFORMATION SYSTEMS STRATEGIES	07 Apr 2017
COMP3531	IT ENTREPRENEURSHIP	07 Apr 2017

EXTRA QUESTION ABOUT SUBJECT (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

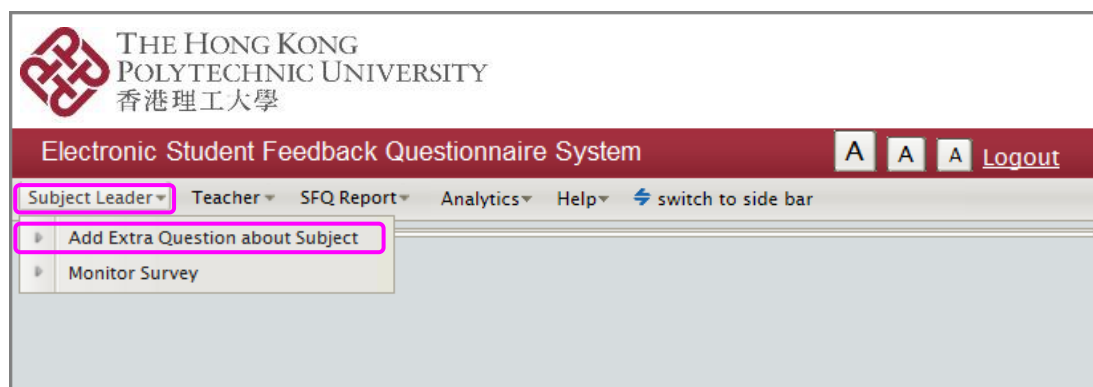
Regarding the new teaching activity used in this course:

Question (max. 120 characters for each question)	Question Type
It helped me learn more effectively and efficiently.	<input checked="" type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input type="radio"/> Open-ended
How could your subject lecturer help you learn better?	<input type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input checked="" type="radio"/> Open-ended
What are the two things that you LIKE about this subject/your lecturer?	<input type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input checked="" type="radio"/> Open-ended

3.3 Deleting an extra question

Note that once the deadline for adding extra questions has passed, you will not be able to delete your question(s) or description about the extra questions.

- Step 1** In the top menu bar, select **Subject Leader**, then **Add Extra Question about Subject** from the drop-down menu.



- Step 2** In the **Subject to be evaluated** section, click on the subject that you would like to delete the previously added questions or description from. The selected subject will be highlighted in purple.

Add Extra Quest...

SUBJECT TO BE EVALUATED IN 2016/17 Semester 2


Subject Code	Subject Title	Deadline
COMP3131	BUSINESS AND INFORMATION SYSTEMS STRATEGIES	07 Apr 2017
COMP3531	IT ENTREPRENEURSHIP	07 Apr 2017

EXTRA QUESTION ABOUT SUBJECT (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

Regarding the new teaching activity used in this course:

Question (max. 120 characters for each question)	Question Type
It helped me learn more effectively and efficiently.	<input checked="" type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input type="radio"/> Open-ended
How could your subject lecturer help you learn better?	<input type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input checked="" type="radio"/> Open-ended
What are the two things that you LIKE about this subject/your lecturer?	<input type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input checked="" type="radio"/> Open-ended

Step 3 To delete a question or description, select the question or description to be deleted, then click the **Delete record icon** .

Add Extra Quest... x

SUBJECT TO BE EVALUATED IN 2016/17 Semester 2

Subject Code	Subject Title	Deadline
COMP3131	BUSINESS AND INFORMATION SYSTEMS STRATEGIES	07 Apr 2017
COMP3531	IT ENTREPRENEURSHIP	07 Apr 2017

EXTRA QUESTION ABOUT SUBJECT (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

Regarding the new teaching activity used in this course:

Question (max. 120 characters for each question)	Question Type
It helped me learn more effectively and efficiently.	<input checked="" type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input type="radio"/> Open-ended
How could your subject lecturer help you learn better?	<input type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input checked="" type="radio"/> Open-ended
What are the two things that you LIKE about this subject/your lecturer?	<input type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input checked="" type="radio"/> Open-ended

Step 4 Click the **Save icon**  to save your changes.

Add Extra Quest... x

SUBJECT TO BE EVALUATED IN 2016/17 Semester 2

Subject Code	Subject Title	Deadline
COMP3131	BUSINESS AND INFORMATION SYSTEMS STRATEGIES	07 Apr 2017
COMP3531	IT ENTREPRENEURSHIP	07 Apr 2017

EXTRA QUESTION ABOUT SUBJECT (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

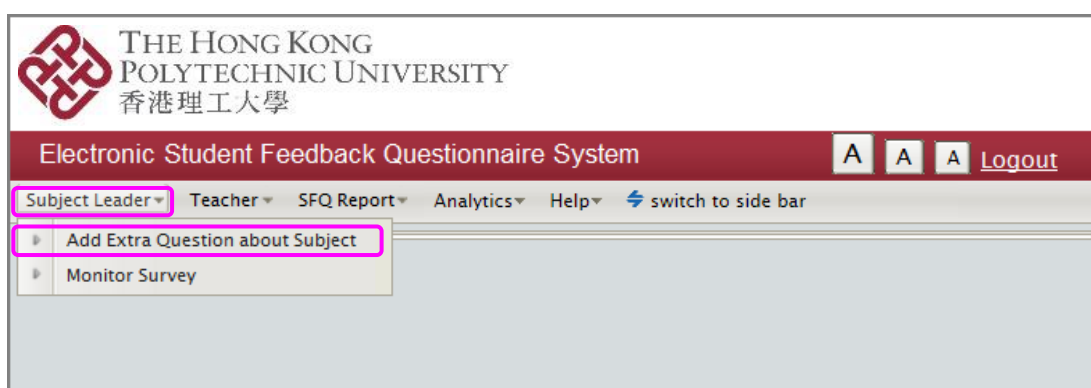
Regarding the new teaching activity used in this course:

Question (max. 120 characters for each question)	Question Type
It helped me learn more effectively and efficiently.	<input checked="" type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input type="radio"/> Open-ended
What are the two things that you LIKE about this subject/your lecturer?	<input type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input checked="" type="radio"/> Open-ended

3.4 Importing past questions previously added to the subject

You can reuse the past set of extra questions and description added to the subject by you or the preceding Subject Leader (if any).

- Step 1** To reuse the past set of extra questions and description added to the subject by you or the preceding Subject Leader (if any), first select **Subject Leader** in the top menu bar, then **Add Extra Question about Subject** from the drop-down menu.



- Step 2** In the **Subject to be evaluated** section, click on the subject that you would like to import the past questions and description to. The selected subject will be highlighted in purple.

Add Extra Quest... x

SUBJECT TO BE EVALUATED IN 2016/17 Semester 2

Subject Code	Subject Title	Deadline
COMP3131	BUSINESS AND INFORMATION SYSTEMS STRATEGIES	07 Apr 2017
COMP3531	IT ENTREPRENEURSHIP	07 Apr 2017

EXTRA QUESTION ABOUT SUBJECT (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

Question (max. 120 characters for each question)	Question Type
--	---------------

Step 3 Click the **Import icon**  in the **Extra Question About Subject** section.

Add Extra Quest... x


SUBJECT TO BE EVALUATED IN 2016/17 Semester 2

Subject Code	Subject Title	Deadline
COMP3131	BUSINESS AND INFORMATION SYSTEMS STRATEGIES	07 Apr 2017
COMP3531	IT ENTREPRENEURSHIP	07 Apr 2017

EXTRA QUESTION ABOUT SUBJECT (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

Question (max. 120 characters for each question)	Question Type
--	---------------

Step 4 The past set of questions and decription, if any, will then be imported to your current SFQ. Click the **Save icon**  to save changes.

Add Extra Quest... x

SUBJECT TO BE EVALUATED IN 2016/17 Semester 2

Subject Code	Subject Title	Deadline
COMP3131	BUSINESS AND INFORMATION SYSTEMS STRATEGIES	07 Apr 2017
COMP3531	IT ENTREPRENEURSHIP	07 Apr 2017

EXTRA QUESTION ABOUT SUBJECT (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

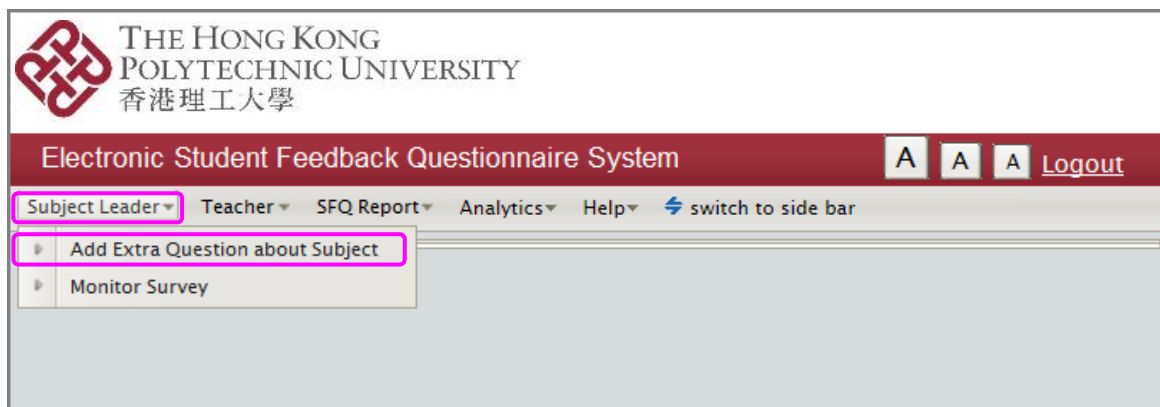
Regarding the new teaching activity used in this course:

Question (max. 120 characters for each question)	Question Type
It helped me learn more effectively and efficiently.	<input checked="" type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input type="radio"/> Open-ended
How could your subject lecturer help you learn better?	<input type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input checked="" type="radio"/> Open-ended
What are the two things that you LIKE about this subject/your lecturer?	<input type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input checked="" type="radio"/> Open-ended

3.5 Importing questions from question bank

You can reuse the questions and descriptions for extra questions previously added to your other subjects in a particular subject by importing them from the question bank.

- Step 1** To import past questions and description from the question bank, first select **Subject Leader** in the top menu bar, then **Add Extra Question about Subject** from the drop-down menu.



- Step 2** In the **Subject to be evaluated** section, click on the subject that you would like to import the questions or description to. The selected subject will be highlighted in purple.

Add Extra Quest...

SUBJECT TO BE EVALUATED IN 2016/17 Semester 2

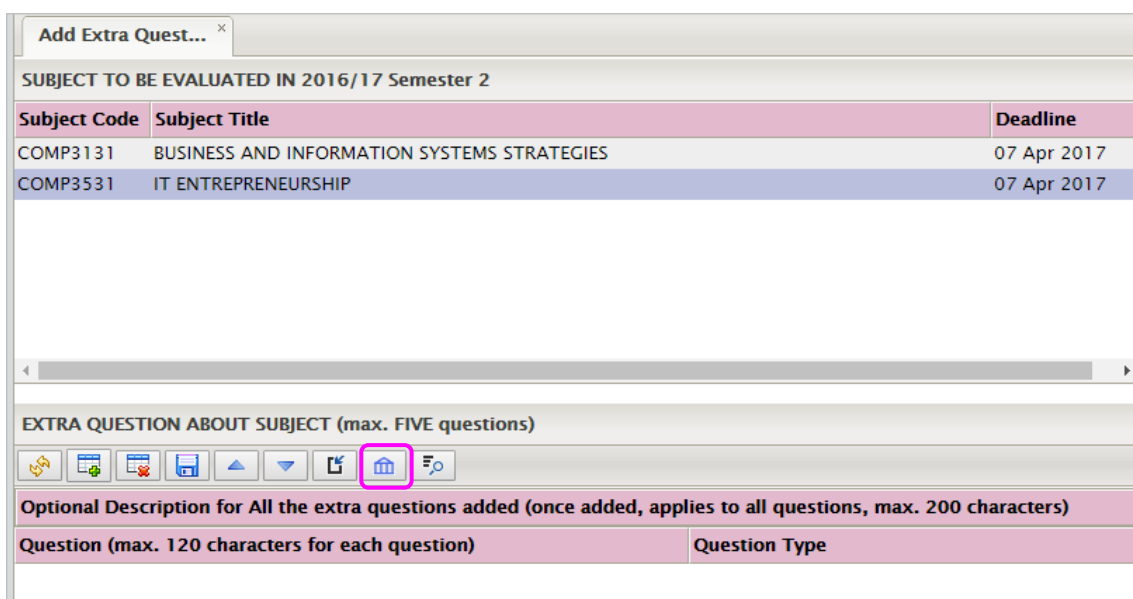
Subject Code	Subject Title	Deadline
COMP3131	BUSINESS AND INFORMATION SYSTEMS STRATEGIES	07 Apr 2017
COMP3531	IT ENTREPRENEURSHIP	07 Apr 2017

EXTRA QUESTION ABOUT SUBJECT (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

Question (max. 120 characters for each question)	Question Type
--	---------------

Step 3 Click the **Question Bank icon**  in the **Extra Question About Subject** section to open the My Question Bank window.



Add Extra Quest...

SUBJECT TO BE EVALUATED IN 2016/17 Semester 2

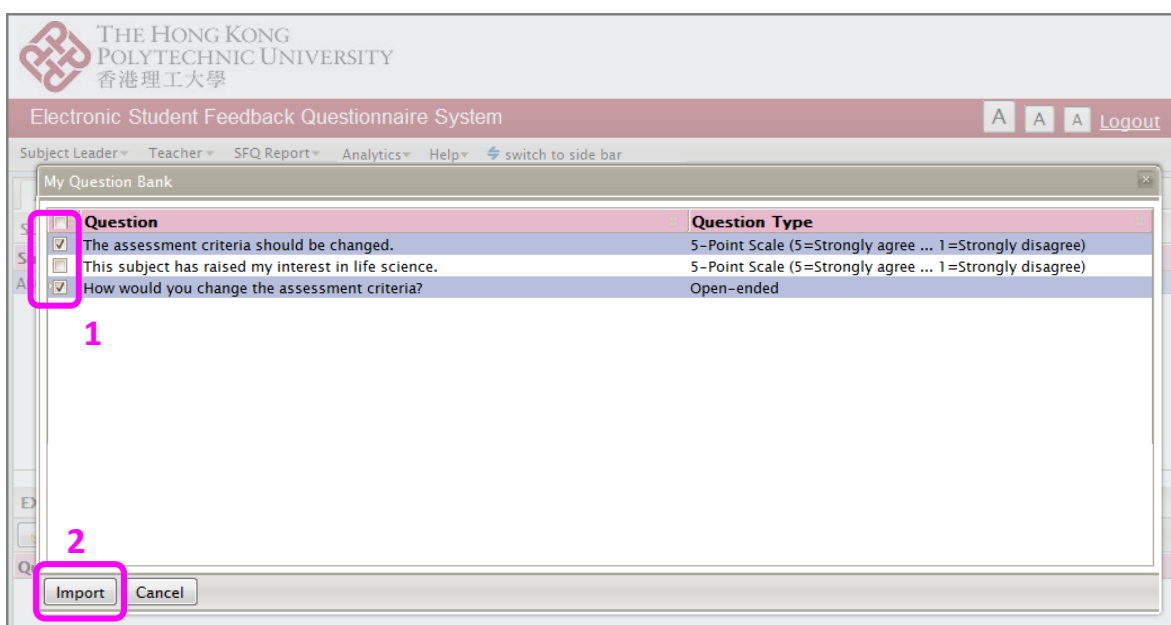
Subject Code	Subject Title	Deadline
COMP3131	BUSINESS AND INFORMATION SYSTEMS STRATEGIES	07 Apr 2017
COMP3531	IT ENTREPRENEURSHIP	07 Apr 2017

EXTRA QUESTION ABOUT SUBJECT (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

Question (max. 120 characters for each question)	Question Type
--	---------------

Step 4 Check the box next to the question(s) and/or description you would like to import to your current SFQ, then click **Import** in the bottom left corner.



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Electronic Student Feedback Questionnaire System

Subject Leader Teacher SFQ Report Analytics Help switch to side bar




My Question Bank

Question	Question Type
<input checked="" type="checkbox"/> The assessment criteria should be changed.	5-Point Scale (5=Strongly agree ... 1=Strongly disagree)
<input checked="" type="checkbox"/> This subject has raised my interest in life science.	5-Point Scale (5=Strongly agree ... 1=Strongly disagree)
<input checked="" type="checkbox"/> How would you change the assessment criteria?	Open-ended

1

2

Import Cancel










Step 5 Reorder the questions as appropriate using the **Up**  and **Down**  buttons, then click the **Save** icon  to save your changes.

