

Student Feedback Questionnaire (SFQ)

System Manual for
Departmental SFQ Administrators



Prepared by
Educational Development Centre

System manual for Departmental SFQ Administrators

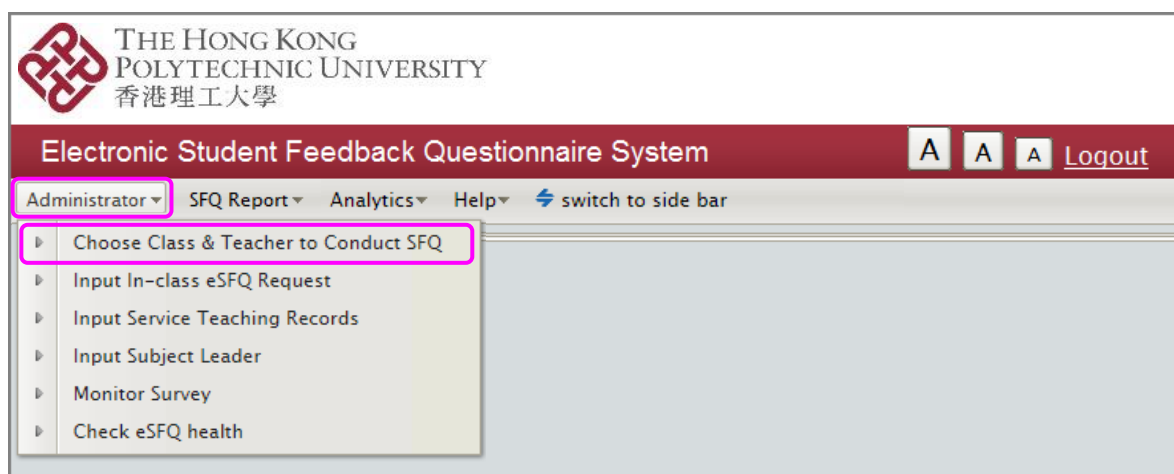
The following system manual is for Departmental SFQ Administrators' use. It can also be accessed at www.polyu.edu.hk/esfqadmin. Subject Leaders and Teachers should refer to their corresponding manuals as their system interfaces are different from that of the Administrators.

1. Adding classes and teachers to conduct the SFQ.....	2
2. Unselecting records of SFQ-taking classes and teachers.....	8
3. Confirming all classes and teachers to conduct SFQ	9
4. Exporting the list of candidate classes and teachers to conduct the SFQ.....	10
5. Exporting the list of selected classes and teachers to conduct the SFQ	11
6. Inputting Subject Leader information	12
7. Inputting In-class SFQ Administration Request	13
8. Inputting Service Teaching Records.....	17
9. Monitoring the survey	19
10. Departmental SFQ status health check	21
11. Viewing SFQ subject reports.....	22
12. Viewing departmental and faculty norms	23
13. Viewing subject averages	24
14. Combining subject results	26
15. Downloading raw data on subject.....	28
16. Logging out of the SFQ system	29
17. Further assistance and support	29

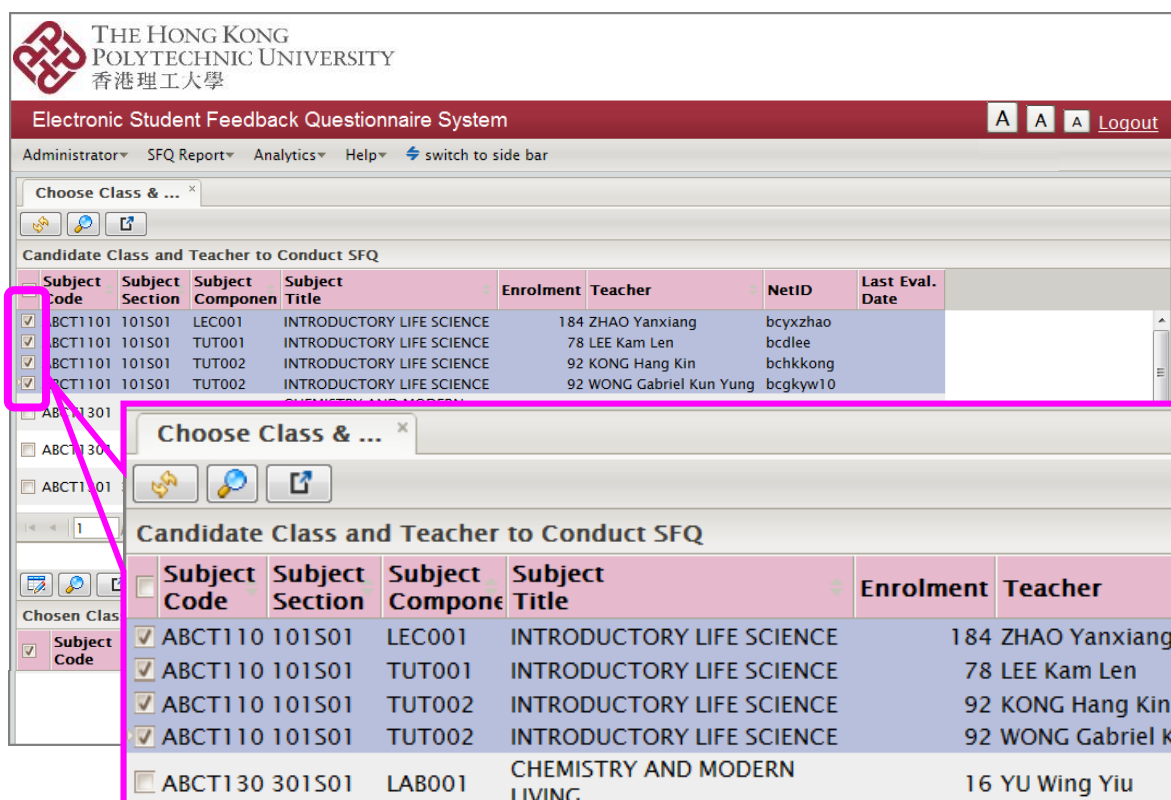
1. Adding classes and teachers to conduct the SFQ

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 **Administrator**, then **Choose Class & Teacher to Conduct SFQ** from the drop-down menu.




- Step 3** In the **Candidate Class and Teacher to Conduct SFQ** section, check the box next to the classes you wish to select to conduct the SFQ.