Add Extra Quest... x

SUBJECT TO BE EVALUATED IN 2016/17 Semester 2

Subject Code	Subject Title	Deadline
COMP3131	BUSINESS AND INFORMATION SYSTEMS STRATEGIES	07 Apr 2017
COMP3531	IT ENTREPRENEURSHIP	07 Apr 2017

EXTRA QUESTION ABOUT SUBJECT (max. FIVE questions)

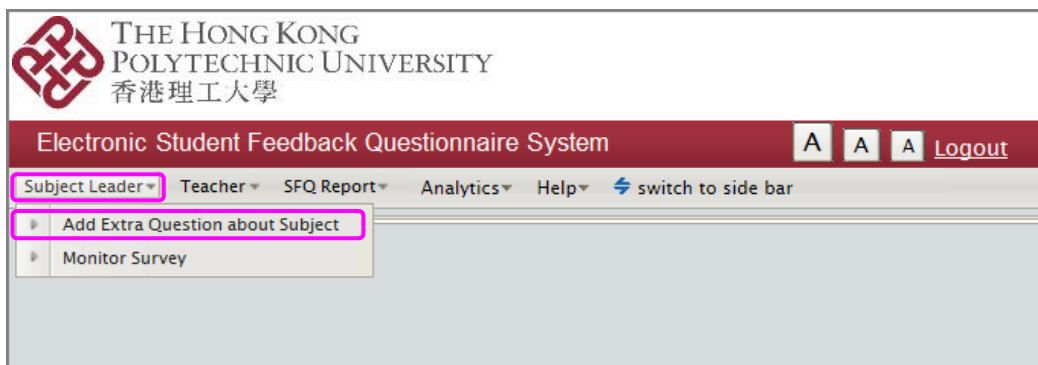
Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

Regarding the new teaching activity used in this course:

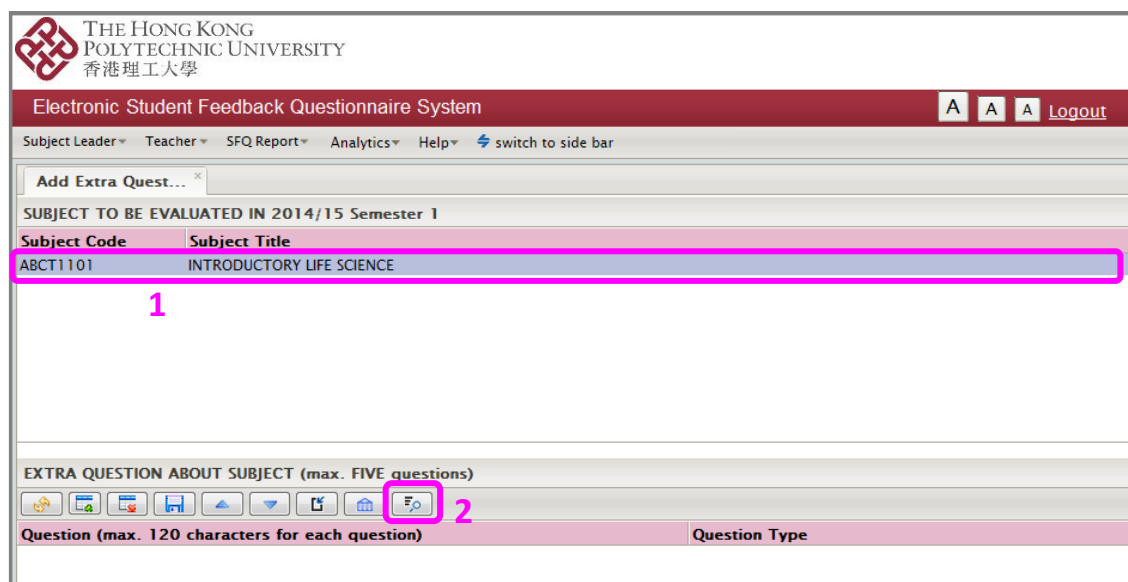
Question (max. 120 characters for each question)	Question Type
It helped me learn more effectively and efficiently.	<input checked="" type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input type="radio"/> Open-ended
How could your subject lecturer help you learn better?	<input type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input checked="" type="radio"/> Open-ended
What are the two things that you LIKE about this subject/your lecturer?	<input type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input checked="" type="radio"/> Open-ended

3.6 Previewing the questionnaire

Step 1 In the top menu bar, select **Subject Leader**, then **Add Extra Question about Subject** from the drop-down menu.

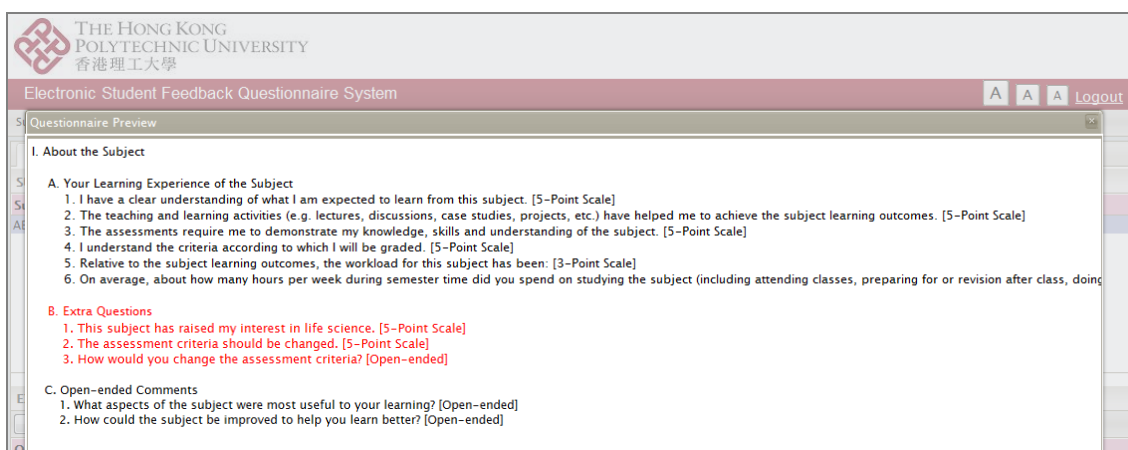


Step 2 Select the subject in the **Subject to be evaluated** section, then click the **Preview icon** in the **Extra Question About Subject** section to open the Questionnaire Preview window.



Step 3 The questions in black are standard items; those in red are extra questions added by you.

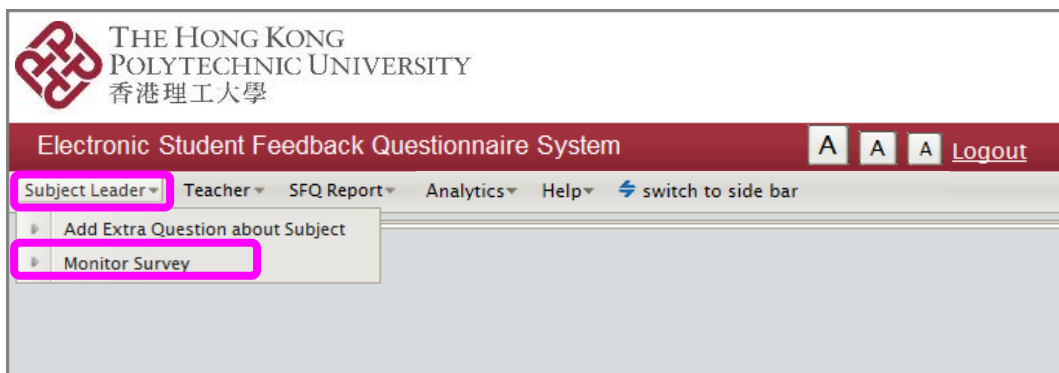
To close the Questionnaire Preview window, click the **Close button 'x'** in the top right corner.



3.7 Monitoring the survey


Primary Subject Leader can check the response rates to the SFQ and send emails to the students via the SFQ system to encourage student participation if they wish to do so.

- Step 1** To check the response rates to the SFQ, select **Subject Leader** in the top menu bar then select **Monitor Survey** from the drop-down menu.



The number of responses and response rate of each individual class for which the SFQ has been administered in the semester will be displayed.

Electronic Student Feedback Questionnaire System											
Administrator ▾ SFQ Report ▾ Analytics ▾ Help ▾ switch to side bar											
Monitor Survey											
Subject Code	Subject Section Code	Subject Component Code	Subject Title	Teacher	Extra Question About Subject	Extra Question About Staff	No. of response		Response Rate		
ABCT1101101S01	LEC001	INTRODUCTORY LIFE SCIENCE	Dr James Smiley	5			1	184	0.54%		
ABCT1101101S01	LEC001	INTRODUCTORY LIFE SCIENCE	Dr James Smiley	5			0	184	0.0%		
ABCT1301301S01	LAB001	CHEMISTRY AND MODERN LIVING	Dr James Smiley	0			1	16	6.25%		
ABCT1302302S01	LEC001	CHEMISTRY AND SUSTAINABLE DEVELOPMENT	Dr James Smiley	0			1	18	5.56%		
ABCT1D01D01S01	LAB001	CHEMISTRY AND MODERN LIVING	Dr James Smiley	0			0	No	2014	2014	

- Step 2** To send an email reminder to the students enrolled in the class, click the **Send Email icon**  to open the Send Email Reminder window.

Note that the email reminder will be sent under your name, and copied to the Subject Teacher.




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Electronic Student Feedback Questionnaire System

A A A Logout

Subject Leader ▾ Teacher ▾ SFQ Report ▾ Analytics ▾ Help ▾ switch to side bar

Monitor Survey



Subject Code	Subject Section Code	Subject Component Code	Subject Title	Teacher	Extra Question About Subject	Extra Question About Staff	In-class	Survey Start Date	Survey End Date	Survey Status	No. of response	Response Rate	Last Email Sent Date	
ABCT1101	101S01	LEC001	INTRODUCTORY LIFE SCIENCE	Dr James Smiley	5		0 Yes	25 Aug 2014	19 Oct 2014	Active	1/184	0.54%		
ABCT1101	101S01	LEC001	INTRODUCTORY LIFE SCIENCE	Dr James Smiley	5		5 No	02 Sep 2014	30 Nov 2014	Active	1/184	0.54%		

Step 3 Fill in the required information as appropriate:

1. **Mail Subject:** Provide an email subject.
2. **Mail To:** By default, it is set to send to all students. Select **Non-respondents Only** if you would like to send the email reminder to the students who have not yet completed the SFQ only.
3. **Mail Send Date:** Select the date you would like the email to be sent.
4. **Mail content:** Write your message to encourage student participation. If you would like to insert the SFQ web link into your email for students' easier access, click **Insert eSFQ Web Link** and it will be inserted at the cursor position.

Electronic Student Feedback Questionnaire System

Send Email Reminder

Subject Code: ABCT1D01
Subject Class: D01S01 – LAB001
Subject Title: CHEMISTRY AND MODERN LIVING
Teacher: Dr James Smiley
Mail From: Dr James Smiley
Mail CC: Dr James Smiley <jsmiley@polyu.edu.hk>
Mail Subject: Please complete your eSFQ
Mail To: ☒ All Students ☐ Non-respondents Only
Mail Send Date: 06 Sep 2014

Font: [dropdown] Size: [dropdown] [B] [I] [U] [A] [List] [Link] [Image] [Table]

Dear Students
Please complete your eSFQ at <http://www.polyu.edu.hk/esfq/student>

[Insert eSFQ Web Link] [Send] [Close]

Step 4 Click **Send** to send the email.

Electronic Student Feedback Questionnaire System

Send Email Reminder

Subject Code: ABCT1D01
Subject Class: D01S01 – LAB001
Subject Title: CHEMISTRY AND MODERN LIVING
Teacher: Dr James Smiley
Mail From: Dr James Smiley <jsmiley@polyu.edu.hk>
Mail CC: Dr James Smiley <jsmiley@polyu.edu.hk>
Mail Subject: Please complete your eSFQ
Mail To: ☒ All Students ☐ Non-respondents Only
Mail Send Date: 06 Sep 2014

Font: [dropdown] Size: [dropdown] [B] [I] [U] [A] [List] [Link] [Image] [Table]

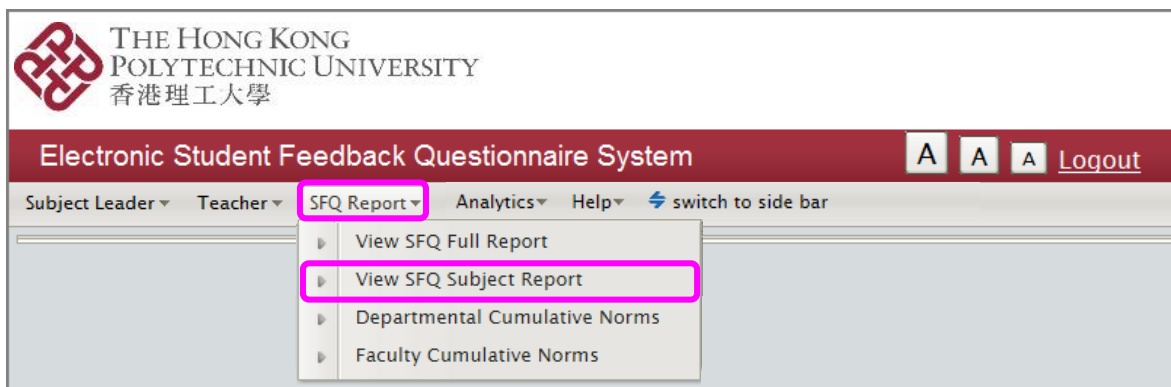
Dear Students
Please complete your eSFQ at <http://www.polyu.edu.hk/esfq/student>. Thank you.


[Insert eSFQ Web Link] [Send] [Close]

3.8 Viewing SFQ subject reports


Primary and Secondary Subject Leaders have the right to access the subject reports.













- Step 1** To view the subject reports, click **SFQ Report** in the top menu bar then select **View SFQ Subject Report** to display the list of available reports.



- Step 2** You can search for a report by clicking the **Magnifying glass icon**  in the top left corner.

To sort the reports in ascending or descending order by academic year and semester, subject code, subject title, subject section code or subject component code, click the corresponding column header.

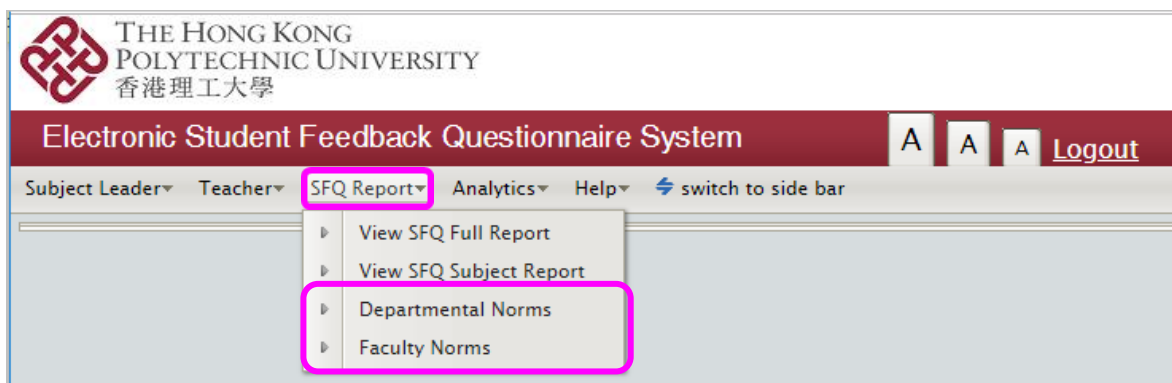
Click the **PDF icon**  next to the record to display the subject report for that class.

View SFQ Subject...						
Acad. Yr.-Sem.	Subject Code	Subject Title	Subject Section Code	Subject Component Code	Filename	Subject Report
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM001	14FB0016-S-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM002	14FB0017-S-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM003	14FB0018-S-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM004	14FB0019-S-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM005	14FB0020-S-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM006	14FB0021-S-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM007	14FB0023-S-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM008	14FB0024-S-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM009	14FB0025-S-FB1003.pdf	
2014-2	FB1003	FRESHMAN SEMINAR	003S01	SEM010	14FB0026-S-FB1003.pdf	
2013-2	FB1003	FRESHMAN SEMINAR	003S01	SEM001	13FB9009-S-FB1003.pdf	
2013-2	FB1003	FRESHMAN SEMINAR	003S01	SEM002	13FB9008-S-FB1003.pdf	

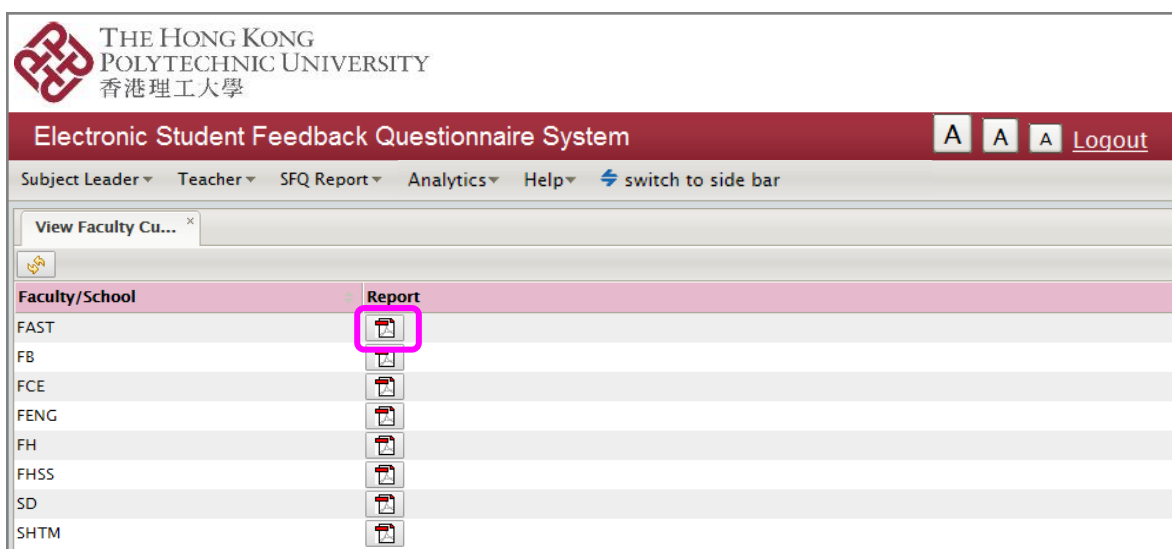
3.9 Viewing departmental and faculty norms

Subject Leaders, subject teachers and departmental SFQ administrators can view the departmental norms of their own department and the norms of all Faculties/Schools.