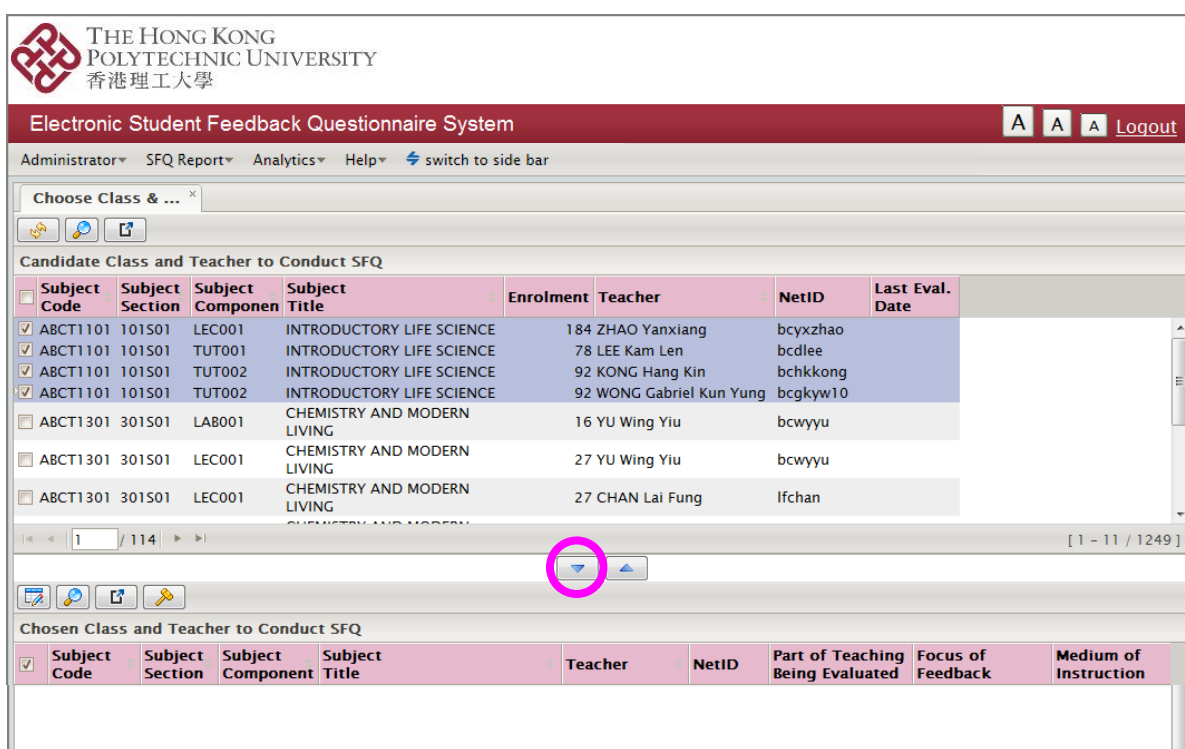


The screenshot shows the 'Electronic Student Feedback Questionnaire System' interface. The 'Candidate Class and Teacher to Conduct SFQ' table is displayed with the following data:

Subject Code	Subject Section	Subject Component	Subject Title	Enrolment	Teacher	NetID	Last Eval. Date
<input checked="" type="checkbox"/>	ABCT1101	101S01	LEC001	INTRODUCTORY LIFE SCIENCE	184 ZHAO Yanxiang	bcyxzhao	
<input checked="" type="checkbox"/>	ABCT1101	101S01	TUT001	INTRODUCTORY LIFE SCIENCE	78 LEE Kam Len	bcdlee	
<input checked="" type="checkbox"/>	ABCT1101	101S01	TUT002	INTRODUCTORY LIFE SCIENCE	92 KONG Hang Kin	bchkkong	
<input checked="" type="checkbox"/>	ABCT1101	101S01	TUT002	INTRODUCTORY LIFE SCIENCE	92 WONG Gabriel Kun Yung	bcgkyw10	
<input type="checkbox"/>	ABCT1301	301S01	LAB001	CHEMISTRY AND MODERN LIVING	16 YU Wing Yiu	bcwyuu	

You can search for a class by clicking the **Magnifying glass icon**  in the menu bar.

- Step 4** Click the **Down button**  to move the selected class(es) to the **Chosen Class and Teacher to Conduct SFQ** section.



The screenshot shows the 'Electronic Student Feedback Questionnaire System' interface. The 'Candidate Class and Teacher to Conduct SFQ' table is displayed with the following data:

Subject Code	Subject Section	Subject Component	Subject Title	Enrolment	Teacher	NetID	Last Eval. Date
<input checked="" type="checkbox"/>	ABCT1101	101S01	LEC001	INTRODUCTORY LIFE SCIENCE	184 ZHAO Yanxiang	bcyxzhao	
<input checked="" type="checkbox"/>	ABCT1101	101S01	TUT001	INTRODUCTORY LIFE SCIENCE	78 LEE Kam Len	bcdlee	
<input checked="" type="checkbox"/>	ABCT1101	101S01	TUT002	INTRODUCTORY LIFE SCIENCE	92 KONG Hang Kin	bchkkong	
<input checked="" type="checkbox"/>	ABCT1101	101S01	TUT002	INTRODUCTORY LIFE SCIENCE	92 WONG Gabriel Kun Yung	bcgkyw10	
<input type="checkbox"/>	ABCT1301	301S01	LAB001	CHEMISTRY AND MODERN LIVING	16 YU Wing Yiu	bcwyuu	
<input type="checkbox"/>	ABCT1301	301S01	LEC001	CHEMISTRY AND MODERN LIVING	27 YU Wing Yiu	bcwyuu	
<input type="checkbox"/>	ABCT1301	301S01	LEC001	CHEMISTRY AND MODERN LIVING	27 CHAN Lai Fung	lfchan	

The 'Chosen Class and Teacher to Conduct SFQ' table is empty.

Step 5 Input the Subject Leader information. As Subject Leaders have the right to (1) input extra questions for the subject, (2) monitor the survey response rates, and (3) access the subject reports, information on the Subject Leader is required when adding classes to conduct the SFQ.

Input information on the secondary Subject Leaders as well, if applicable, as they also have the right to monitor the survey response rates and access the subject reports (but not to input extra questions for the subject).

Records with missing Subject Leader information are indicated with an **Input Subject Leader icon** in the **Chosen Class and Teacher to Conduct SFQ** section.

To input the Subject Leader information, click the **Input Subject Leader icon** next to the class record to open the **Input Subject Leader** tab.

The screenshot shows the 'Electronic Student Feedback Questionnaire System' interface. The top navigation bar includes 'Administrator', 'SFQ Report', 'Analytics', 'Help', and a 'switch to side bar' button. The main content area is divided into two sections: 'Candidate Class and Teacher to Conduct SFQ' and 'Chosen Class and Teacher to Conduct SFQ'.

Candidate Class and Teacher to Conduct SFQ

Subject Code	Subject Section	Subject Component	Subject Title	Enrolmen	Teacher	NetID	Last Eval. Date
ABCT1301	301S01	LAB001	CHEMISTRY AND MODERN LIVING	16	YU Wing Yiu	bcwyyu	
ABCT1301	301S01	LEC001	CHEMISTRY AND MODERN LIVING	27	YU Wing Yiu	bcwyyu	
ABCT1301	301S01	LEC001	CHEMISTRY AND MODERN LIVING	27	CHAN Lai Fung	lfchan	
ABCT1301	301S01	TUT001	CHEMISTRY AND MODERN LIVING	15	CHAN Lai Fung	lfchan	
ABCT1301	301S01	TUT001	CHEMISTRY AND MODERN LIVING	15	YU Wing Yiu	bcwyyu	
ABCT1302	302S01	LEC001	CHEMISTRY AND SUSTAINABLE DEVELOPMENT	18	MOK Kam Wah	bcdaniel	
ABCT1302	302S01	TUT001	CHEMISTRY AND SUSTAINABLE DEVELOPMENT	4	MOK Kam Wah	bcdaniel	
ABCT1302	302S01	TUT001	CHEMISTRY AND SUSTAINABLE DEVELOPMENT	4	YUNG Ka Fu	bckfyung	
ABCT1D01	D01S01	LAB001	CHEMISTRY AND MODERN LIVING	25	CHAN Lai Fung	lfchan	
ABCT1D01	D01S01	LEC001	CHEMISTRY AND MODERN LIVING	13	CHAN Lai Fung	lfchan	

Chosen Class and Teacher to Conduct SFQ

Subject Code	Subject Section	Subject Component	Subject Title	Teacher	NetID	Part of Teaching Being Evaluated	Focus of Feedback	Medium of Instruction	Subject Type	Con-firm	
RS345	345S01	TUT001	OT FOR PSYCHOSOCIAL DYSFUNCTION	SIN Lok Lam Emily	llesin	Small group	Staff only	English	CORE	N	
RS345	345S01	TUT001	OT FOR PSYCHOSOCIAL DYSFUNCTION	SIU Man Hong Andrew	rsandsiu			English		N	






Alternatively, you access the tab by clicking **Administrator** in the top menu bar, then select **Input Subject Leader** from the drop-down menu.

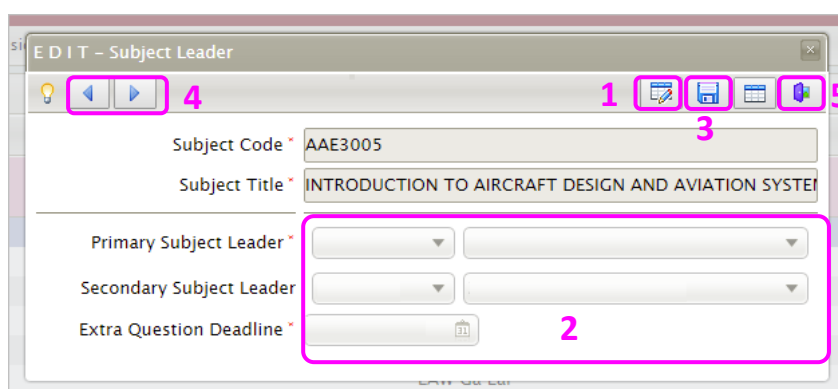
The screenshot shows the 'Electronic Student Feedback Questionnaire System' interface. The top navigation bar includes 'Administrator', 'SFQ Report', 'Analytics', 'Help', and a 'switch to side bar' button. The 'Administrator' menu is open, showing the following options:

- Choose Class & Teacher to Conduct SFQ
- Input In-class eSFQ Request
- Input Service Teaching Records
- Input Subject Leader**
- Monitor Survey
- Check eSFQ health

Step 6 On the **Input Subject Leader** tab, double-click a class record of which the Subject Leader information is to be inputted and a window will pop up.

To enter the Subject Leader information:

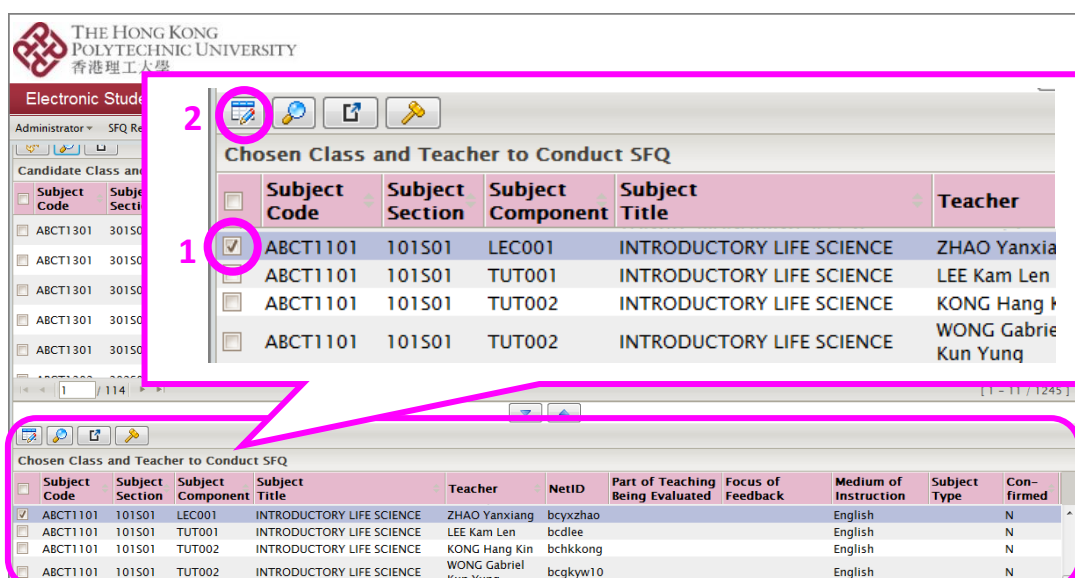
1. Click the **Edit icon**  in the top right corner.
2. Select the appropriate Subject Leader information from the drop-down menus (input information on the secondary Subject Leader, if applicable) and select the deadline for the Primary Subject Leader to add extra questions (Note: the deadline cannot be later than the start date of the first survey that has “Subject” or “Subject & staff” as its feedback focus).
3. Click the **Save icon**  to save the changes.
4. Click the **Left**  and **Right**  arrows to go to the previous and next record respectively.
5. Click the **Exit icon**  to close the window.




Note that once the Subject Leader information is inputted and saved, the system will immediately send an email to the primary Subject Leader, asking him/her to input additional questions on the subject, if any.

Step 7 Input other required information e.g., part of teaching being evaluated, focus of feedback and subject type, etc.

To do so, select a class in the **Chosen Class and Teacher to Conduct SFQ** section, then click the **Edit icon** .



Subject Code	Subject Section	Subject Component	Subject Title	Teacher	NetID	Part of Teaching Being Evaluated	Focus of Feedback	Medium of Instruction	Subject Type	Con-
ABCT1101	101S01	LEC001	INTRODUCTORY LIFE SCIENCE	ZHAO Yanxia	bcyxzhao			English		N
ABCT1101	101S01	TUT001	INTRODUCTORY LIFE SCIENCE	LEE Kam Len	bcdlee			English		N
ABCT1101	101S01	TUT002	INTRODUCTORY LIFE SCIENCE	KONG Hang Kin	bchkkong			English		N
ABCT1101	101S01	TUT002	INTRODUCTORY LIFE SCIENCE	WONG Gabriel Kun Yung	bckgyw10			English		N

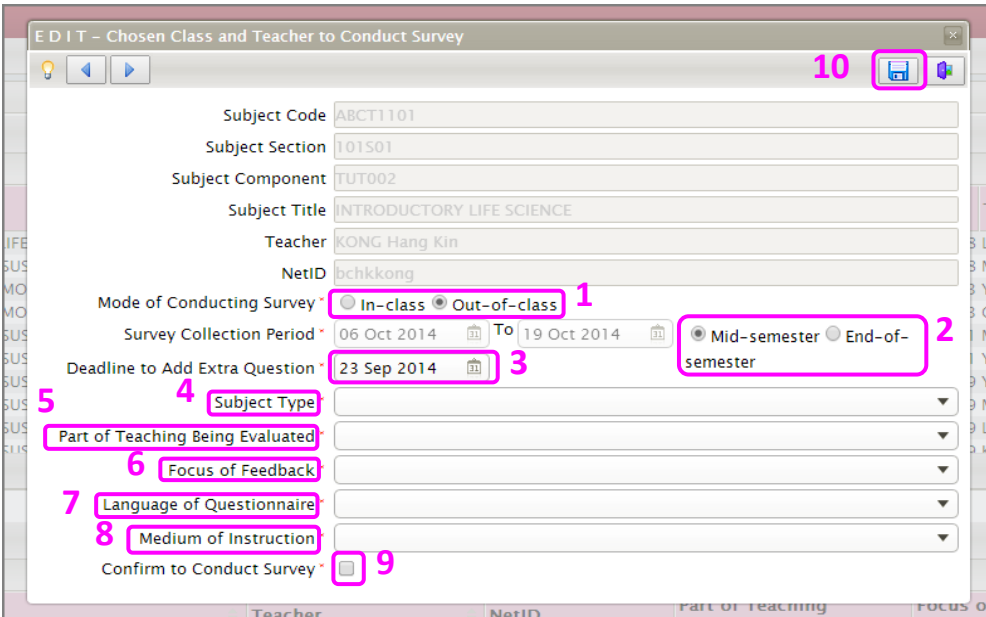
Step 8 Input the following required information, then click the **Save icon** .



1. **Mode of Conducting Survey:** The default setting is **Out-of-class**. If in-class SFQ is to be conducted, select **In-class** and provide justification and seek approval from the DLTC Chair (where appropriate) via the **Input In-class eSFQ Request** tab.
2. **Survey Collection Period:** For out-of-class administration, the default setting is **End-of-semester**. Select **Mid-semester** if the teaching for that class ends by Week 7. Note that you will not be able to alter the survey start date and end date for out-of-class administration.
For in-class administration, choose whether the survey will be conducted within or outside Week 13 then select the survey start date and end date by clicking the calendar icon. Note that the minimum survey period for in-class administration is 3 days and by default, the end date is set to the last day of the nearest standard survey period.
3. **Deadline to Add Extra Question:** By default, the deadline is set to one week before the survey start date. To select another date, click the calendar icon then choose the date. You can choose any date before the survey start date.
4. **Subject Type:** Select the appropriate subject type from the drop-down menu.
5. **Part of Teaching Being Evaluated:** Select the appropriate part(s) of teaching being evaluated from the drop-down menu.
6. **Focus of Feedback:** Select the appropriate option from the drop-down menu.
7. **Language of Questionnaire:** Select the language for the questionnaire, if applicable.
8. **Medium of Instruction:** Select the appropriate medium of instruction, if applicable.
9. **Confirm to Conduct Survey:** Check the box to confirm that the SFQ will be conducted according to the information entered. Once confirmed, the system will automatically send the subject teacher an email asking him/her to check the subject information and add additional questions, if any.