Step 1 To view the departmental or faculty cumulative norms, click **SFQ Report** in the top menu bar then select **Departmental Norms** or **Faculty Norms** to display the list of available reports.



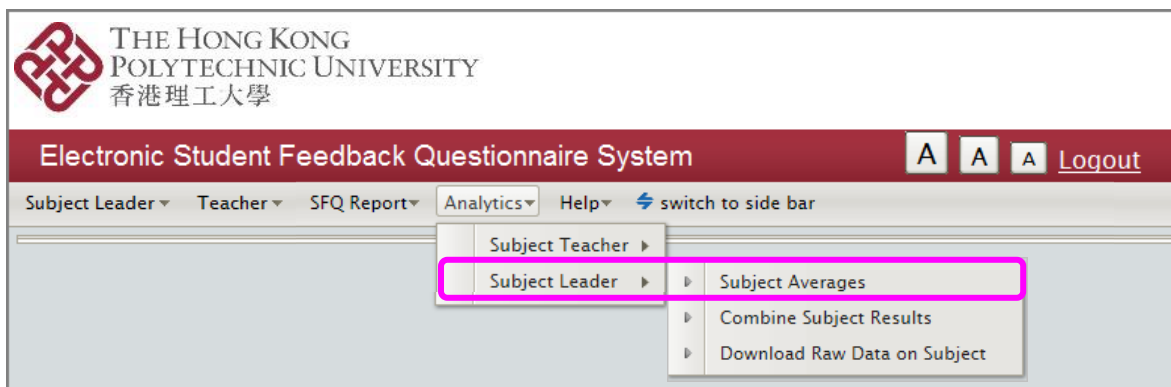
Step 2 Click the **PDF icon** next to the record to display the report.




3.10 Viewing subject averages

As a Subject Leader, you can view and export the overall means of the items about the subject to an Excel file.

- Step 1** To view the subject averages, click **Analytics** in the top menu bar, select **Subject Leader**, then **Subject Averages** to display the list of subject averages.




- Step 2** Use the **Arrow buttons** at the bottom to go to the first, previous, next or last page. Alternatively, you can enter the page number to go to a particular page.

Click the **column headers** to sort the corresponding columns in ascending or descending order. To search for a particular record, click the **Magnifying glass icon** . Enter the relevant information, then click **Search**.












To export the records to an Excel file, click the **Excel file icon**

Subject Average...											
	Acad Yr	Sem	Subject Code	No. of class sets	1A1	1A2	1A3	1A4	1A5 (Too heavy)	1A5 (Appropriate)	1A5 (Too light)
1	2014	1	ABCT 1231	1	3.9	3.8	3.7	3.7	3.3%	91.9%	4.9%
2	2014	1	ABCT 1232	1	3.7	3.4	3.6	3.6	3.1%	78.1%	18.8%
3	2014	1	ABCT 1233	1	4.2	4.1	3.9	3.9	9.1%	72.7%	18.2%
4	2014	1	ABCT 1234	1	3.9	3.8	4.0	3.8	5.8%	90.4%	3.8%
5	2014	1	ABCT 1235	1	3.4	3.5	3.8	3.5	2.6%	78.2%	19.2%
6	2014	1	ABCT 1236	1	4.0	4.0	4.1	3.9	2.3%	65.5%	32.2%
7	2014	1	ABCT 1237	1	4.0	4.0	4.0	4.1	0.0%	93.5%	6.5%
8	2014	1	ABCT 1238	1	4.3	4.2	4.3	4.2	0.0%	100.0%	0.0%
9	2014	1	ABCT 1239	1	3.7	3.6	3.7	3.5	2.1%	54.2%	43.8%
10	2014	1	ABCT2001	1	4.0	4.0	4.0	3.9	0.0%	74.7%	25.3%
11	2014	1	ABCT2002	1	3.8	3.8	3.8	3.8	0.0%	87.5%	12.5%
12	2014	1	ABCT2003	1	3.7	3.7	3.8	4.0	0.0%	84.1%	15.9%
13	2014	1	ABCT2004	1	4.0	3.9	4.1	3.8	0.0%	84.6%	15.4%
14	2014	1	ABCT2005	1	3.9	3.9	3.8	3.7	0.0%	89.4%	10.6%
15	2014	1	ABCT2006	1	3.7	3.7	3.7	3.7	2.1%	81.3%	16.7%
16	2014	1	ABCT2007	1	3.8	3.7	3.7	3.5	1.6%	88.9%	9.5%
17	2014	1	ABCT2008	1	4.0	3.9	3.8	3.9	3.4%	74.1%	22.4%
18	2014	1	ABCT2009	1	4.0	4.0	4.0	3.9	0.0%	92.3%	7.7%
19	2014	1	ABCT2010	1	4.5	4.0	4.0	3.5	0.0%	50.0%	50.0%
20	2014	1	ABCT3001	1	4.0	4.0	4.2	4.0	0.0%	92.3%	7.7%
21	2014	1	ABCT3002	1	4.4	4.4	3.8	4.2	0.0%	100.0%	0.0%
22	2014	1	ABCT3003	1	4.6	4.6	4.6	4.5	0.0%	80.5%	19.5%
23	2014	1	ABCT3004	1	3.8	3.8	3.9	3.9	2.5%	97.5%	0.0%
24	2014	1	ABCT3005	1	3.6	3.8	3.8	3.5	4.0%	60.0%	36.0%
25	2014	1	ABCT3006	4	4.1	4.1	4.1	4.1	1.1%	86.2%	12.7%
26	2014	1					4.3	4.2	0.0%	94.9%	5.1%
27	2014	1					3.9	3.8	0.0%	85.1%	14.9%
28	2014	1					4.2	4.2	5.6%	88.9%	5.6%
29	2014	1					3.0	3.5	0.0%	50.0%	50.0%
30	2014	1					4.8	4.5	0.0%	100.0%	0.0%
31	2014	1	ABCT3112	1	3.2	3.3	3.5	3.3	0.0%	83.3%	16.7%

Step 3

To see the class set(s) information, click the **Drill down icon** .

Subject Average...

	Acad Yr	Subject	No. of class sets	1A1	1A2	1A3	1A4	1A5 (Too heavy)	1A5 (Appropriate)	1A5 (Too light)
	2014	1231	1	3.9	3.8	3.7	3.7	3.3%	91.9%	4.9%
	2014	1232	1	3.7	3.4	3.6	3.6	3.1%	78.1%	18.8%
	2014	1233	1	4.2	4.1	3.9	3.9	9.1%	72.7%	18.2%
	2014	ABCT1234	1	3.9	3.8	4.0	3.8	5.8%	90.4%	3.8%
	2014	ABCT1235	1	3.4	3.5	3.8	3.5	2.6%	78.2%	19.2%
	2014	ABCT1236	1	4.0	4.0	4.1	3.9	2.3%	65.5%	32.2%
	2014	ABCT1237	1	4.0	4.0	4.0	4.1	0.0%	93.5%	6.5%
	2014	ABCT1238	1	4.3	4.2	4.3	4.2	0.0%	100.0%	0.0%
	2014	ABCT1239	1	3.7	3.6	3.7	3.5	2.1%	54.2%	43.8%
	2014	ABCT2001	1	4.0	4.0	4.0	3.9	0.0%	74.7%	25.3%
	2014	ABCT2002	1	3.8	3.8	3.8	3.8	0.0%	87.5%	12.5%

The class sets information will appear in a pop-up window.

To export the record(s) to an Excel file, click the **Excel file icon** .

SUBJECT CLASS(ES)

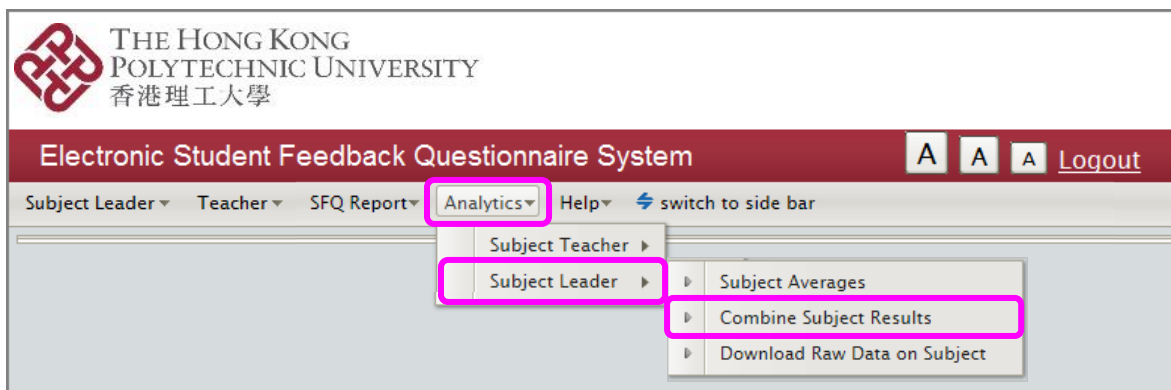
Acad. Yr.	Sem.	Subject Code	Section	Leader	Enrolment	No. of returns	Response Rate	1A1	1A2	1A3	1A4	1A5					>=14 hrs	11-13 hrs
2014	1	ABCT1001	3265	Leader A	193	124	64.2%	4.0	4.0	4.1	4.1	12.7%	87.3%	0.0%	14.5%	4.8%		
2014	1	ABCT1002	3265	Leader C	173	109	63.0%	3.9	3.8	3.9	3.9	10.5%	88.6%	1.0%	12.8%	12.8%		
2014	1	ABCT1003	3265	Leader D	169	115	68.0%	4.4	4.4	4.3	4.3	17.1%	82.0%	0.9%	11.3%	11.3%		
2014	1	ABCT1004	326504	LEC001 esileader Subject Leader E	72	47	65.3%	4.0	4.1	4.0	4.1	6.8%	88.6%	4.6%	19.2%	12.8%		
Subject Overall Mean (calculated from raw data)								4.1	4.1	4.1	4.1	12.7%	86.2%	1.1%	22.0%	28.6%		

*Classes with low number of returns (<=5) or low response rate (<=30%) are highlighted

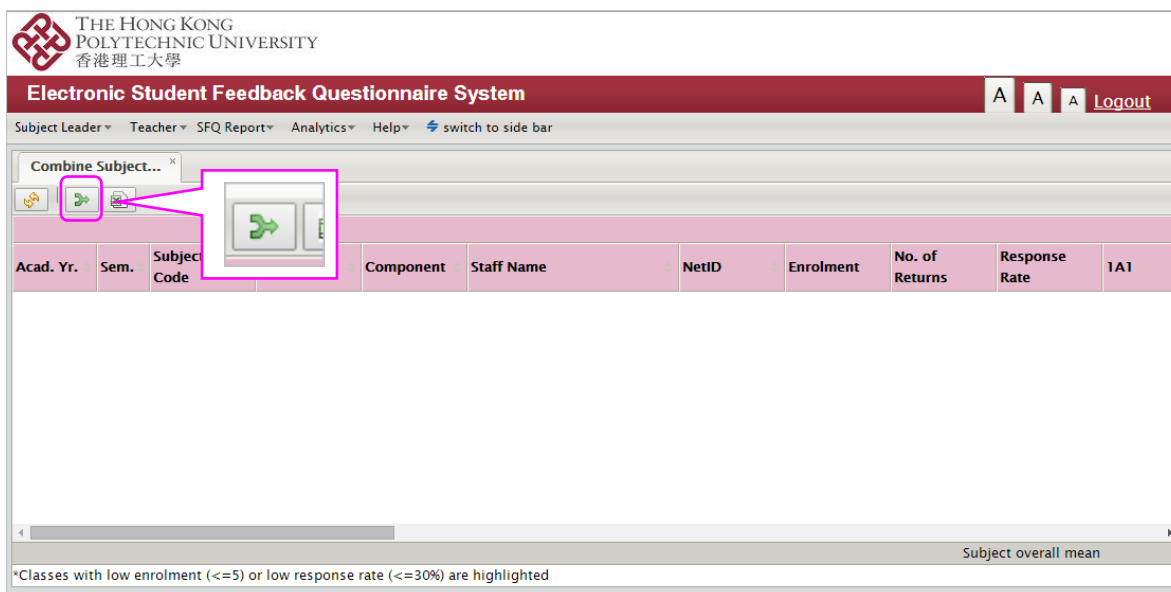
3.11 Combining subject results

You can combine the subject results for different classes of the same subject using the “Combine Subject Results” function.

- Step 1** To combine the subject results, click **Analytics** in the top menu bar, select **Subject Leader**, then **Combine Subject Results**. A new tab will be displayed.



- Step 2** Click the **Combine Subject Results** icon . A window will pop up.



- Step 3** In the pop-up window, select: (1) the **Academic Year/Semester** from the drop-down menu to display the records available for combining; (2) the classes of which the subject results you wish to combine. Then click **Select**.

SEARCH - Combine Subject Results

1 Academic Year-Semester 2014-2

Classes to be combined

Subject Code	Section	Component
<input type="checkbox"/> AF3110	110S01	SEM002
<input type="checkbox"/> AF3110	110S02	SEM001
<input checked="" type="checkbox"/> AF3111	111S01	SEM001
<input checked="" type="checkbox"/> AF3111	111S01	SEM002
<input checked="" type="checkbox"/> AF3111	111S01	SEM003
<input checked="" type="checkbox"/> AF3111	111S01	SEM004
<input checked="" type="checkbox"/> AF3111	111S01	SEM005
<input checked="" type="checkbox"/> AF3111	111S01	SEM006
<input checked="" type="checkbox"/> AF3111	111S01	SEM007
<input checked="" type="checkbox"/> AF3111	111S02	SEM001
<input type="checkbox"/> AF3112	112S01	SEM001
<input type="checkbox"/> AF3112	112S01	SEM002
<input type="checkbox"/> AF3112	112S01	SEM003
<input type="checkbox"/> AF3112	112S01	SEM004

3 Select Clear Close

- Step 4** The selected records and combined results will appear in the background tab. Click **Close** to view the combined results.

To export the combined results to an Excel file, click the **Excel file icon** .

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香港理工大學

Electronic Student Feedback Questionnaire System

System Administrator SFQ Report Analytics Help switch to side bar

Combine Subject... x

SEARCH - Combine Subject Results

Academic Year-Semester 2014-2

Classes to be combined

Subject Code	Section	Component
<input type="checkbox"/> AF3110	110S01	SEM002
<input type="checkbox"/> AF3110	110S02	SEM001
<input checked="" type="checkbox"/> AF3111	111S01	SEM001
<input checked="" type="checkbox"/> AF3111	111S01	SEM002
<input checked="" type="checkbox"/> AF3111	111S01	SEM003
<input checked="" type="checkbox"/> AF3111	111S01	SEM004
<input checked="" type="checkbox"/> AF3111	111S01	SEM005
<input checked="" type="checkbox"/> AF3111	111S01	SEM006
<input checked="" type="checkbox"/> AF3111	111S01	SEM007
<input checked="" type="checkbox"/> AF3111	111S02	SEM001
<input type="checkbox"/> AF3112	112S01	SEM001
<input type="checkbox"/> AF3112	112S01	SEM002
<input type="checkbox"/> AF3112	112S01	SEM003
<input type="checkbox"/> AF3112	112S01	SEM004

Excel file icon

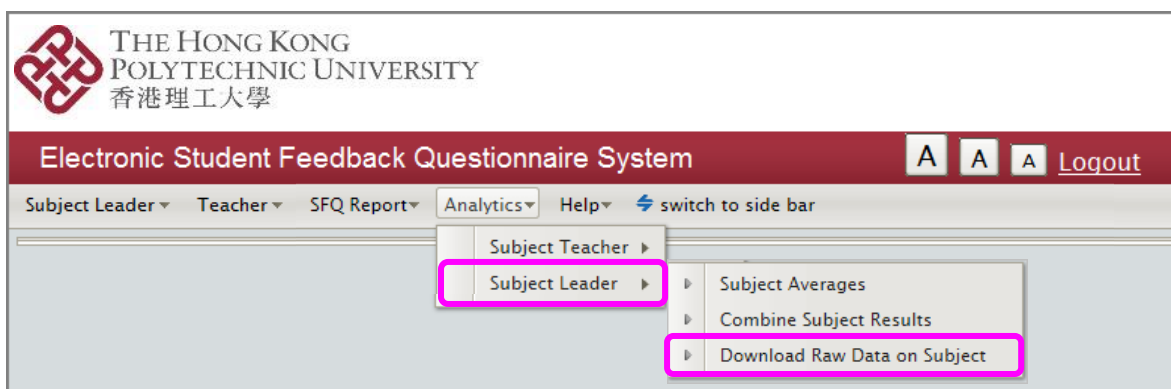
Close



Select Clear Close

3.12 Downloading raw data on subject

Subject Leaders can download the raw data of students' responses (*de-identified*) in Section I About the Subject.