Note: (1) The instructions to conduct the SFQ will not be executed if you leave the box unchecked. Allow at least one day for the confirmed instruction to take effect according to the inputted information.

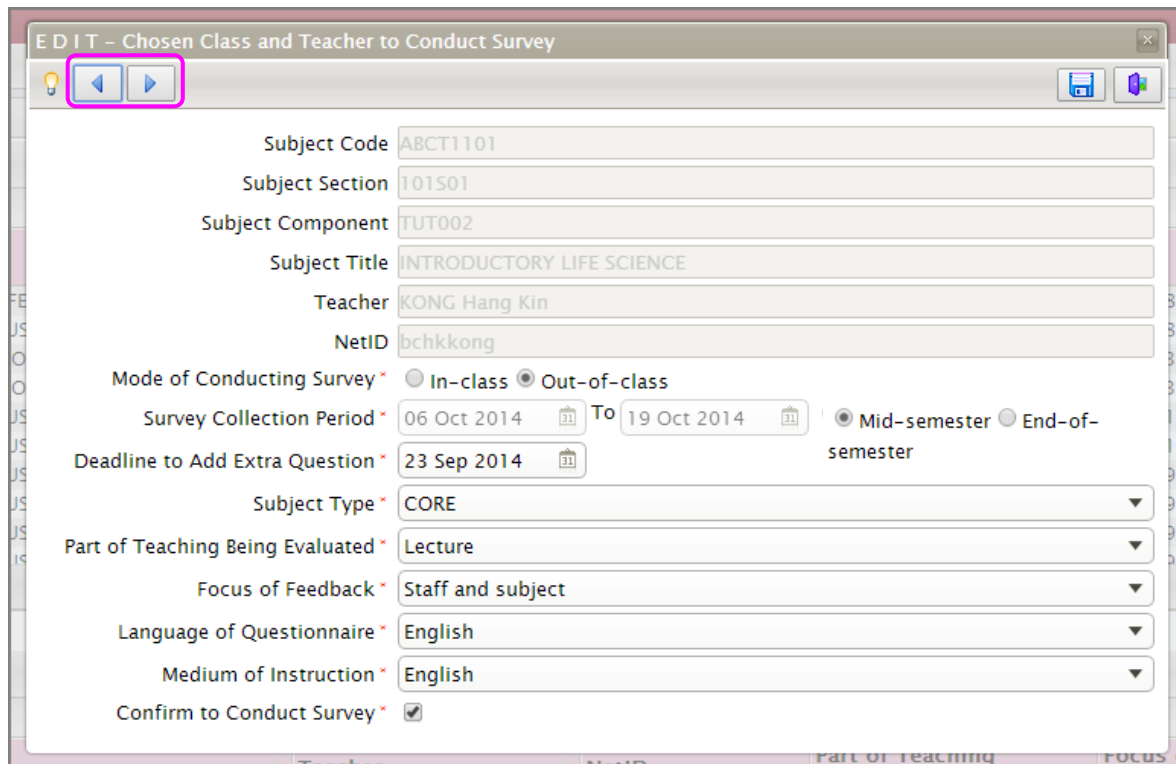
(2) If in-class administration is chosen and approval from the DLTC Chair is required, you will not be able to check the box until the DLTC Chair's approval has been obtained.

10. To save the settings, click the **Save icon**  in the top right corner.



Step 9 To go to the previous or next record, click the **Left arrow**  and **Right arrow**  in the top left corner respectively.

Repeat **Step 6** to enter the required information for other classes.



EDIT - Chosen Class and Teacher to Conduct Survey

Subject Code: ABCT1101

Subject Section: 101S01

Subject Component: TUT002

Subject Title: INTRODUCTORY LIFE SCIENCE

Teacher: KONG Hang Kin

NetID: bchkkong

Mode of Conducting Survey: ☐ In-class ☒ Out-of-class

Survey Collection Period: 06 Oct 2014 To 19 Oct 2014 ☒ Mid-semester ☐ End-of-semester

Deadline to Add Extra Question: 23 Sep 2014

Subject Type: CORE


Part of Teaching Being Evaluated: Lecture

Focus of Feedback: Staff and subject

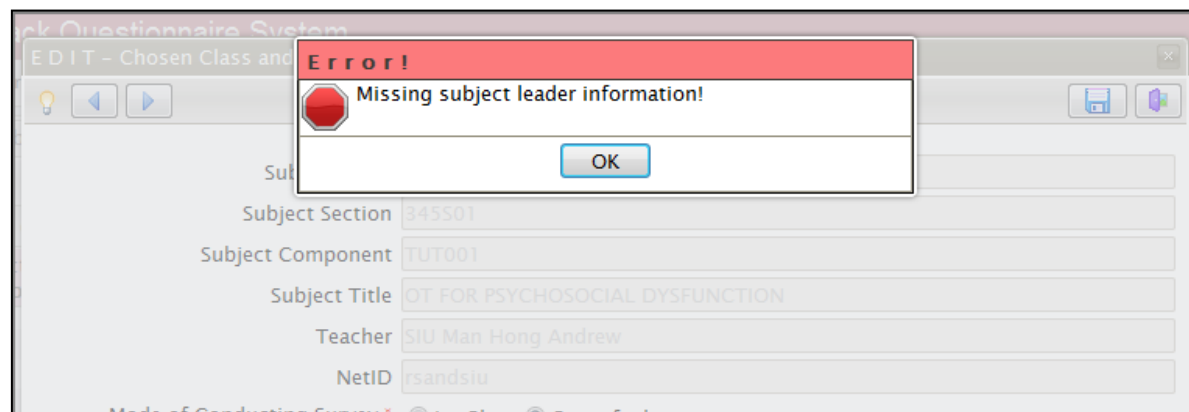
Language of Questionnaire: English

Medium of Instruction: English

Confirm to Conduct Survey: ☒

Step 10 To close the Edit window, click the **Exit icon**  in the top right corner.

Upon confirming the execution of the SFQ and closing the window, you will be notified of any missing subject leader information in any records.



Error!

Missing subject leader information!