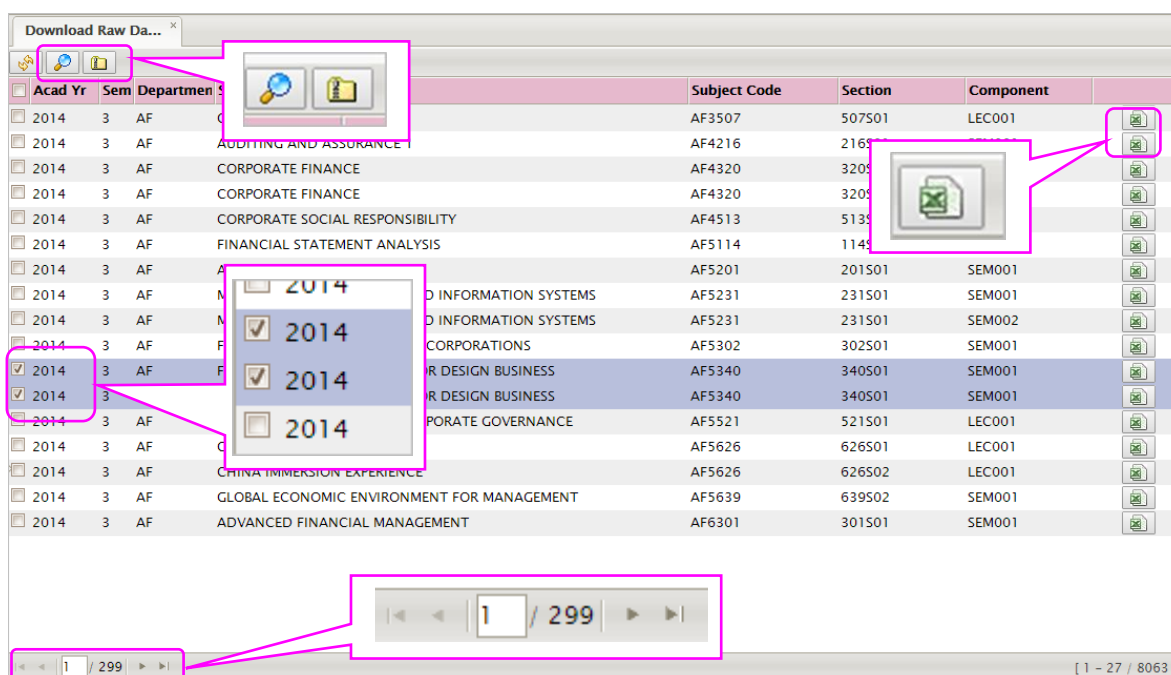
- Step 1** To download the subject raw data, click **Analytics** in the top menu bar, select **Subject Leader**, then **Download Raw Data on Subject**. A new tab will be displayed.



- Step 2** Click the **Excel file icon**  to download the raw data of a particular record. To download multiple records, select the records by checking the boxes next to them then click the **zip file icon** .

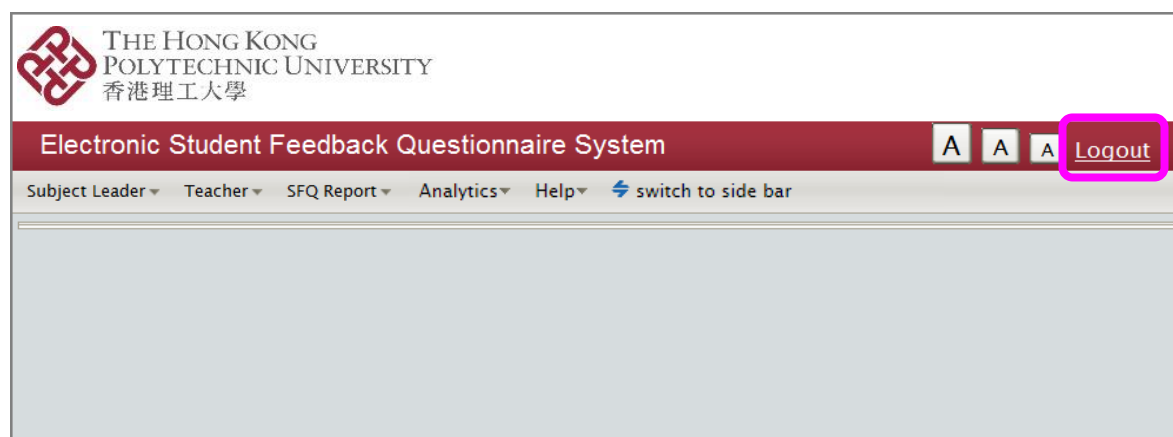
To search for a particular record, click the **Magnifying glass icon** . Enter the relevant information, then click **Search**.

You can use the **Arrow buttons** at the bottom to go to the first, previous, next or last page. Alternatively, you can enter the page number to go to a particular page.



3.13 Logging out of the SFQ system

To log out of the SFQ system, click the **Logout link** in the top right corner.



3.14 Further assistance and support

For further assistance or support, send an email to esfq.support@polyu.edu.hk with the following information if possible:

1. Screenshot – Capture your screen (by holding down Ctrl or Alt key while hitting the Print Screen button for PC, or Ctrl+Shift+Command (Apple)+4 for Macintosh) and paste the image to the email
2. Browser address – Copy the URL that is displayed in the address line of your browser and paste it to the email.

4. System manual for Subject Teachers

The following system manual is for subject teachers' use. It can also be accessed at www.polyu.edu.hk/esfqadmin. Subject Leaders and Departmental SFQ Administrators should refer to the corresponding manuals as their system interfaces are different from that of the Subject Teachers.

Subject teachers will receive a notification email from the SFQ system if any SFQ has been assigned to their subjects. They can log in to the SFQ system to add extra questions about their teaching, check student enrolment (required), update their profile, monitor the survey and view the full/staff reports. Instructions to using the SFQ system are given in the following sections:

4.1	Adding extra questions about the teaching of the staff member.....	37
4.2	Updating a question	40
4.3	Deleting a question	42
4.4	Importing past questions previously added to the subject	44
4.5	Importing questions from question bank	46
4.6	Previewing the questionnaire	48
4.7	Checking student enrolments	49
4.8	Viewing in-class SFQ administration requests and approval status	50
4.9	Updating your profile	51
4.10	Monitoring the survey.....	53
4.11	Viewing SFQ full/staff reports	55
4.12	Viewing departmental and faculty norms.....	56
4.13	Viewing summary of SFQ results.....	57
4.14	Interactive tool for interpreting SFQ scores.....	58
4.15	Downloading SFQ summary report for staff appraisal, further appointment, etc.	61
4.16	Downloading raw data	62
4.17	Logging out of the SFQ system.....	63
4.18	Further assistance and support.....	63

4.1 Adding extra questions about the teaching of the staff member

Subject Teachers can add a maximum of 5 questions in Section II About the Staff Member of the SFQ. The extra questions need not be vetted by the Subject Leader.

Please observe the deadline for adding extra questions shown in each class record on the SFQ system interface and the notification email sent to you upon any SFQ assignment to your class(es) as your departmental SFQ administrators may set different deadlines for different classes. By default, the deadline is set to one week before the survey start date. If more time is needed, contact your departmental SFQ administrator to extend the deadline. The latest possible date is the day before the survey start date.

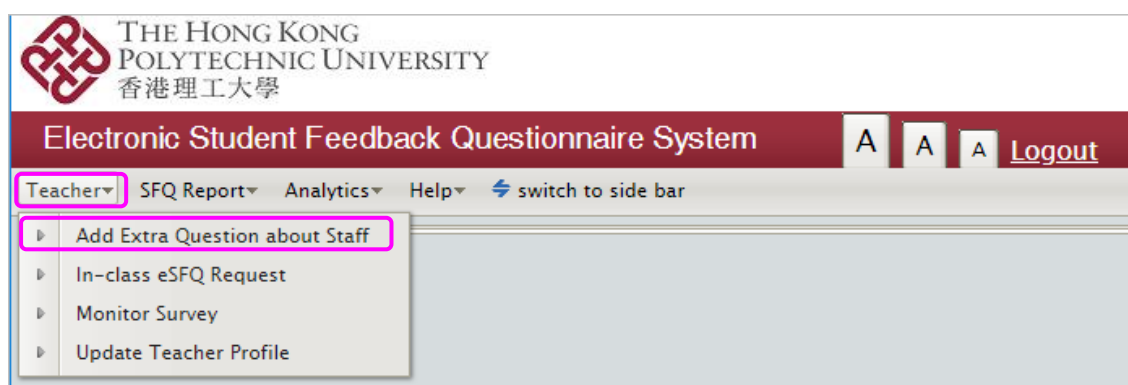
If you are also the Subject Leader of the subject, note that the deadline for adding extra questions about the staff member may be different from the one for adding extra questions about the subject. You can check the deadlines for adding extra questions in the relevant tabs.

Note that Departmental SFQ Administrators cannot add the extra questions for the Subject Teachers via the administrator interface of the SFQ system.

To add extra questions about the subject, follow the steps below.

Step 1 Go to <http://www.polyu.edu.hk/esfqadmin> and log in using your NetID and password.

Step 2 In the top menu bar, select **Teacher**, then **Add Extra Question about Staff** from the drop-down menu.



Step 3 In the **Teaching class to be evaluated** section, click on the subject that you would like to add questions to. The selected subject will be highlighted in purple.

Add Extra Quest... x

TEACHING CLASS TO BE EVALUATED IN 2016/17 Semester 2

Subject Code	Subject Section	Subject Component	Subject Title	In-class	Survey Start Date	Survey End Date	Deadline	Enrolment
RS2040	040S01	LAB004	FUNCTIONAL ANATOMY	Yes	07 Feb 2017	27 Apr 2017	17 Apr 2017	22
RS2670	670S01	LAB001	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	25
RS2670	670S01	LAB002	ELECTROPHYSICAL THERAPY I	Yes	01 May 2017	03 May 2017	24 Apr 2017	25
RS2670	670S01	LAB003	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	28

EXTRA QUESTION ABOUT STAFF (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

Question (max. 120 characters for each question) Question Type

Step 4 Click the **Create New Record** icon  in the **Extra Question About Staff** section.

Add Extra Quest... x

TEACHING CLASS TO BE EVALUATED IN 2016/17 Semester 2

Subject Code	Subject Section	Subject Component	Subject Title	In-class	Survey Start Date	Survey End Date	Deadline	Enrolment
RS2040	040S01	LAB004	FUNCTIONAL ANATOMY	Yes	07 Feb 2017	27 Apr 2017	17 Apr 2017	22
RS2670	670S01	LAB001	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	25
RS2670	670S01	LAB002	ELECTROPHYSICAL THERAPY I	Yes	01 May 2017	03 May 2017	24 Apr 2017	25
RS2670	670S01	LAB003	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	28

EXTRA QUESTION ABOUT STAFF (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

Question (max. 120 characters for each question) Question Type

- Step 5**
1. Enter a description (optional) to give some background information about your extra questions if deemed appropriate. Note that the description applies to all added extra questions and you are allowed to add only one description.
 2. Choose the question type, then enter your question in the textbox. Note that for the closed-ended questions, you cannot change the scale descriptors of the 5-point scale, and the open-ended questions must be put after the closed-ended questions.

Add Extra Quest... x

TEACHING CLASS TO BE EVALUATED IN 2016/17 Semester 2

Subject Code	Subject Section	Subject Component	Subject Title	In-class	Survey Start Date	Survey End Date	Deadline	Enrolment
RS2040	040S01	LAB004	FUNCTIONAL ANATOMY	Yes	07 Feb 2017	27 Apr 2017	17 Apr 2017	22
RS2670	670S01	LAB001	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	25
RS2670	670S01	LAB002	ELECTROPHYSICAL THERAPY I	Yes	01 May 2017	03 May 2017	24 Apr 2017	25
RS2670	670S01	LAB003	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	28

EXTRA QUESTION ABOUT STAFF (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

1



Question (max. 120 characters for each question) Question Type





2

5-Point Scale (5=Strongly agree ... 1=Strongly disagree)
Open-ended









Step 6 Repeat **Steps 4 and 5** to add more questions. Note that you can add a maximum of 5 questions for each class.

Step 7

To reorder the questions, select a question then click the **Up**  or **Down**  icon to move it up or down the list. Note that all open-ended questions will come after the closed-ended questions in the questionnaire.

TEACHING CLASS TO BE EVALUATED IN 2016/17 Semester 2									
Subject Code	Subject Section	Subject Component	Subject Title	In-class	Survey Start Date	Survey End Date	Deadline	Enrolment	
RS2040	040S01	LAB004	FUNCTIONAL ANATOMY	Yes	07 Feb 2017	27 Apr 2017	17 Apr 2017	22	
RS2670	670S01	LAB001	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	25	
RS2670	670S01	LAB002	ELECTROPHYSICAL THERAPY I	Yes	01 May 2017	03 May 2017	24 Apr 2017	25	
RS2670	670S01	LAB003	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	28	

EXTRA QUESTION ABOUT STAFF (max. FIVE questions)


       





Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

With the new class activity introduced in Week 3:









Question (max. 120 characters for each question)	Question Type
My clinical reasoning has improved after tutorial session of Elbow region.	<input type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input checked="" type="radio"/> Open-ended
Overall, the tutorial session of Elbow region was too stressful.	<input checked="" type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input type="radio"/> Open-ended

Step 8

Click the **Save icon**  to save your newly added questions and description. All saved questions and description will be automatically stored in your question bank which can be reused in your other subjects.

TEACHING CLASS TO BE EVALUATED IN 2016/17 Semester 2									
Subject Code	Subject Section	Subject Component	Subject Title	In-class	Survey Start Date	Survey End Date	Deadline	Enrolment	
RS2040	040S01	LAB004	FUNCTIONAL ANATOMY	Yes	07 Feb 2017	27 Apr 2017	17 Apr 2017	22	
RS2670	670S01	LAB001	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	25	
RS2670	670S01	LAB002	ELECTROPHYSICAL THERAPY I	Yes	01 May 2017	03 May 2017	24 Apr 2017	25	
RS2670	670S01	LAB003	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	28	

EXTRA QUESTION ABOUT STAFF (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

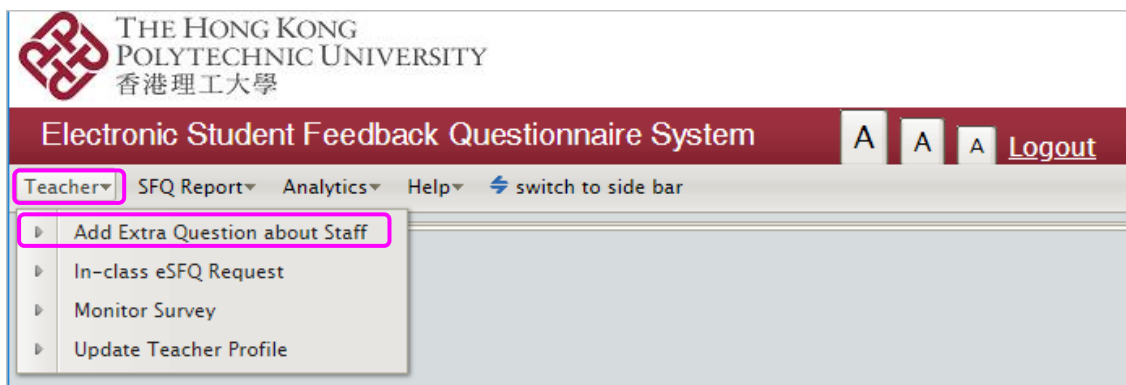
With the new class activity introduced in Week 3:

Question (max. 120 characters for each question)	Question Type
My clinical reasoning has improved after tutorial session of Elbow region.	<input type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input checked="" type="radio"/> Open-ended
Overall, the tutorial session of Elbow region was too stressful.	<input checked="" type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input type="radio"/> Open-ended

4.2 Updating a question

Note that once the deadline for adding extra questions has passed, you will not be able to update your question(s) or description about the extra questions.

- Step 1** In the top menu bar, first select **Teacher**, then **Add Extra Question about Staff** from the drop-down menu.



- Step 2** In the **Teaching class to be evaluated** section, click on the relevant subject. The selected subject will be highlighted in purple.

Subject Code	Subject Section	Subject Component	Subject Title	In-class	Survey Start Date	Survey End Date	Deadline	Enrolment
RS2040	040S01	LAB004	FUNCTIONAL ANATOMY	Yes	07 Feb 2017	27 Apr 2017	17 Apr 2017	22
RS2670	670S01	LAB001	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	25
RS2670	670S01	LAB002	ELECTROPHYSICAL THERAPY I	Yes	01 May 2017	03 May 2017	24 Apr 2017	25
RS2670	670S01	LAB003	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	28

EXTRA QUESTION ABOUT STAFF (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

Question (max. 120 characters for each question) Question Type

Step 3 Double-click the description or question you would like to update then edit the content as appropriate.

TEACHING CLASS TO BE EVALUATED IN 2016/17 Semester 2

Subject Code	Subject Section	Subject Component	Subject Title	In-class	Survey Start Date	Survey End Date	Deadline	Enrolment
RS2040	040501	LAB004	FUNCTIONAL ANATOMY	Yes	07 Feb 2017	27 Apr 2017	17 Apr 2017	22
RS2670	670501	LAB001	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	25
RS2670	670501	LAB002	ELECTROPHYSICAL THERAPY I	Yes	01 May 2017	03 May 2017	24 Apr 2017	25
RS2670	670501	LAB003	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	28

EXTRA QUESTION ABOUT STAFF (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

With the new class activity introduced in Week 3:

Question (max. 120 characters for each question)

My clinical reasoning has improved after tutorial session of Elbow region.

Question Type

5-Point Scale (5=Strongly agree ... 1=Strongly disagree) ☐

Open-ended ☐

Overall, the tutorial session of Elbow region was too stressful. ☐

Step 4 Click the **Save icon**  to save your changes.

TEACHING CLASS TO BE EVALUATED IN 2016/17 Semester 2

Subject Code	Subject Section	Subject Component	Subject Title	In-class	Survey Start Date	Survey End Date	Deadline	Enrolment
RS2040	040501	LAB004	FUNCTIONAL ANATOMY	Yes	07 Feb 2017	27 Apr 2017	17 Apr 2017	22
RS2670	670501	LAB001	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	25
RS2670	670501	LAB002	ELECTROPHYSICAL THERAPY I	Yes	01 May 2017	03 May 2017	24 Apr 2017	25
RS2670	670501	LAB003	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	28

EXTRA QUESTION ABOUT STAFF (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

With the new class activity introduced in Week 3:

Question (max. 120 characters for each question)

My clinical reasoning has improved after tutorial session of Elbow region.