OK

Subject Section: 345S01


Subject Component: TUT001

Subject Title: OT FOR PSYCHOSOCIAL DYSFUNCTION


Teacher: SIU Man Hong Andrew

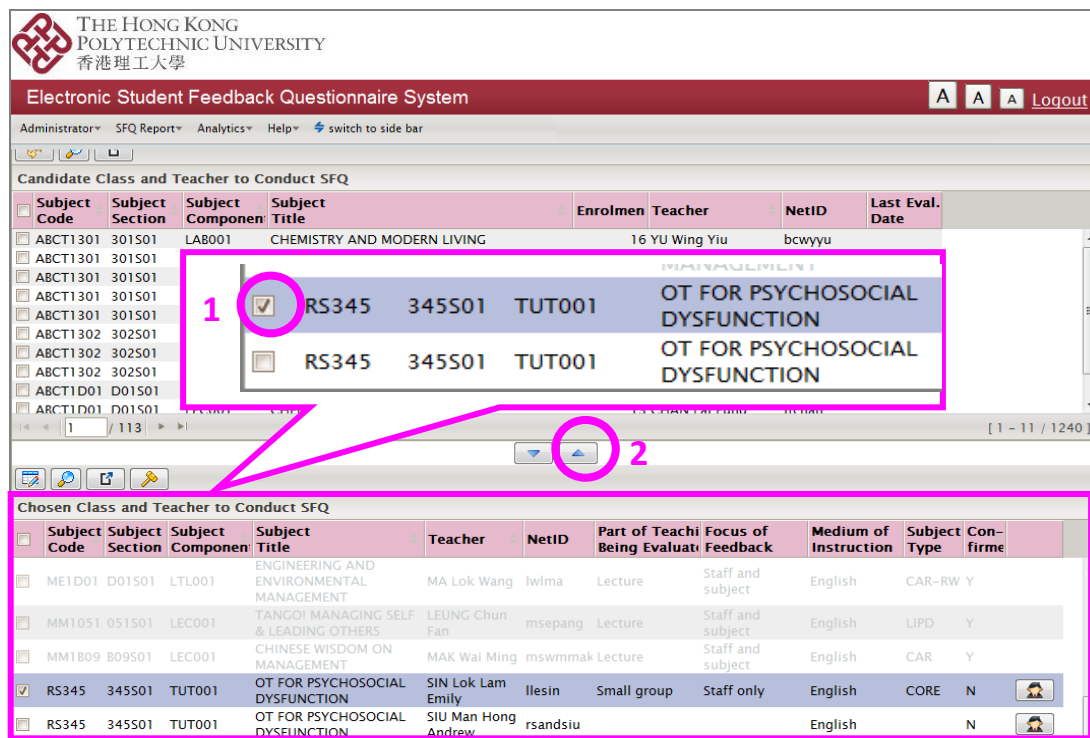
NetID: rsandsiu

In case of missing Subject Leader information:

1. Uncheck the box next to **Confirm to Conduct Survey**.
2. Click the **Save icon**  to save the record.
3. Follow **Steps 5 and 6** to input the Subject Leader information.

2. Unselecting records of SFQ-taking classes and teachers

Step 1 To unselect any record of SFQ-taking classes, check the box next to the class(es) in the **Chosen Class and Teacher to Conduct SFQ** section, then click the **Up** button  to move the selected record(s) back to the Candidate Class and Teacher to Conduct SFQ section.




The screenshot shows the 'Electronic Student Feedback Questionnaire System' interface. The top navigation bar includes 'Administrator', 'SFQ Report', 'Analytics', and 'Help'. The main content area is divided into two sections: 'Candidate Class and Teacher to Conduct SFQ' and 'Chosen Class and Teacher to Conduct SFQ'.

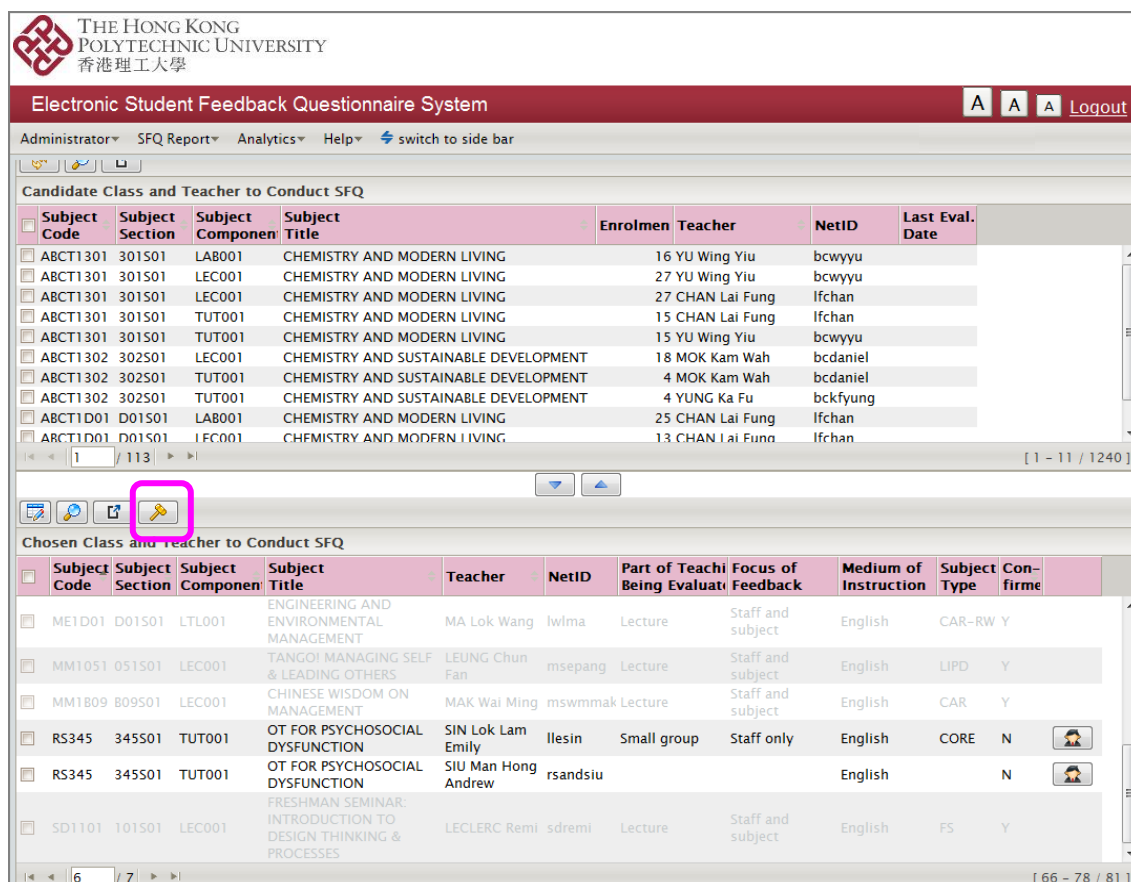
In the 'Candidate Class and Teacher to Conduct SFQ' section, a table lists various classes. A pink box highlights a row with the following data: **Subject Code**: RS345, **Subject Section**: 345S01, **Subject Component**: TUT001, **Subject Title**: OT FOR PSYCHOSOCIAL DYSFUNCTION, **Enrolmen**: 16, **Teacher**: YU Wing Yiu, **NetID**: bcwyyu. A pink circle with the number '1' is around the checkbox in the first column of this row, which is currently checked.

Below the candidate table is a toolbar with several icons. A pink circle with the number '2' is around the 'Up' arrow button, which is used to move selected records from the candidate section to the chosen section.


The 'Chosen Class and Teacher to Conduct SFQ' section contains a table with the following columns: **Subject Code**, **Subject Section**, **Subject Component**, **Subject Title**, **Teacher**, **NetID**, **Part of Teaching Being Evaluated**, **Focus of Feedback**, **Medium of Instruction**, **Subject Type**, and **Confirm**. The table lists several classes, including 'ENGINEERING AND ENVIRONMENTAL MANAGEMENT', 'TANGOI MANAGING SELF & LEADING OTHERS', 'CHINESE WISDOM ON MANAGEMENT', and 'OT FOR PSYCHOSOCIAL DYSFUNCTION'. The row for 'OT FOR PSYCHOSOCIAL DYSFUNCTION' (Subject Code: RS345, Subject Section: 345S01, Subject Component: TUT001, Teacher: SIN Lok Lam Emily, NetID: llesin) is highlighted in blue, and its checkbox is checked. Another row for the same subject and section but with a different teacher (SIU Man Hong Andrew, NetID: rsandsiu) is also visible.

3. Confirming all classes and teachers to conduct SFQ

Step 1 To confirm all selected classes and teachers to conduct the SFQ in the **Chosen Class and Teacher to Conduct SFQ** section, click the **Confirm All icon**  in the top left corner. Note that only classes with all the required information inputted will be confirmed.