Question Type

5-Point Scale (5=Strongly agree ... 1=Strongly disagree) ☐

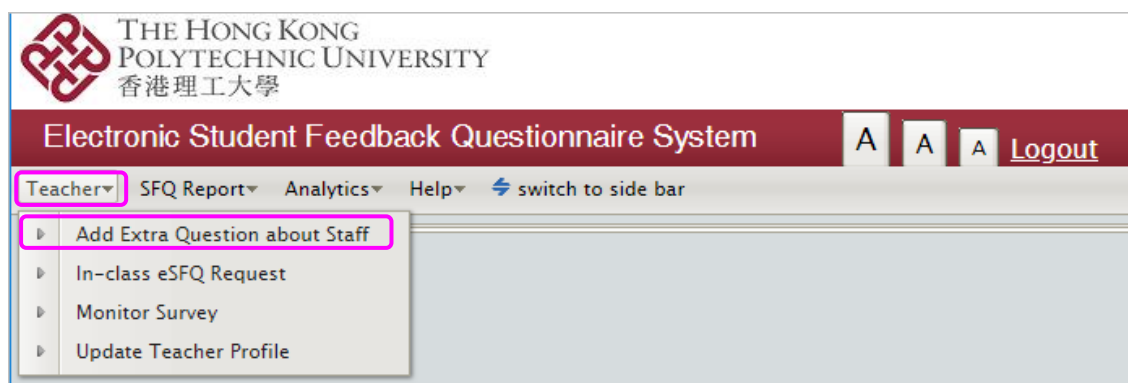
Open-ended ☐

Overall, the tutorial session of Elbow region was too stressful. ☐

4.3 Deleting a question

Note that once the deadline for adding extra questions has passed, you will not be able to delete your question(s) or description about the extra questions.

- Step 1** In the top menu bar, first select **Teacher**, then **Add Extra Question about Staff** from the drop-down menu.



- Step 2** In the **Teaching class to be evaluated** section, click on the subject that you would like to delete the previously added questions or description from. The selected subject will be highlighted in purple.

Add Extra Quest... x

TEACHING CLASS TO BE EVALUATED IN 2016/17 Semester 2

Subject Code	Subject Section	Subject Component	Subject Title	In-class	Survey Start Date	Survey End Date	Deadline	Enrolment	
RS2040	040S01	LAB004	FUNCTIONAL ANATOMY	Yes	07 Feb 2017	27 Apr 2017	17 Apr 2017	22	
RS2670	670S01	LAB001	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	25	
RS2670	670S01	LAB002	ELECTROPHYSICAL THERAPY I	Yes	01 May 2017	03 May 2017	24 Apr 2017	25	
RS2670	670S01	LAB003	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	28	

EXTRA QUESTION ABOUT STAFF (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

Question (max. 120 characters for each question) Question Type

- Step 3** Select the question or description to be deleted, then click the **Delete record icon**

TEACHING CLASS TO BE EVALUATED IN 2016/17 Semester 2

Subject Code	Subject Section	Subject Component	Subject Title	In-class	Survey Start Date	Survey End Date	Deadline	Enrolment	
RS2040	040S01	LAB004	FUNCTIONAL ANATOMY	Yes	07 Feb 2017	27 Apr 2017	17 Apr 2017	22	
RS2670	670S01	LAB001	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	25	
RS2670	670S01	LAB002	ELECTROPHYSICAL THERAPY I	Yes	01 May 2017	03 May 2017	24 Apr 2017	25	
RS2670	670S01	LAB003	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	28	

EXTRA QUESTION ABOUT STAFF (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)





With the new class activity introduced in Week 3:

Question (max. 120 characters for each question) Question Type


My clinical reasoning has improved after tutorial session of Elbow region. 1 ☐ 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) ☐ Open-ended

Overall, the tutorial session of Elbow region was too stressful. ☐ 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) ☐ Open-ended

Step 4 Click the **Save icon**  to save your changes.

TEACHING CLASS TO BE EVALUATED IN 2016/17 Semester 2									
Subject Code	Subject Section	Subject Component	Subject Title	In-class	Survey Start Date	Survey End Date	Deadline	Enrolment	
RS2040	040S01	LAB004	FUNCTIONAL ANATOMY	Yes	07 Feb 2017	27 Apr 2017	17 Apr 2017	22	
RS2670	670S01	LAB001	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	25	
RS2670	670S01	LAB002	ELECTROPHYSICAL THERAPY I	Yes	01 May 2017	03 May 2017	24 Apr 2017	25	
RS2670	670S01	LAB003	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	28	

EXTRA QUESTION ABOUT STAFF (max. FIVE questions)



Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

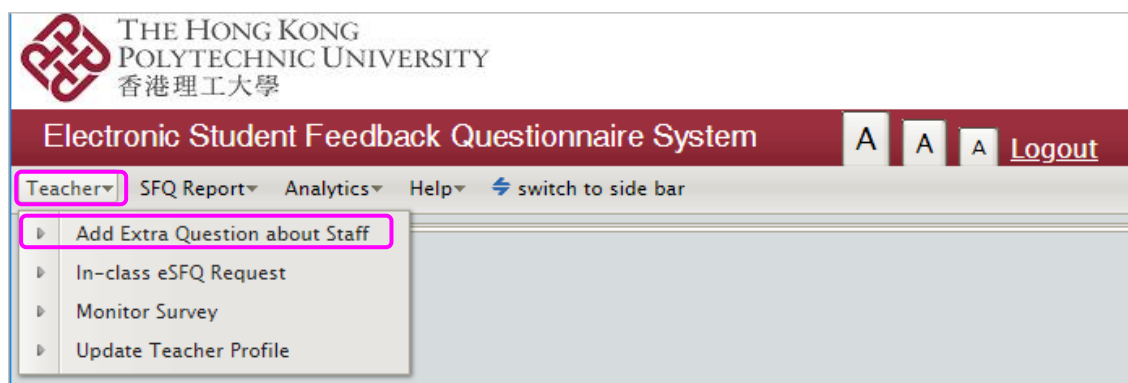
With the new class activity introduced in Week 3:

Question (max. 120 characters for each question)	Question Type
Overall, the tutorial session of Elbow region was too stressful.	<input checked="" type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input type="radio"/> Open-ended

4.4 Importing past questions previously added to the subject

You can reuse the past set of extra questions and description added to the subject (if any).

- Step 1** To reuse the past set of extra questions and description added to the subject (if any), first select **Teacher** in the top menu bar, then **Add Extra Question about Staff** from the drop-down menu.



- Step 2** In the **Teaching class to be evaluated** section, click on the subject that you would like to import the previously added questions to. The selected subject will be highlighted in purple.

Add Extra Quest... x

TEACHING CLASS TO BE EVALUATED IN 2016/17 Semester 2

Subject Code	Subject Section	Subject Component	Subject Title	In-class	Survey Start Date	Survey End Date	Deadline	Enrolment	
RS2040	040S01	LAB004	FUNCTIONAL ANATOMY	Yes	07 Feb 2017	27 Apr 2017	17 Apr 2017	22	
RS2670	670S01	LAB001	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	25	
RS2670	670S01	LAB002	ELECTROPHYSICAL THERAPY I	Yes	01 May 2017	03 May 2017	24 Apr 2017	25	
RS2670	670S01	LAB003	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	28	

EXTRA QUESTION ABOUT STAFF (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

Question (max. 120 characters for each question) Question Type

- Step 3** Click the **Import icon** in the **Extra Questions About Staff** section.

Add Extra Quest... x


TEACHING CLASS TO BE EVALUATED IN 2016/17 Semester 2





Subject Code	Subject Section	Subject Component	Subject Title	In-class	Survey Start Date	Survey End Date	Deadline	Enrolment	
RS2040	040S01	LAB004	FUNCTIONAL ANATOMY	Yes	07 Feb 2017	27 Apr 2017	17 Apr 2017	22	
RS2670	670S01	LAB001	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	25	
RS2670	670S01	LAB002	ELECTROPHYSICAL THERAPY I	Yes	01 May 2017	03 May 2017	24 Apr 2017	25	
RS2670	670S01	LAB003	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	28	

EXTRA QUESTION ABOUT STAFF (max. FIVE questions)








Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

Question (max. 120 characters for each question) Question Type

Step 4 The past set of questions and description, if any, will then be imported to your current SFQ. Click the **Save icon**  to save changes.

TEACHING CLASS TO BE EVALUATED IN 2016/17 Semester 2									
Subject Code	Subject Section	Subject Component	Subject Title	In-class	Survey Start Date	Survey End Date	Deadline	Enrolment	
RS2040	040S01	LAB004	FUNCTIONAL ANATOMY	Yes	07 Feb 2017	27 Apr 2017	17 Apr 2017	22	
RS2670	670S01	LAB001	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	25	
RS2670	670S01	LAB002	ELECTROPHYSICAL THERAPY I	Yes	01 May 2017	03 May 2017	24 Apr 2017	25	
RS2670	670S01	LAB003	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	28	

EXTRA QUESTION ABOUT STAFF (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

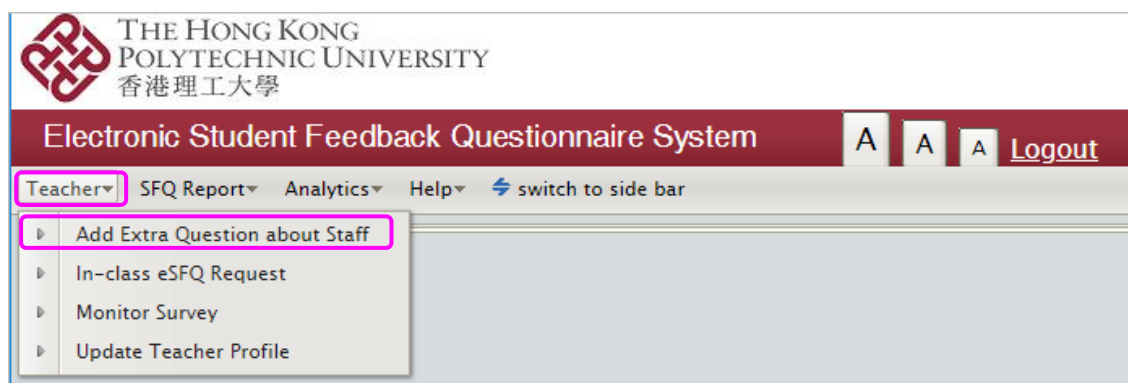
With the new class activity introduced in Week 3:

Question (max. 120 characters for each question)	Question Type
My clinical reasoning has improved after tutorial session of Elbow region.	<input checked="" type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input type="radio"/> Open-ended
Overall, the tutorial session of Elbow region was too stressful.	<input checked="" type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input type="radio"/>

4.5 Importing questions from question bank

You can reuse the questions and descriptions for extra questions previously added to your other subjects to a particular subject by importing the questions from the question bank.

Step 1 To import the questions and description from the question bank, first select **Teacher** in the top menu bar, then **Add Extra Question about Staff** from the drop-down menu.



Step 2 In the **Teaching class to be evaluated** section, click on the subject that you would like to import the questions to. The selected subject will be highlighted in purple.

Add Extra Quest... x

TEACHING CLASS TO BE EVALUATED IN 2016/17 Semester 2

Subject Code	Subject Section	Subject Component	Subject Title	In-class	Survey Start Date	Survey End Date	Deadline	Enrolmen	
RS2040	040S01	LAB004	FUNCTIONAL ANATOMY	Yes	07 Feb 2017	27 Apr 2017	17 Apr 2017	22	
RS2670	670S01	LAB001	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	25	
RS2670	670S01	LAB002	ELECTROPHYSICAL THERAPY I	Yes	01 May 2017	03 May 2017	24 Apr 2017	25	
RS2670	670S01	LAB003	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	28	

EXTRA QUESTION ABOUT STAFF (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

Question (max. 120 characters for each question) Question Type

Step 3 Click the **Question Bank icon** in the **Extra Question About Staff** section to open the My Question Bank window.

Add Extra Quest... x

TEACHING CLASS TO BE EVALUATED IN 2016/17 Semester 2

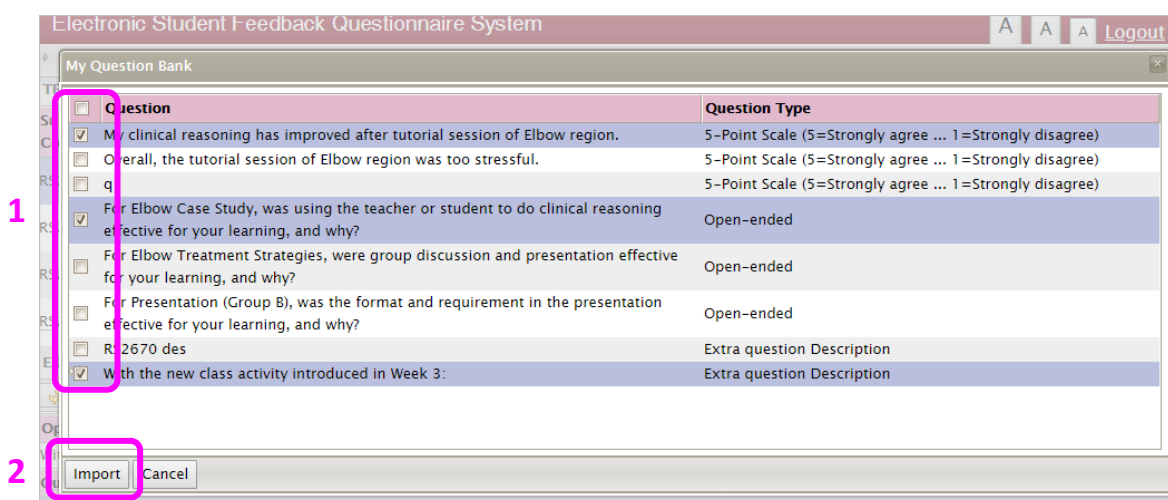
Subject Code	Subject Section	Subject Component	Subject Title	In-class	Survey Start Date	Survey End Date	Deadline	Enrolmen	
RS2040	040S01	LAB004	FUNCTIONAL ANATOMY	Yes	07 Feb 2017	27 Apr 2017	17 Apr 2017	22	
RS2670	670S01	LAB001	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	25	
RS2670	670S01	LAB002	ELECTROPHYSICAL THERAPY I	Yes	01 May 2017	03 May 2017	24 Apr 2017	25	
RS2670	670S01	LAB003	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	28	




EXTRA QUESTION ABOUT STAFF (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

Question (max. 120 characters for each question) Question Type

- Step 4** Check the box next to the question(s) and/or description you would like to import to your current SFQ, then click **Import** in the bottom left corner to import the selected questions.



- Step 5** Reorder the imported questions as appropriate using the **Up**  and **Down**  buttons, then click the **Save icon**  to save your changes.

Subject Code	Subject Section	Subject Component	Subject Title	In-class	Survey Start Date	Survey End Date	Deadline	Enrolment
RS2040	040S01	LAB004	FUNCTIONAL ANATOMY	Yes	07 Feb 2017	27 Apr 2017	17 Apr 2017	22
RS2670	670S01	LAB001	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	25
RS2670	670S01	LAB002	ELECTROPHYSICAL THERAPY I	Yes	01 May 2017	03 May 2017	24 Apr 2017	25
RS2670	670S01	LAB003	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	28

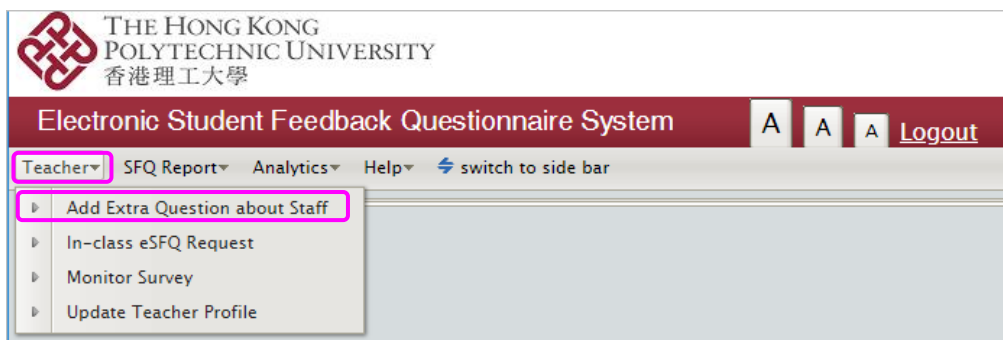
EXTRA QUESTION ABOUT STAFF (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)
With the new class activity introduced in Week 3:

Question (max. 120 characters for each question)	Question Type
My clinical reasoning has improved after tutorial session of Elbow region.	<input checked="" type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input type="radio"/> Open-ended
Overall, the tutorial session of Elbow region was too stressful.	<input checked="" type="radio"/> 5-Point Scale (5=Strongly agree ... 1=Strongly disagree) <input type="radio"/> Open-ended

4.6 Previewing the questionnaire

Step 1 To preview the questionnaire, first select **Teacher** in the top menu bar, then **Add Extra Question about Staff** from the drop-down menu.



Step 2 Select the subject in the **Teaching class to be evaluated** section, then click the **Preview icon** in the **Extra Question About Staff** section to open the Questionnaire Preview window.

Subject Code	Subject Section	Subject Component	Subject Title	In-class	Survey Start Date	Survey End Date	Deadline	Enrolment
RS2040	040S01	LAB004	FUNCTIONAL ANATOMY	Yes	07 Feb 2017	27 Apr 2017	17 Apr 2017	22
RS2670	670S01	LAB001	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	25
RS2670	670S01	LAB002	ELECTROPHYSICAL THERAPY I	Yes	01 May 2017	03 May 2017	24 Apr 2017	25
RS2670	670S01	LAB003	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	28

EXTRA QUESTION ABOUT STAFF (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

Question (max. 120 characters for each question) Question Type

Step 3 The questions in black are standard items and extra questions added by the Subject Leader (in Section I About the Subject, if any); those in red are extra questions added by you.

To close the Questionnaire Preview window, click the **Close button 'x'** in the top right corner.

Questionnaire Preview

2. This subject has enabled me to develop a better understanding of myself. [5-Point Scale]

3. I have acquired interpersonal skills essential for functioning as an effective leader. [5-Point Scale]

4. I have learned self-reflection skills in this subject. [5-Point Scale]

5. I have learned to become more active and self-motivated in pursuing knowledge on self-understanding and interpersonal relationship. [5-Point Scale]

C. Extra Questions

1. Q1 [5-Point Scale]

2. Q2 [5-Point Scale]

3. Q3 [5-Point Scale]

D. Open-ended Comments

1. What aspects of the subject were most useful to your learning? [Open-ended]

2. How could the subject be improved to help you learn better? [Open-ended]

II. About the Staff Member

A. Teaching of the Staff Member

1. The teacher has been willing to provide help when necessary. [5-Point Scale]

2. The teacher has motivated me to learn. [5-Point Scale]

3. The teacher has given me the class feedback for improvement. [5-Point Scale]

4. The teacher has organized the subject contents logically and clearly. [5-Point Scale]

5. The teacher has enabled me to relate the knowledge taught to my professional/intended career. [5-Point Scale]

6. The teaching of the staff member has provided me with a valuable learning experience. [5-Point Scale]

7. Overall, I think that the staff member is an effective teacher. [5-Point Scale]

B. Use of English as the Medium of Instruction

1. To what extent has the staff member used English in his/her teaching? [3-Point Scale]

C. Extra Questions

1. Q1 [5-Point Scale]

2. Q2 [5-Point Scale]

3. Q3 [5-Point Scale]

4. Q4 to be imported. [5-Point Scale]

5. Q5 to be imported [5-Point Scale]

D. Open-ended Comments

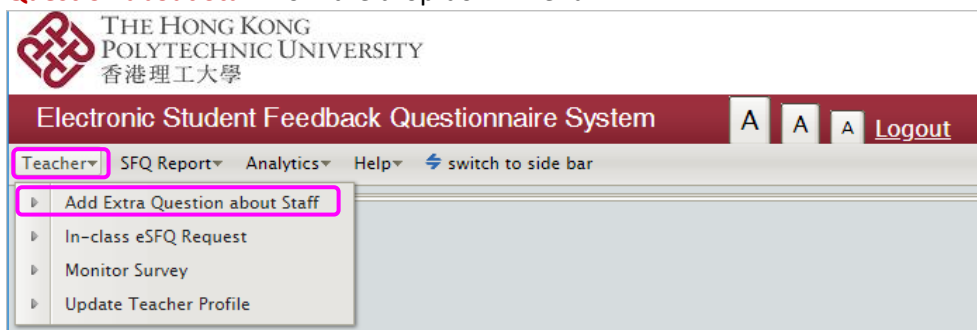
1. What aspects of this staff member's teaching were most helpful to your learning? [Open-ended]

2. How would you like the teaching be changed (if at all), to help you learn better in the subject? [Open-ended]





4.7 Checking student enrolments

Subject Teachers are required to check and confirm the student enrolments before deploying the SFQ.

- Step 1** To check student enrolment of a subject, first select **Teacher** in the top menu bar, then **Add Extra Question about Staff** from the drop-down menu.



- Step 2** Click the **Student icon**  to display the student list.

TEACHING CLASS TO BE EVALUATED IN 2016/17 Semester 2									
Subject Code	Subject Section	Subject Component	Subject Title	In-class	Survey Start Date	Survey End Date	Deadline	Enrolment	
RS2040	040501	LAB004	FUNCTIONAL ANATOMY	Yes	07 Feb 2017	27 Apr 2017	17 Apr 2017	22	
RS2670	670501	LAB001	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	25	
RS2670	670501	LAB002	ELECTROPHYSICAL THERAPY I	Yes	01 May 2017	03 May 2017	24 Apr 2017	25	
RS2670	670501	LAB003	ELECTROPHYSICAL THERAPY I	Yes	27 Feb 2017	28 May 2017	20 Feb 2017	28	

EXTRA QUESTION ABOUT STAFF (max. FIVE questions)

Optional Description for All the extra questions added (once added, applies to all questions, max. 200 characters)

Question (max. 120 characters for each question) Question Type

- Step 3** Verify the student list. **Inform your Departmental SFQ Administrator(s) of any discrepancies so that they can update the records on the AR Student Record System accordingly.**

You can sort the student list by student number or name by clicking the corresponding column headers.

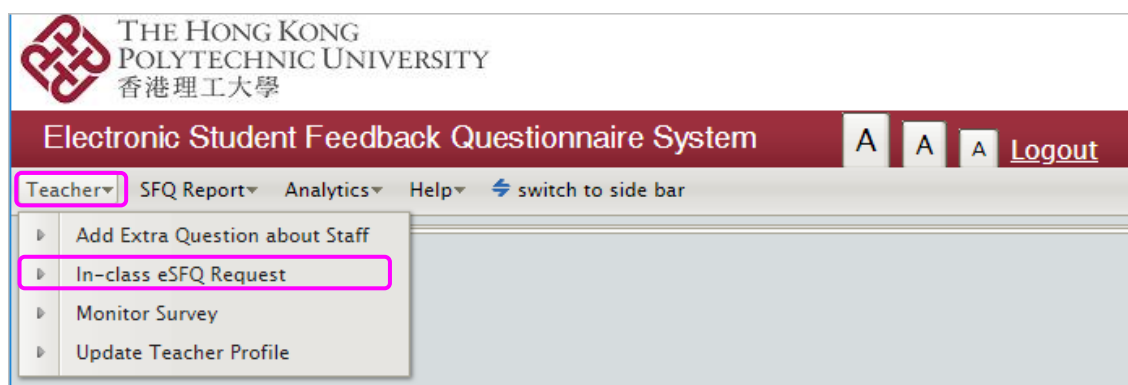
To export the list as an Excel file for checking, click **Export**.

No.	Student Number	Name
1	12107555D	CHAN Sui Ming Tom
2	12108133D	KWAN Lily
3	12110762D	LAW Mei Mei
4	12112399D	Poon Lai Shan
5	12113083D	YIP Sze Sze
6	12113619D	LAU Yu Ka
7	12139403D	TSUI Yuk Ting
8	13067758D	LAM Ka Kei
9	13067926D	CHAN Man Fei
10	13068313D	CHAN Wai Lam
11	13068686D	CHAN Choi Wan
12	13084885D	LEE Siu Yuk
13	13114332D	CHAN Dai Man Tommy
14	99990001	Student 99990001
15	99990002	Student 99990002
16	99990003	Student 99990003
17	99990004	Student 99990004

4.8 Viewing in-class SFQ administration requests and approval status

If you would like to opt for in-class SFQ administration for your classes, your Departmental SFQ Administrators will submit via the SFQ system the requests for you when they set up the SFQ arrangements for your classes. You can view the requests and their corresponding approval status by following the steps below.

Step 1 In the top menu bar, first select **Teacher**, then **In-class eSFQ Request** from the drop-down menu.



Step 2 In the **In-class eSFQ Request** tab, you will see the in-class SFQ administration requests with justification submitted by your Departmental SFQ Administrators for your classes and their corresponding approval status.

You can double-click a record to view the request and/or approval details.

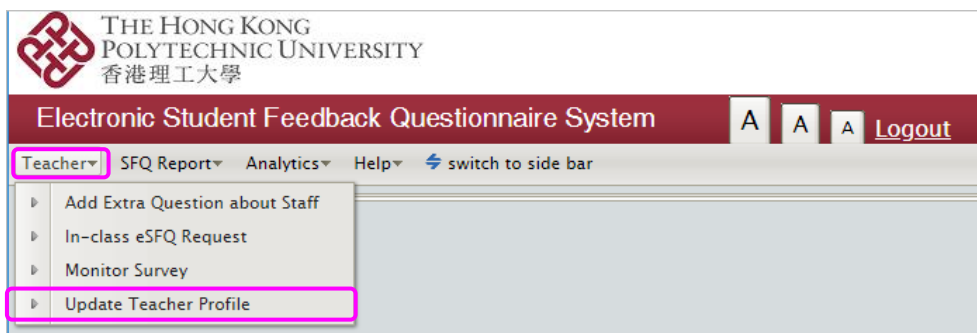
Please contact your Departmental SFQ Administrators should you have any questions regarding the requests as they are the ones responsible for setting up the SFQ for your department.

In-class eSFQ Request				Proposed Survey End Date	Justification	Request Submission Date	Approver	Approval Status	Approval Status
Acad Yr-Sem	Subject Code	Subject Section Code	Subject Component Code						
2016-2	RS2040	040501	LAB004	27 Apr 2017	Enrollment of 30 or less; Atypical teaching arrangement			Justification provided (no approval is required for class size of 30 or less)	Justification provided (no approval is required for class size of 30 or less)
2016-2	RS2670	670501	LAB004	24 Mar 2017	Enrollment of 30 or less; Other: the first option about enrollment <=30 no longer valid but it's checked and dimmed	07 Feb 2017	Chan Siu Ming (DLTC/SLTC Chair)	Pending(deadline for approval has passed)	Justification provided (no approval is required for class size of 30 or less)
2016-2	RS2670	670501	LEC001	01 May 2017	Atypical teaching arrangement; it works	27 Feb 2017	Chan Siu Ming (DLTC/SLTC Chair)	Pending(deadline for approval has passed)	Justification provided (no approval is required for class size of 30 or less)
2016-2	RS2730	730501	LAB004	24 Mar 2017	Atypical teaching arrangement	07 Feb 2017	Chan Siu Ming (DLTC/SLTC Chair)	Approved	Pending(deadline for approval has passed)

4.9 Updating your profile

Updating your profile is optional but recommended. You can upload a picture of yourself and add a preferred name to be displayed in the questionnaire.

Step 1 To update your profile, click **Teacher** in the top menu bar then select **Update Teacher Profile**.



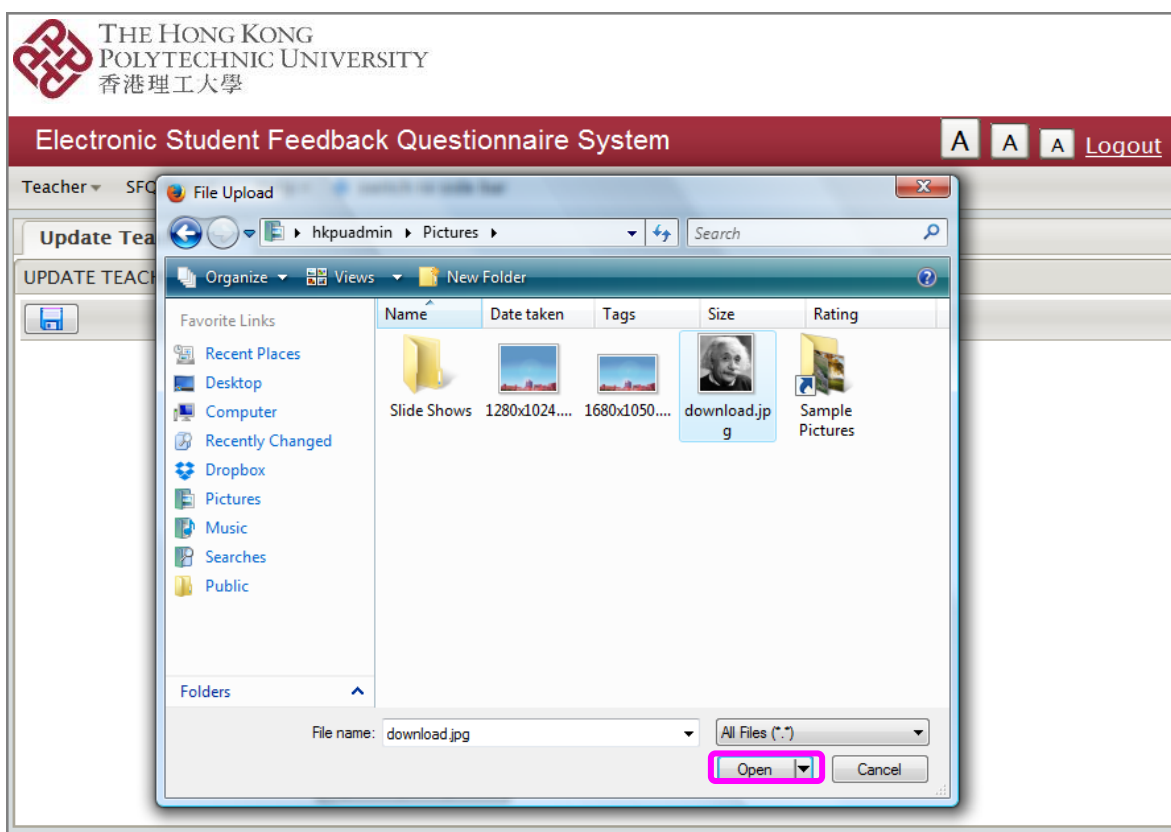
Step 2 Enter your preferred name to be shown in the questionnaire.

This screenshot shows the 'UPDATE TEACHER PROFILE' form. It includes a 'Preferred Name' text input field, which is highlighted with a pink box. Below it is a 'Photo' section with an 'Upload your photo' button. The interface includes the same top navigation bar as the previous step.

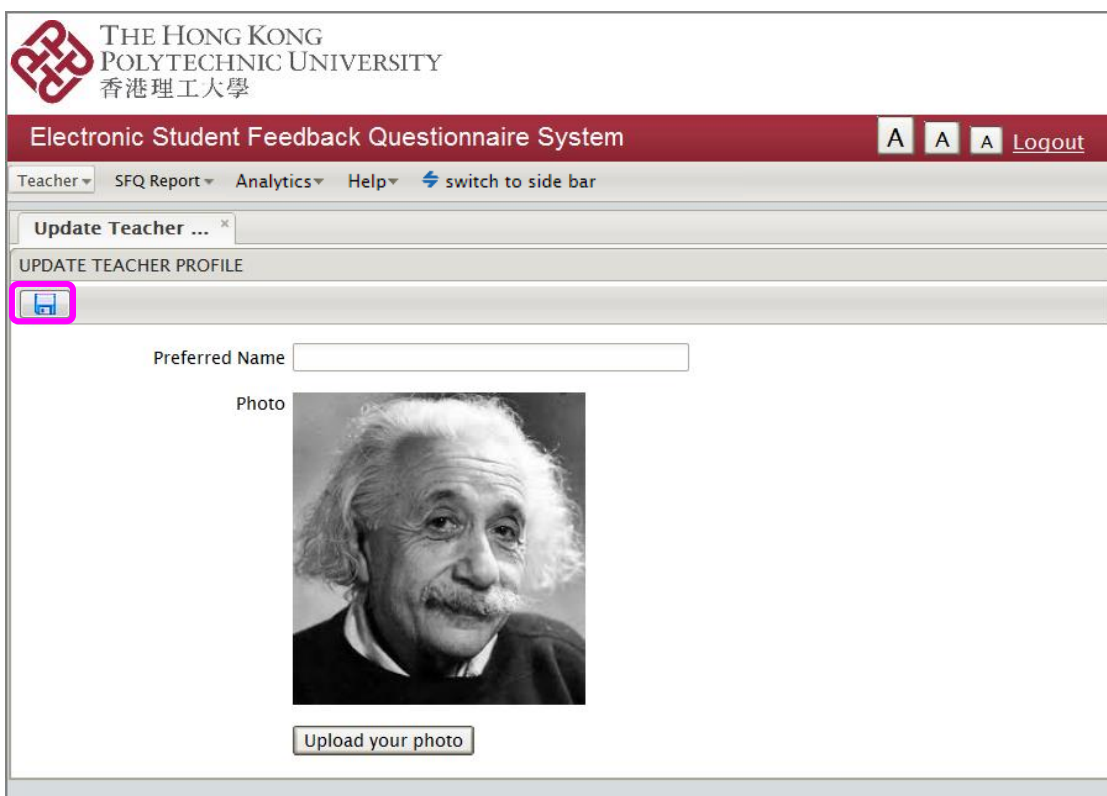
Step 3 To upload a photo of yourself, click **Upload your photo**.

This screenshot shows the 'UPDATE TEACHER PROFILE' form with the 'Preferred Name' field filled. The 'Upload your photo' button is highlighted with a pink box. The interface is consistent with the previous steps.

- Step 4** Locate your photo file then click **Open**. Note that the file size should not exceed 300KB and the resolution of the photo should be within 500 x 500 pixels.



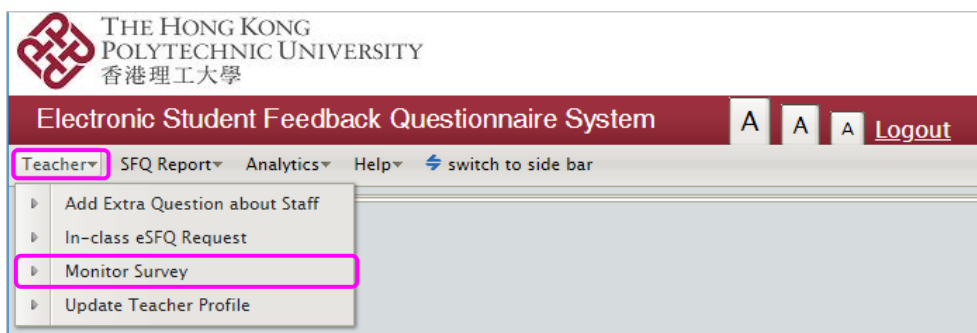
- Step 5** Click the **Save icon**  to save your changes.