Electronic Student Feedback Questionnaire System

Administrator ▾ SFQ Report ▾ Analytics ▾ Help ▾  switch to side bar

Candidate Class and Teacher to Conduct SFQ

Subject Code	Subject Section	Subject Component	Subject Title	Enrolmen	Teacher	NetID	Last Eval. Date
<input type="checkbox"/>	ABCT1301	301S01	LAB001	CHEMISTRY AND MODERN LIVING	16	YU Wing Yiu	bcwyuu
<input type="checkbox"/>	ABCT1301	301S01	LEC001	CHEMISTRY AND MODERN LIVING	27	YU Wing Yiu	bcwyuu
<input type="checkbox"/>	ABCT1301	301S01	LEC001	CHEMISTRY AND MODERN LIVING	27	CHAN Lai Fung	lfchan
<input type="checkbox"/>	ABCT1301	301S01	TUT001	CHEMISTRY AND MODERN LIVING	15	CHAN Lai Fung	lfchan
<input type="checkbox"/>	ABCT1301	301S01	TUT001	CHEMISTRY AND MODERN LIVING	15	YU Wing Yiu	bcwyuu
<input type="checkbox"/>	ABCT1302	302S01	LEC001	CHEMISTRY AND SUSTAINABLE DEVELOPMENT	18	MOK Kam Wah	bcdaniel
<input type="checkbox"/>	ABCT1302	302S01	TUT001	CHEMISTRY AND SUSTAINABLE DEVELOPMENT	4	MOK Kam Wah	bcdaniel
<input type="checkbox"/>	ABCT1302	302S01	TUT001	CHEMISTRY AND SUSTAINABLE DEVELOPMENT	4	YUNG Ka Fu	bckfyung
<input type="checkbox"/>	ABCT1D01	D01S01	LAB001	CHEMISTRY AND MODERN LIVING	25	CHAN Lai Fung	lfchan
<input type="checkbox"/>	ABCT1D01	D01S01	LEC001	CHEMISTRY AND MODERN LIVING	13	CHAN Lai Fung	lfchan

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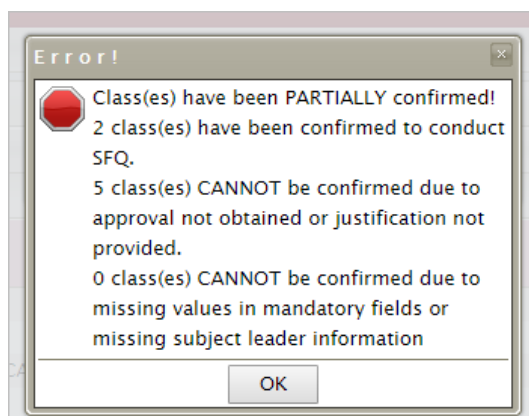
Chosen Class and Teacher to Conduct SFQ

Subject Code	Subject Section	Subject Component	Subject Title	Teacher	NetID	Part of Teaching Being Evaluated	Focus of Feedback	Medium of Instruction	Subject Type	Confirmed	
<input type="checkbox"/>	ME1D01	D01S01	LTL001	ENGINEERING AND ENVIRONMENTAL MANAGEMENT	MA Lok Wang	lwlma	Lecture	Staff and subject	English	CAR-RW	Y
<input type="checkbox"/>	MM1051	051S01	LEC001	TANGO! MANAGING SELF & LEADING OTHERS	LEUNG Chun Fan	msepang	Lecture	Staff and subject	English	LIPD	Y
<input type="checkbox"/>	MM1B09	B09S01	LEC001	CHINESE WISDOM ON MANAGEMENT	MAK Wai Ming	mswmmak	Lecture	Staff and subject	English	CAR	Y
<input type="checkbox"/>	RS345	345S01	TUT001	OT FOR PSYCHOSOCIAL DYSFUNCTION	SIN Lok Lam Emily	llesin	Small group	Staff only	English	CORE	N
<input type="checkbox"/>	RS345	345S01	TUT001	OT FOR PSYCHOSOCIAL DYSFUNCTION	SIU Man Hong Andrew	rsandsiu			English		N
<input type="checkbox"/>	SD1101	101S01	LEC001	FRESHMAN SEMINAR: INTRODUCTION TO DESIGN THINKING & PROCESSES	LECLERC Remi	sdremi	Lecture	Staff and subject	English	FS	Y

[66 - 78 / 81]

Incomplete records with any missing information (e.g. Subject Leader, subject type, part of teaching being evaluated, justification and/or approval not yet provided/obtained, etc.) will remain unconfirmed.

A prompt will notify you the number of confirmed classes and unconfirmed classes due to what kind of missing information. Please take necessary action as soon as possible.



Once the class records are confirmed, the system will automatically send the subject teachers an email asking them to check the subject information and add additional questions, if any.

4. Exporting the list of candidate classes and teachers to conduct the SFQ

Step 1 To export the list of candidate classes and teachers to conduct the SFQ, click the **Export icon** on the **Candidate Class & Teacher to Conduct SFQ** section.

Electronic Student Feedback Questionnaire System

Administrator ▾ SFQ Report ▾ Analytics ▾ Help ▾ switch to side bar

Choose Class & ... x

Candidate Class and Teacher to Conduct SFQ

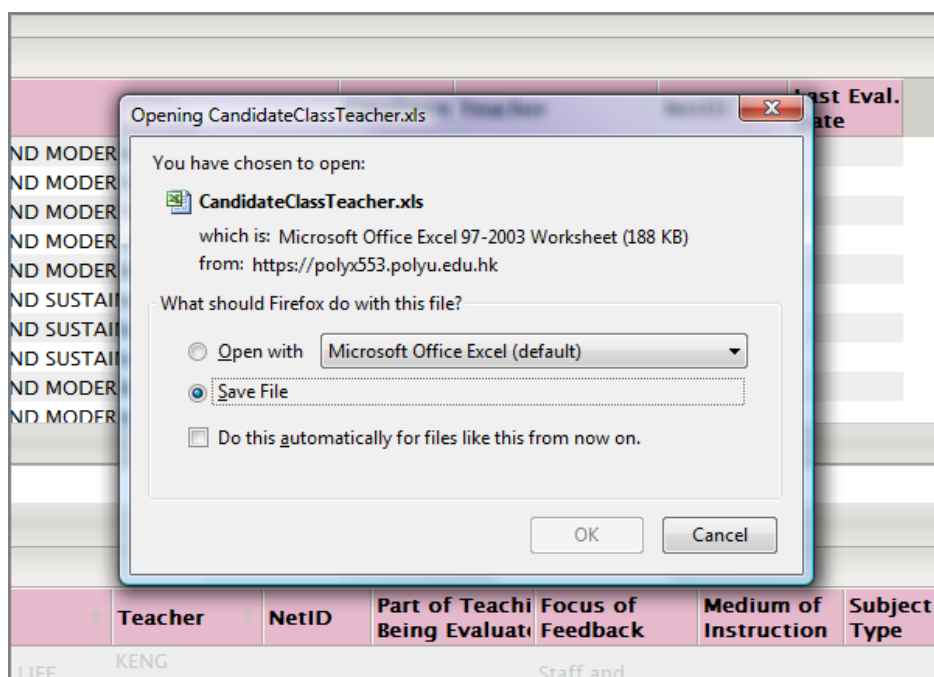
Subject Code	Subject Section	Subject Component	Subject Title	Enrolment	Teacher	NetID	Last Evaluation Date
<input type="checkbox"/>	ABCT1301	301501	LAB001	CHEMISTRY AND MODERN LIVING	16	YU Wing Yiu	bcwyyu
<input type="checkbox"/>	ABCT1301	301501	LEC001	CHEMISTRY AND MODERN LIVING	27	YU Wing Yiu	bcwyyu
<input type="checkbox"/>	ABCT1301	301501	LEC001	CHEMISTRY AND MODERN LIVING	27	CHAN Lai Fung	lfchan
<input type="checkbox"/>	ABCT1301	301501	TUT001	CHEMISTRY AND MODERN LIVING	15	CHAN Lai Fung	lfchan
<input type="checkbox"/>	ABCT1301	301501	TUT001	CHEMISTRY AND MODERN LIVING	15	YU Wing Yiu	bcwyyu
<input type="checkbox"/>	ABCT1302	302501	LEC001	CHEMISTRY AND SUSTAINABLE DEVELOPMENT	18	MOK Kam Wah	bcdaniel
<input type="checkbox"/>	ABCT1302	302501	TUT001	CHEMISTRY AND SUSTAINABLE DEVELOPMENT	4	MOK Kam Wah	bcdaniel
<input type="checkbox"/>	ABCT1302	302501	TUT001	CHEMISTRY AND SUSTAINABLE DEVELOPMENT	4	YUNG Ka Fu	bckfyung
<input type="checkbox"/>	ABCT1D01	D01501	LAB001	CHEMISTRY AND MODERN LIVING	25	CHAN Lai Fung	lfchan
<input type="checkbox"/>	ABCT1D01	D01501	LEC001	CHEMISTRY AND MODERN LIVING	13	CHAN Lai Fung	lfchan

Chosen Class and Teacher to Conduct SFQ


Subject Code	Subject Section	Subject Component	Subject Title	Teacher	NetID	Part of Teaching Being Evaluated	Focus of Feedback	Medium of Instruction	Subject Type	Confirmation	
<input type="checkbox"/>	ABCT1101	101501	LEC001	INTRODUCTORY LIFE SCIENCE	ZHAO Yanxiang	bcyxzhao	Lecture	Staff and subject	English	CORE	Y
<input type="checkbox"/>	ABCT1101	101501	TUT001	INTRODUCTORY LIFE SCIENCE	LEE Kam Lan	bcdlee			English	CORE	N

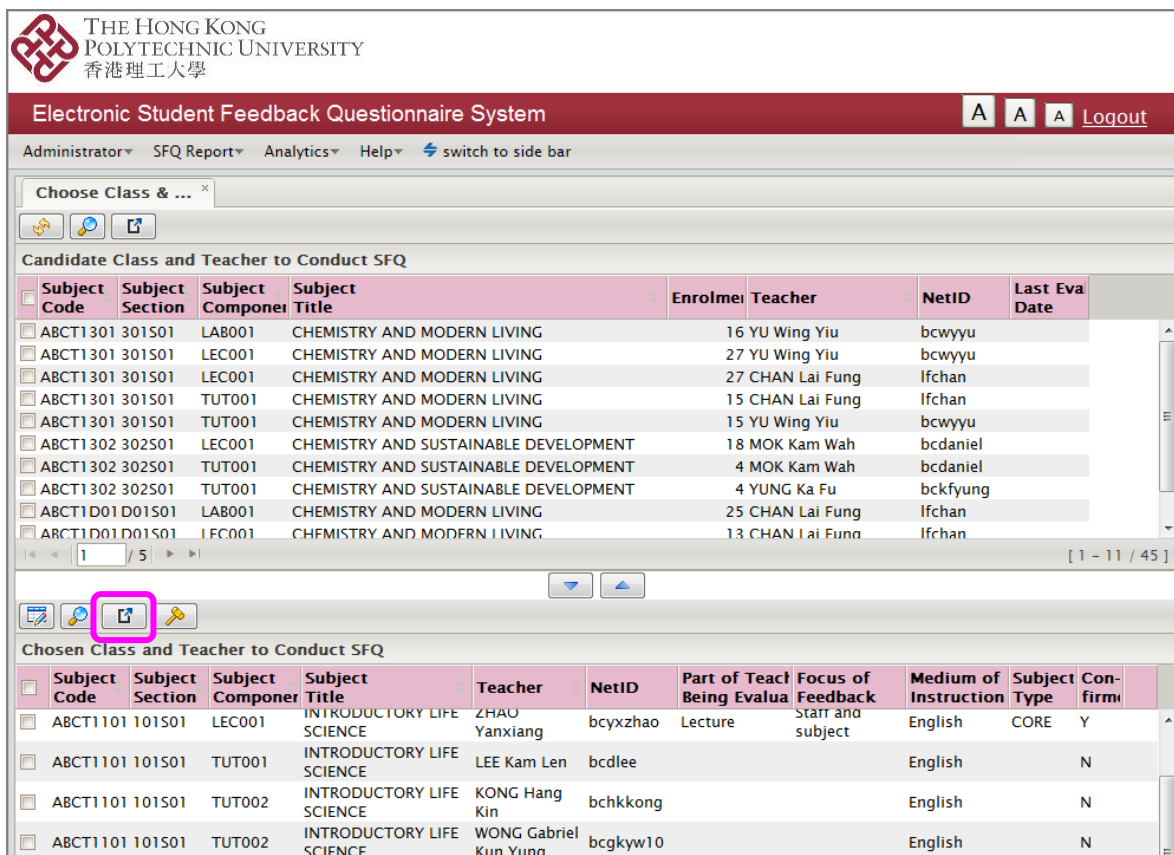
Step 2 Select the appropriate option then click **OK**:

1. Open the exported file with Excel directly then save the file; or
2. Save the exported file in .xls format directly on your computer.



5. Exporting the list of selected classes and teachers to conduct the SFQ

Step 1 To export the list of selected classes and teachers to conduct the SFQ, click the **Export icon**  in the **Chosen Class & Teacher to Conduct SFQ** section.



Candidate Class and Teacher to Conduct SFQ

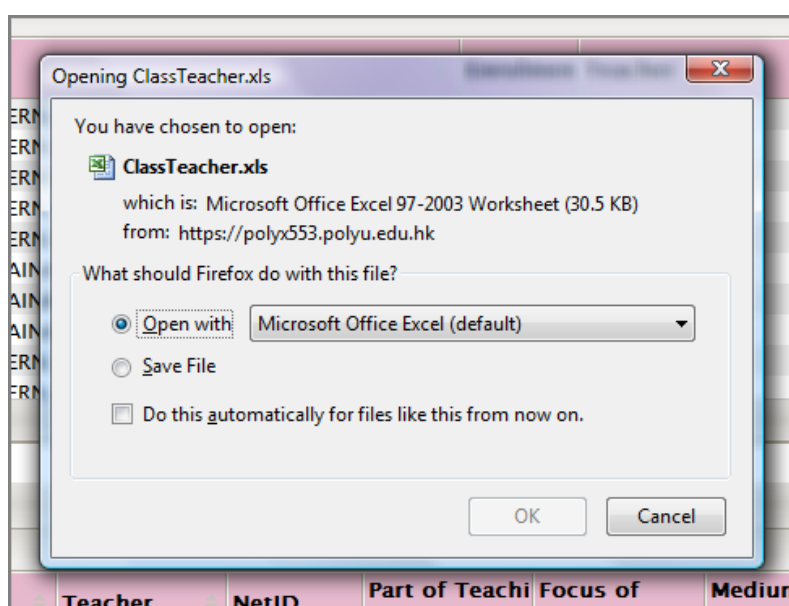
Subject Code	Subject Section	Subject Component	Subject Title	Enrolment	Teacher	NetID	Last Eva Date
ABCT1301	301S01	LAB001	CHEMISTRY AND MODERN LIVING	16	YU Wing Yiu	bcwyyu	
ABCT1301	301S01	LEC001	CHEMISTRY AND MODERN LIVING	27	YU Wing Yiu	bcwyyu	
ABCT1301	301S01	LEC001	CHEMISTRY AND MODERN LIVING	27	CHAN Lai Fung	lfchan	
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ABCT1D01	D01S01	LEC001	CHEMISTRY AND MODERN LIVING	13	CHAN Lai Fung	lfchan	

Chosen Class and Teacher to Conduct SFQ

Subject Code	Subject Section	Subject Component	Subject Title	Teacher	NetID	Part of Teacher Being Evaluated	Focus of Feedback	Medium of Instruction	Subject Type	Confirmation
ABCT1101	101S01	LEC001	INTRODUCTORY LIFE SCIENCE	ZHAO Yanxiang	bcyxzhao	Lecture	Start and subject	English	CORE	Y
ABCT1101	101S01	TUT001	INTRODUCTORY LIFE SCIENCE	LEE Kam Len	bcdlee			English		N
ABCT1101	101S01	TUT002	INTRODUCTORY LIFE SCIENCE	KONG Hang Kin	bchkkong			English		N
ABCT1101	101S01	TUT002	INTRODUCTORY LIFE SCIENCE	WONG Gabriel Kun Yung	bcgkyw10			English		N

Step 2 Select the appropriate option then click **OK**:

1. Open the exported file with Excel directly then save the file; or
2. Save the exported file in .xls format directly on your computer.