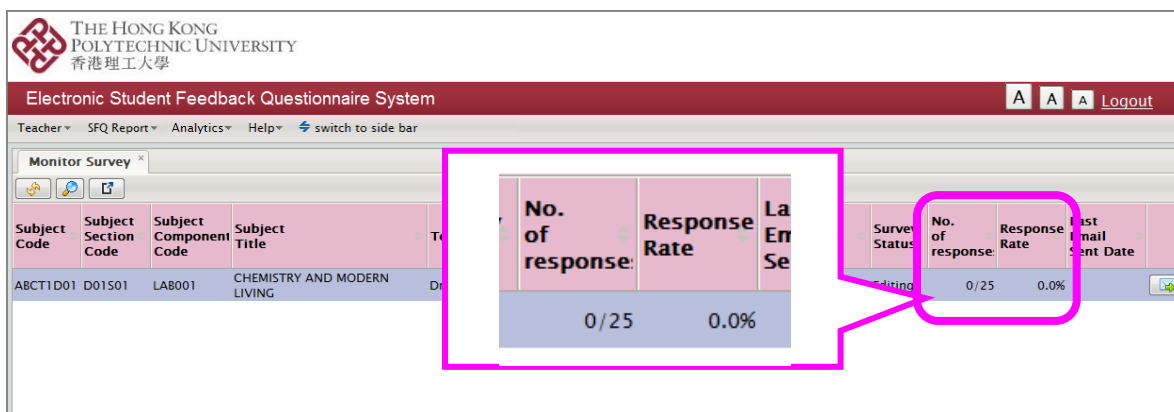
4.10 Monitoring the survey


You can check the response rates to the SFQ and send emails to the students via the SFQ system to encourage student participation if you wish to do so.

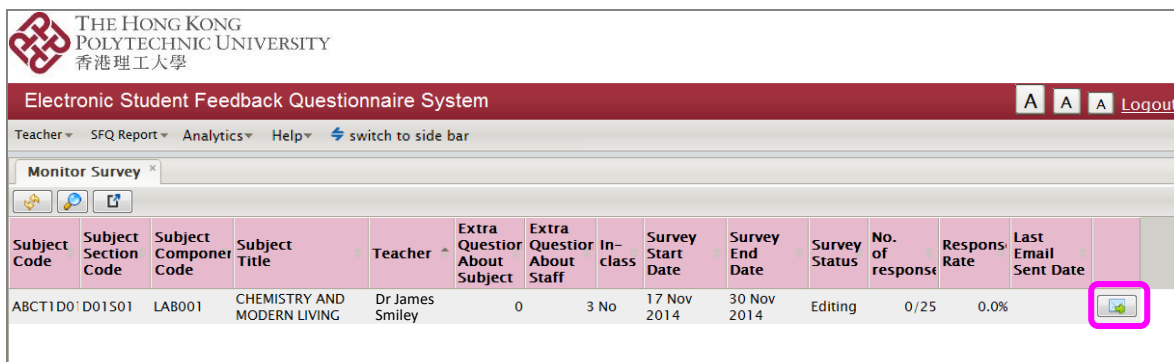
- Step 1** To check the response rates to the SFQ, select **Teacher** in the top menu bar then select **Monitor Survey** from the drop-down menu.



The number of responses and response rate of each individual class for which the SFQ has been administered in the semester will be displayed.



- Step 2** To send an email reminder to the students enrolled in the class, click the **Send Email icon**  to open the Send Email Reminder window.



Step 3 Fill in the required information as appropriate:

1. **Mail Subject:** Provide an email subject.
2. **Mail To:** By default, it is set to send to all students. Select **Non-respondents Only** if you would like to send the email reminder to the non-respondents only.
3. **Mail Send Date:** Select the date you would like the email to be sent.
4. **Mail content:** Write your message to encourage student participation. If you would like to insert the SFQ web link into your email for students' easier access, click **Insert eSFQ Web Link** and it will be inserted at the cursor position.

Electronic Student Feedback Questionnaire System

Send Email Reminder

Subject Code: ABCT1D01

Subject Class: D01S01 – LAB001

Subject Title: CHEMISTRY AND MODERN LIVING

Teacher: Dr James Smiley

Mail From: Dr James Smiley <jsmiley@polyu.edu.hk>

Mail CC: Dr James Smiley <jsmiley@polyu.edu.hk>

Mail Subject: Please complete your eSFQ 1

Mail To: ☒ All Students ☐ Non-respondents Only 2

Mail Send Date: 06 Sep 2014 3

Font [] Size [] B I U A [] [] [] [] [] [] [] []

Dear Students

Please complete your eSFQ at <http://www.polyu.edu.hk/esfq/student>

4

Insert eSFQ Web Link Send Close

Step 4 Click **Send** to send the email.

Electronic Student Feedback Questionnaire System

Send Email Reminder

Subject Code: ABCT1D01

Subject Class: D01S01 – LAB001

Subject Title: CHEMISTRY AND MODERN LIVING

Teacher: Dr James Smiley

Mail From: Dr James Smiley <jsmiley@polyu.edu.hk>

Mail CC: Dr James Smiley <jsmiley@polyu.edu.hk>

Mail Subject: Please complete your eSFQ

Mail To: ☒ All Students ☐ Non-respondents Only

Mail Send Date: 06 Sep 2014

Font [] Size [] B I U A [] [] [] [] [] [] [] []

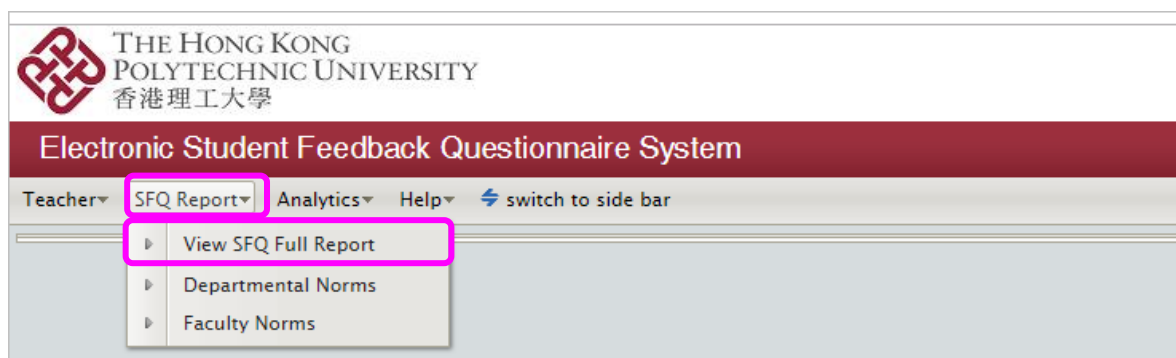
Dear Students


Please complete your eSFQ at <http://www.polyu.edu.hk/esfq/student>. Thank you!

Insert eSFQ Web Link Send Close


4.11 Viewing SFQ full/staff reports




Step 1 To view the full/staff reports, click **SFQ Report** in the top menu bar then select **View SFQ Full Report** to display the list of available reports.



Step 2 You can search for a report by clicking the **Magnifying glass icon**  in the top left corner.

To sort the reports in ascending or descending order by academic year and semester, subject code, subject title, subject section code or subject component code, click the corresponding column header.

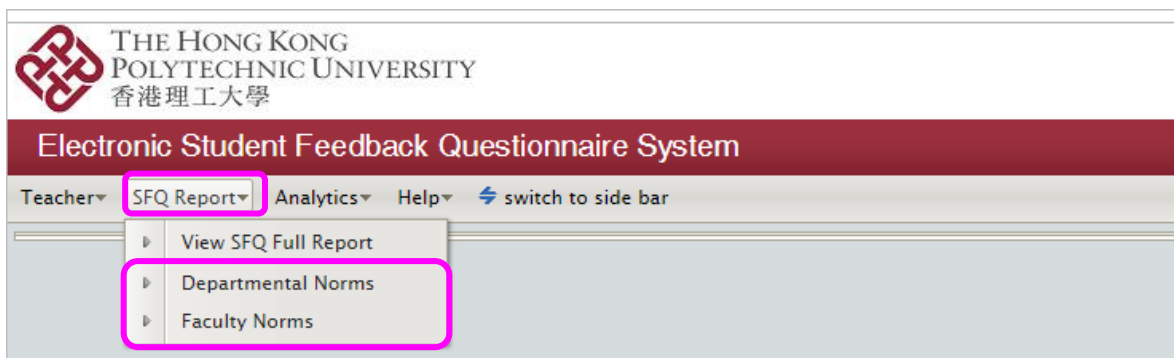
Click the **PDF icon**  next to the record to display the full report for that class.

View SFQ Full R... x							
Acad. Yr.-Sem.	Subject Code	Subject Title	Subject Section Code	Subject Component Code	Teacher	Filename	Full Report
2018-1	POLYU1234	ACADEMIC INTEGRITY	001S01	LTL001	Teacher A	18EDC001-netida-A12345-T-POLYU1234.pdf	
2018-1	POLYU1234	ACADEMIC INTEGRITY	002S01	LTL001	Teacher A	18EDC002-netida-A12345-T-POLYU1234.pdf	
2018-1	POLYU1234	ACADEMIC INTEGRITY	002S01	LTL001	Teacher A	18EDC003-netida-A12345-T-POLYU1234.pdf	

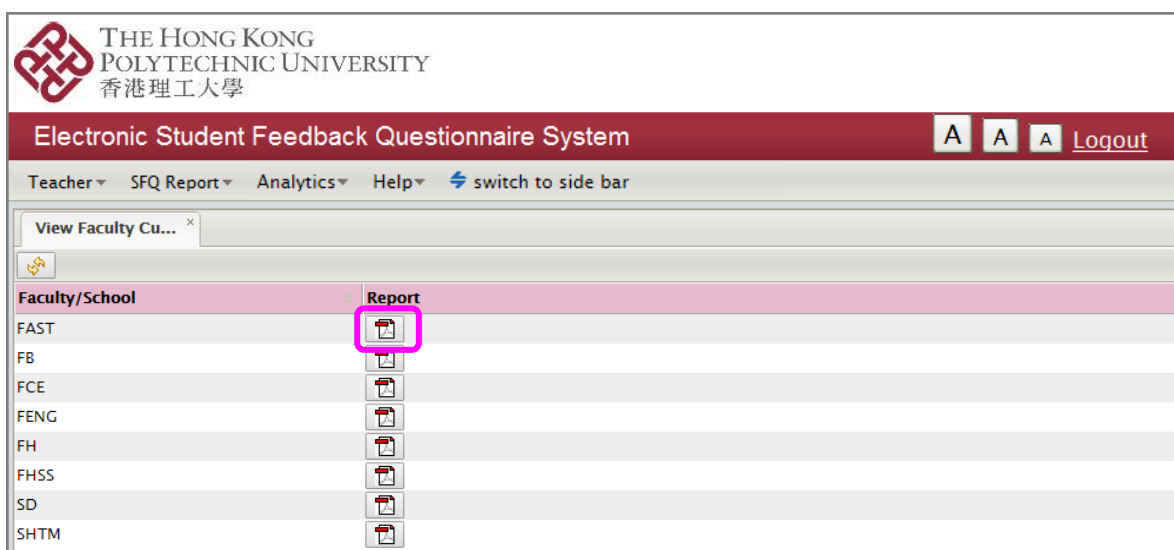
4.12 Viewing departmental and faculty norms

Subject Leaders, subject teachers and departmental SFQ administrators can view the departmental norms of their own department and the norms of all Faculties/Schools.

- Step 1** To view the departmental or faculty cumulative norms, click **SFQ Report** in the top menu bar then select **Departmental Norms** or **Faculty Norms** to display the list of available reports.



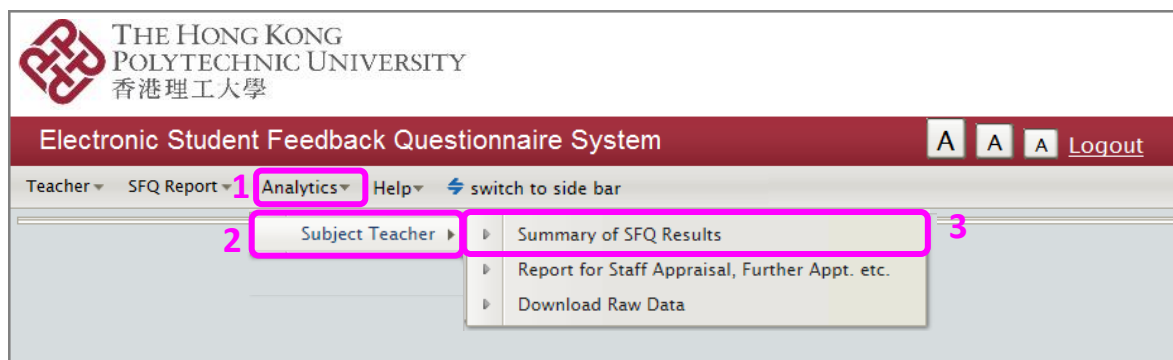
- Step 2** Click the **PDF icon** next to the record to display the report.



4.13 Viewing summary of SFQ results

Subject teachers can view and export a summary of their SFQ results.

- Step 1** To view the summary, click **Analytics** in the top menu bar then select **Subject Teacher**, then **Summary of SFQ Results**.







- Step 2** Use the **Arrow buttons** at the bottom to go to the first, previous, next or last page. Alternatively, you can enter the page number to go to a particular page.

To search for a particular record, click the **Magnifying glass icon** . Enter the relevant information, then click **Search**.

To export the records to an Excel file, click the **Excel file icon** .

Summary of SFQ ...



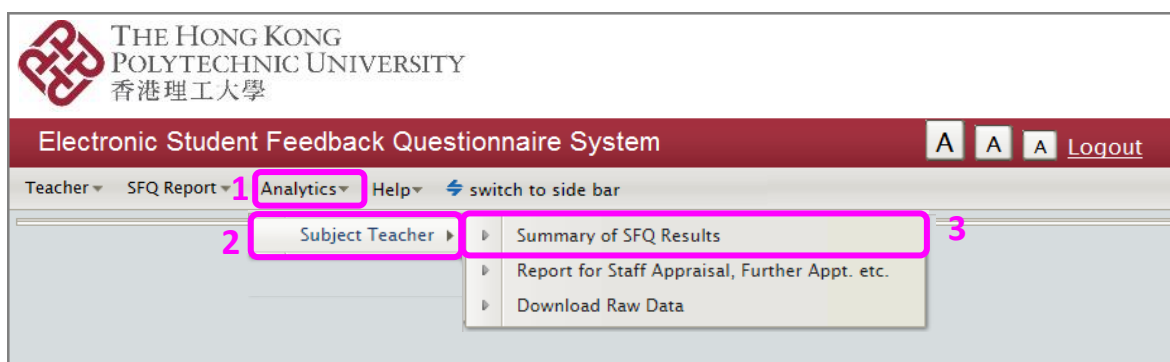
Acad. Yr.	Sem	Subject Code	Section	Component	NetID	Enrolment	No. of Returns	Response Rate	IA1	IA2	IA3	IA4	IA5 (Too Heavy)	IA5 (Appropriate)	IA5 (Too Light)	IA6 (>= 14 hrs)	IA6 (11-13)
2014/15	3	APSS1171	B14501	LEC001	subteacher	60	22	36.67%	4.0	4.0	4.0	3.8	10.5%	89.5%	0.0%	N/A	N/A
2014/15	3	APSS1181	B15501	LEC001	subteacher	42	6	14.29%	3.7	3.7	3.7	3.7	16.7%	83.3%	0.0%	N/A	N/A
2014/15	3	APSS2191	265501	LAB002	subteacher	11	5	45.45%	3.4	3.6	3.4	4.0	40.0%	60.0%	0.0%	0.0%	0.0%
2014/15	3	APSS2191	265502	LAB001	subteacher	10	4	40.00%	4.5	4.5	4.3	4.5	0.0%	100.0%	0.0%	0.0%	0.0%
2014/15	3	APSS2371	505501	LEC001	subteacher	37	17	45.95%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS2371	505501	LEC001	subteacher	37	18	48.65%	4.5	4.6	4.5	4.4	38.9%	61.1%	0.0%	N/A	N/A
2014/15	3	APSS2401	505501	LEC002	subteacher	42	19	45.24%	4.2	4.2	4.3	4.1	50.0%	50.0%	0.0%	N/A	N/A
2014/15	3	APSS2405	505501	LEC002	subteacher	42	19	45.24%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS2425	505501	LEC003	subteacher	40	33	82.50%	4.5	4.5	4.5	4.3	21.9%	78.1%	0.0%	N/A	N/A
2014/15	3	APSS2425	505501	LEC003	subteacher	40	27	67.50%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS2426	506501	LEC001	subteacher	31	23	74.19%	4.3	4.4	4.3	4.2	0.0%	100.0%	0.0%	N/A	N/A
2014/15	3	APSS2429	509501	SEM001	subteacher	21	2	9.52%	3.0	3.0	3.0	3.5	50.0%	50.0%	0.0%	N/A	N/A
2014/15	3	APSS3171	322501	LEC001	subteacher	19	8	42.11%	4.8	4.6	4.5	4.6	12.5%	87.5%	0.0%	12.5%	25.0%
2014/15	3	APSS3181	231501	LEC001	subteacher	28	10	35.71%	4.4	4.4	4.5	4.2	0.0%	100.0%	0.0%	10.0%	40.0%
2014/15	3	APSS3191	231501	SEM001	subteacher	16	6	37.50%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS3191	231501	SEM002	subteacher	12	4	33.33%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	LEC001	subteacher	39	20	51.28%	4.2	4.1	4.2	4.2	25.0%	75.0%	0.0%	5.3%	31.6%
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.00%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2014/15	3	APSS337	331501	SEM001	subteacher	20	12	65.0									

4.14 Interactive tool for interpreting SFQ scores

The interactive tool enables you to compare your SFQ ratings from a particular class of students with the Faculty SFQ Norms for classes of similar size so as to identify your relative strengths in teaching as well as areas where you can further improve, and/or the relative standing of your scores compared to other classes of similar size within the Faculty. It also provides some tips to help you further improve different aspects of students' learning experience of the subject as well as your own teaching.

To use the tool, follow the steps below.

- Step 1** To access the interactive tool, login to the SFQ system. Then click **Analytics** in the top menu bar then select **Subject Teacher**, then **Summary of SFQ Results**.



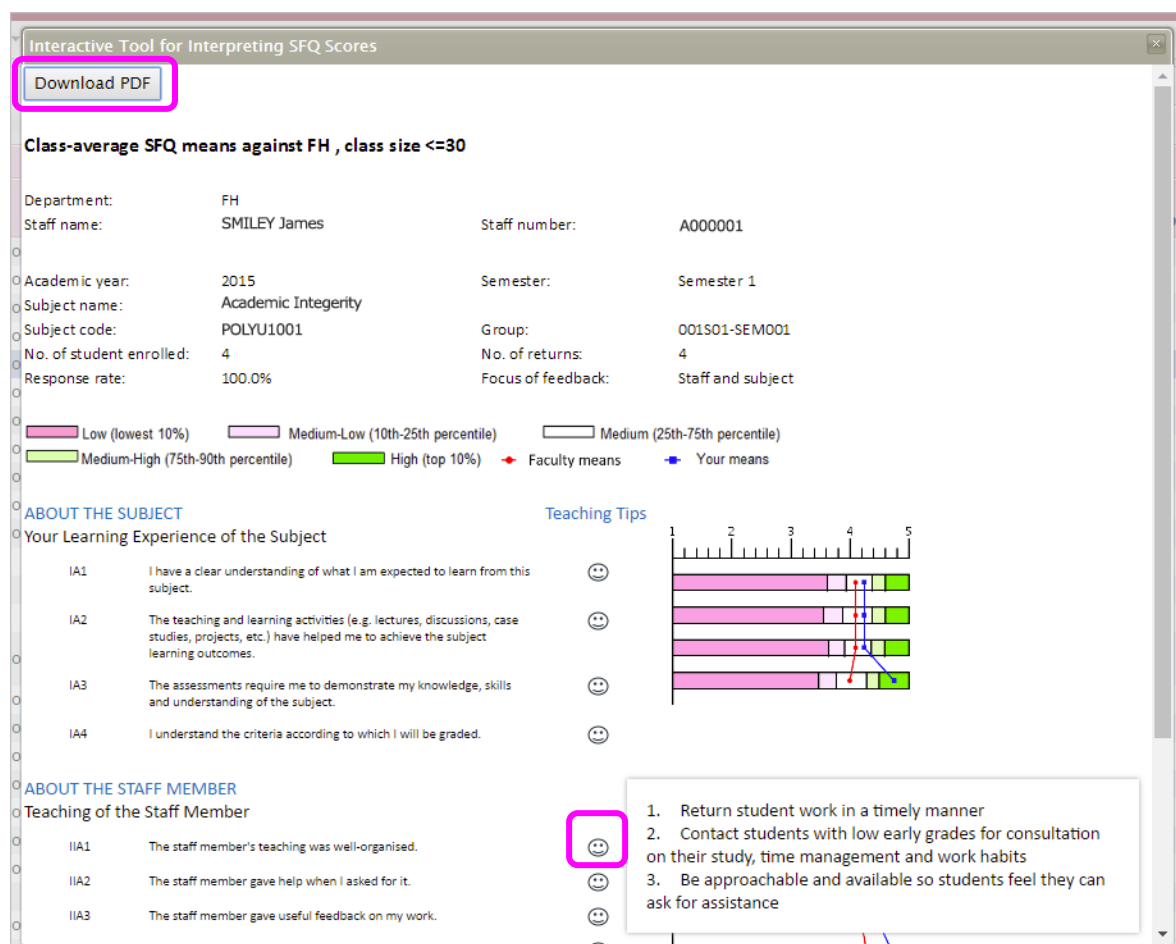
- Step 2** Click on the subject code in the record to display the interactive tool.

Summary of SFQ ...						
Acad. Yr.	Sem	Subject Code	Section	Component	Part of Teaching Being Evaluated	Staff Name
2014	1	POLYU1001	031S01	TUT005	Small group	Teacher A
2014	1	POLYU1001	031S01	TUT007	Small group	Teacher B
2014	1	POLYU1002	204S01	TUT003	Small group	Teacher A
2014	1	POLYU1002	204S02	LEC001	Lecture	Teacher B

Step 3 Your SFQ scores for that class will be shown plotted against the Faculty norms for classes of similar class sizes as shown in the screenshot below.

To display the teaching tips indicated by the smiley face symbol, hover the cursor over the **Smiley face icon**.

To download the interactive report, click the **Download PDF button** at the top left hand corner.

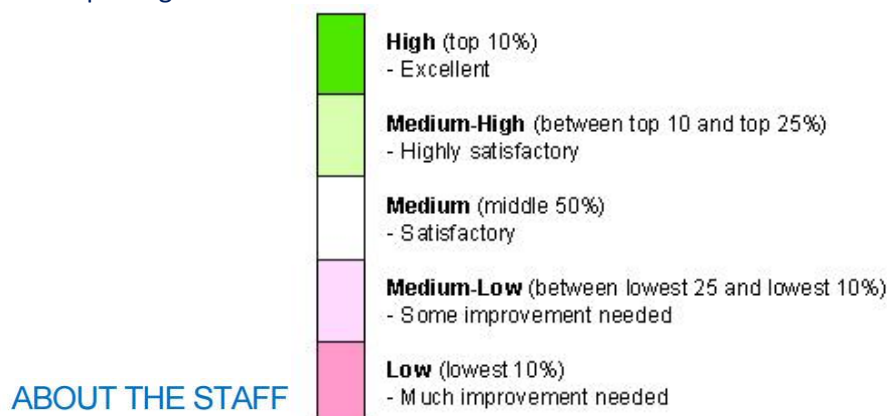


How to interpret your SFQ results:

Your own SFQ scores (in **blue**) are plotted against the Faculty mean scores (in **red**).

SFQ scores of the corresponding items from classes of similar size to your class in the Faculty are used to plot the bars. The bars are coloured to show, from left to right, SFQ scores of the lowest 10%, between the lowest 10% to lowest 25%, the middle 50%, between the top 10% and top 25% and the top 10%.

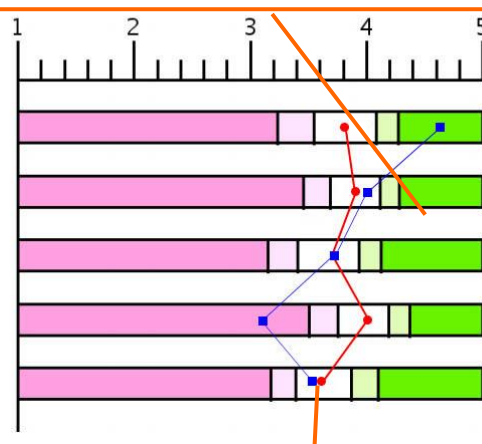
To have a sense of the relative standing of your scores as compared to similar classes in your Faculty, examine the region in which your SFQ scores (plots in **blue**) fall into. The following is a rough diagram for interpreting the scores:



ABOUT THE STAFF

Teaching of the Staff Member

- IIA1 The explanation of the subject matter was clear.
- IIA2 There were adequate opportunities for students to ask questions.
- IIA3 The teaching motivated me to do my best.
- IIA4 The lecturer was willing to help students when they had problems in learning.
- IIA5 Useful and timely feedback was given on my assignments/work.



To identify your relative strengths and areas for further improvement in your own teaching, compare your SFQ scores with the Faculty Norms:

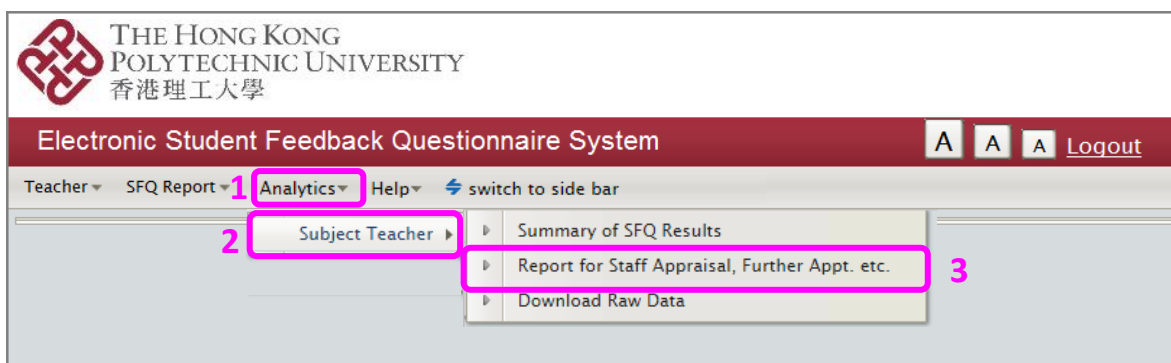
- Items where your SFQ scores are significantly higher than the Faculty mean scores (i.e., in the High or Medium-High region) represent areas of your relative strengths in teaching (e.g., score for IIA1)
- Items where your SFQ scores are significantly lower than the Faculty mean scores (i.e., in the Medium-Low or Low region) probably indicate areas where students feel less satisfied and thus, warrant more of your attention and effort to improve (e.g., score for IIA4)

Always remember that student ratings of this sort are rough indicators only. They are not precise nor absolute measures of a staff member's teaching performance and thus, must be interpreted in context and with great care. If you need more information or any assistance with interpreting SFQ results, see p. 69 of this Handbook.

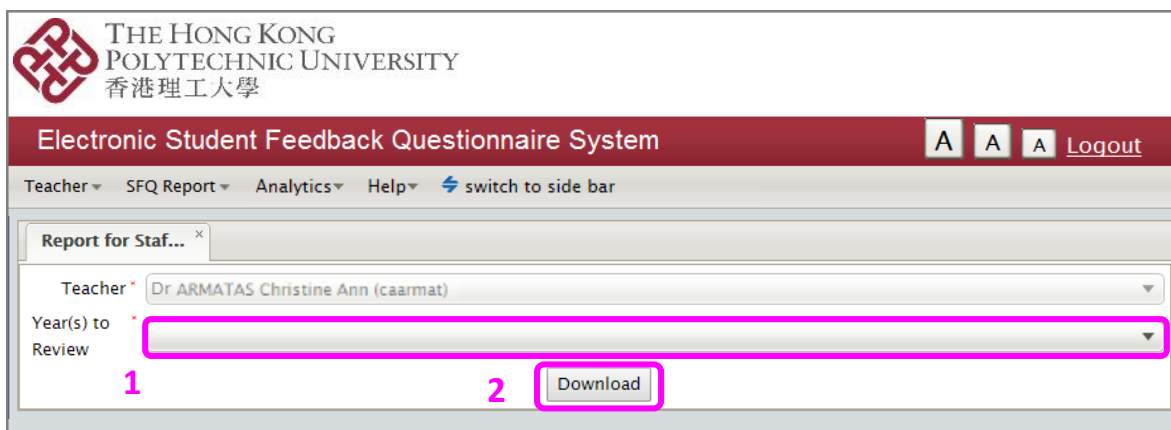
4.15 Downloading SFQ summary report for staff appraisal, further appointment, etc.

Subject teachers can download a summary report of their past 7 years' SFQ results with percentile range indications for staffing exercise or other relevant purposes.

- Step 1** To download an SFQ summary report, click **Analytics** in the top menu bar then select **Subject Teacher**, then **Report for Staff Appraisal, Further Appt. etc.**



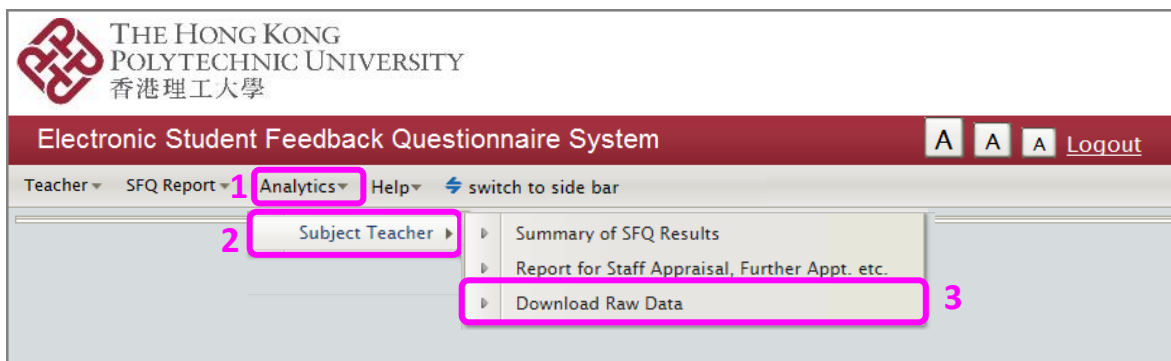
- Step 2** Select the number of years (1, 3, 6 or 7) from the drop-down menu (**Year(s) to Review**), then click **Download** to generate and download the report.





4.16 Downloading raw data

Subject teachers can download the raw data of students' responses (*de-identified*) in Section I About the Subject (if applicable) and/or Section II About the Staff Member.

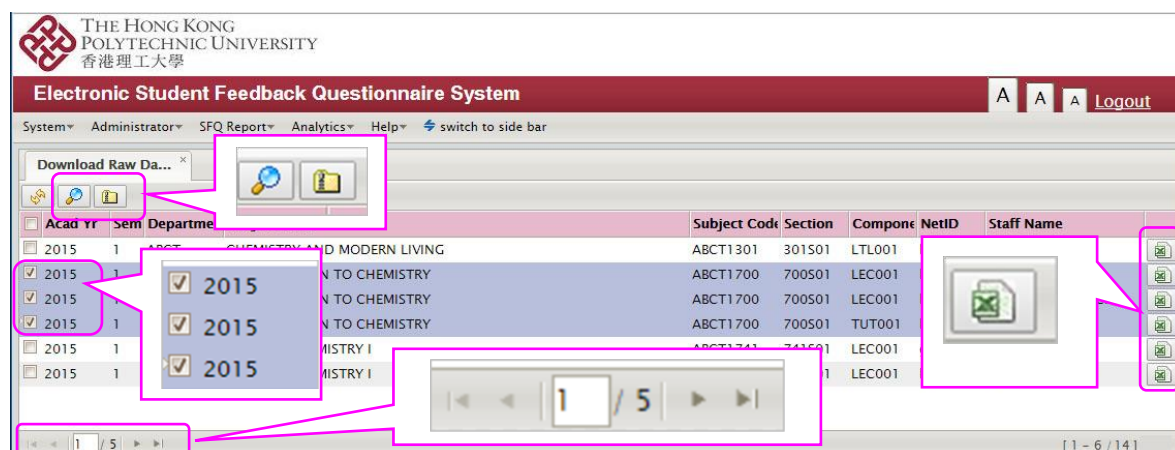
Step 1 To download the raw data, click **Analytics** in the top menu bar, select **Subject Teacher**, then **Download Raw Data on Subject**. A new tab will be displayed.



Step 2 Click the **Excel file icon**  to download the raw data of a particular record. To download multiple records, select the records by checking the boxes next to them, then click the **zip file icon** .

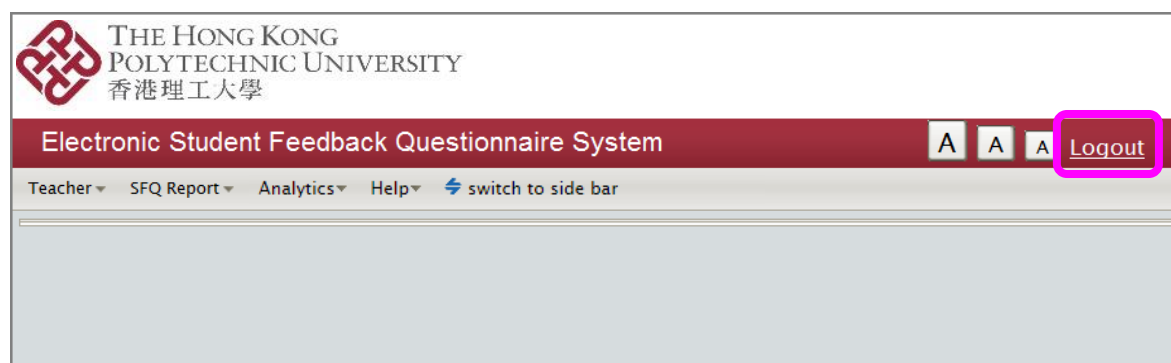
To search for a particular record, click the **Magnifying glass icon** . Enter the relevant information, then click **Search**.

You can use the **Arrow buttons** at the bottom to go to the first, previous, next or last page. Alternatively, you can enter the page number to go to a particular page.



4.17 Logging out of the SFQ system

To log out of the SFQ system, click the **Logout link** in the top right corner.



4.18 Further assistance and support

For further assistance or support, send an email to esfq.support@polyu.edu.hk with the following information if possible:

1. Screenshot – Capture your screen (by holding down Ctrl or Alt key while hitting the Print Screen button for PC, or Ctrl+Shift+Command (Apple)+4 for Macintosh) and paste the image to the email
2. Browser address – Copy the URL that is displayed in the address line of your browser and paste it to the email.