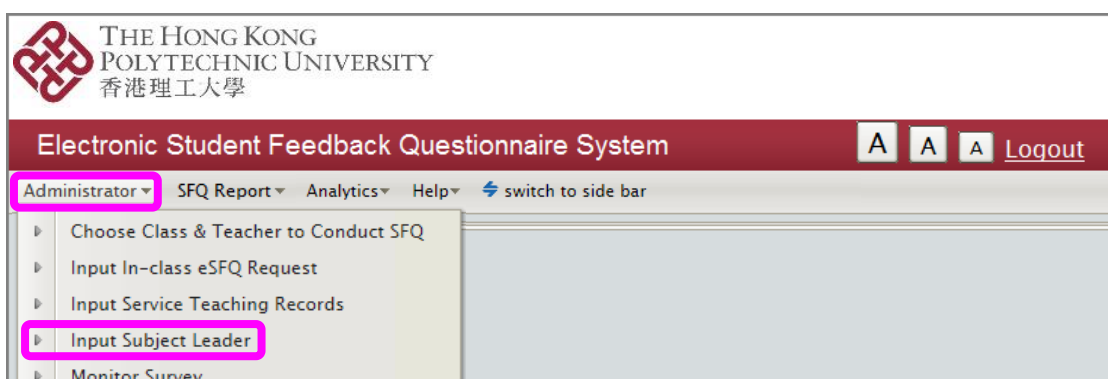


6. Inputting Subject Leader information

As Subject Leaders have the right to (1) input extra questions for the subject, (2) monitor the survey response rates, and (3) access the subject reports, information on the Subject Leader is required when adding classes to conduct the SFQ.






Input information on the secondary Subject Leaders as well, if applicable, as they also have the right to monitor the survey response rates and access the subject reports (but not to input extra questions for the subject).

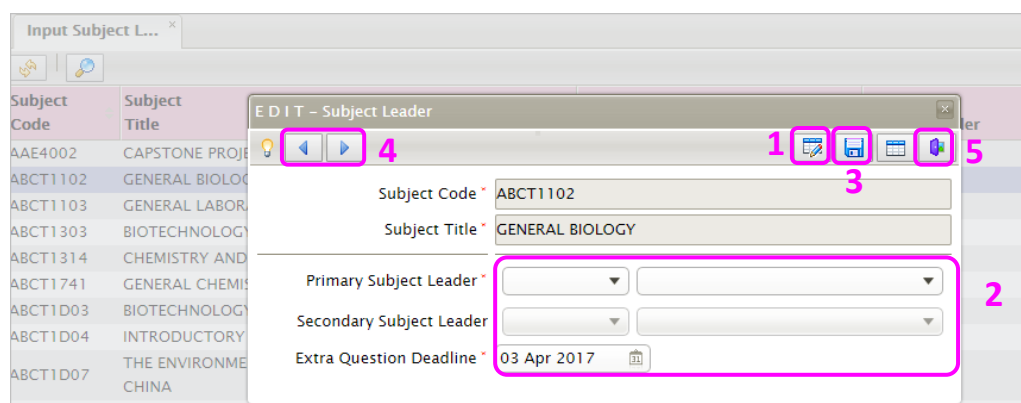
- Step 1** Click **Administrator** in the top menu bar, then select **Input Subject Leader** from the drop-down menu to open the Input Subject Leader tab.



- Step 2** On the **Input Subject Leader** tab, double-click the class record of which the Subject Leader information is to be inputted and a window will pop up.

To enter the Subject Leader information:

1. Click the **Edit icon**  in the top right corner.
2. Select the appropriate Subject Leader information from the drop-down menus (input information on secondary Subject Leader, if applicable) and the deadline for the Primary Subject Leader to add extra questions (Note: the deadline cannot be later than the start date of the first survey that has “Subject” or “Subject & staff” as its feedback focus).
3. Click the **Save icon**  to save the changes
4. Click the **Left**  and **Right**  buttons to go to the previous and next record respectively.
5. Click the **Exit icon**  to close the window.



Note that once the Subject Leader information is inputted and saved, the system will immediately send an email to the primary Subject Leader, asking him/her to input additional questions on the subject, if any.

7. Inputting In-class SFQ Administration Request

Departments are required to provide justification and where appropriate, seek DLTC Chair's approval via the SFQ system if they wish to set up in-class SFQ administration. If the teacher requesting in-class SFQ administration is the DLTC/SLTC Chair, seek approval from the Head of Department instead.

All in-class administration requests with justification, including those that wish to conduct SFQ beyond Week 13 (Week 7 for Summer Term), must be submitted via the SFQ system at least 8 days before the proposed survey start date or by 11:59 p.m., Sunday of Week 10 (Week 4 for Summer Term), whichever is sooner, and where appropriate, approved by the given deadline, or no in-class SFQ can be set up. Please also note that survey periods cannot cross over semesters.

While exemption from approval to conduct in-class SFQ within the 13-week teaching schedule (7-week for Summer Term) is given to classes with enrolments of 30 or less, *department will still need to input the justification for in-class administration in the SFQ system before the settings can be confirmed.*

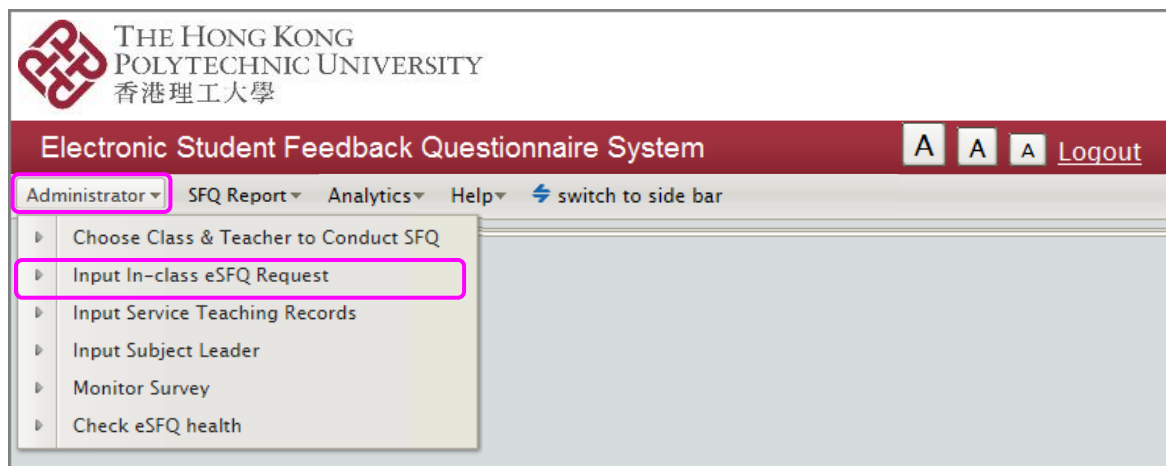
The following table summarizes the in-class request arrangements:

		Proposed survey period	
		Within 13-week teaching schedule	Beyond Week 13 (within the semester)*
Student enrolments	30 or less	<ul style="list-style-type: none"> - Approval from DLTC Chair is not required - Department to provide justification for in-class administration and confirm settings via SFQ system at least one day before the proposed survey start date 	<ul style="list-style-type: none"> - Requires DLTC Chair's approval - Department to submit request with justification via SFQ system on or before Sunday of Week 10 (or Week 4 for Summer Term) <p>*Survey periods cannot be across semesters.</p>
	More than 30	<ul style="list-style-type: none"> - Requires DLTC Chair's approval - Department to submit request with justification via SFQ system at least 8 days before the proposed survey start date or by Sunday of Week 10 (or Week 4 for Summer Term), whichever is sooner 	

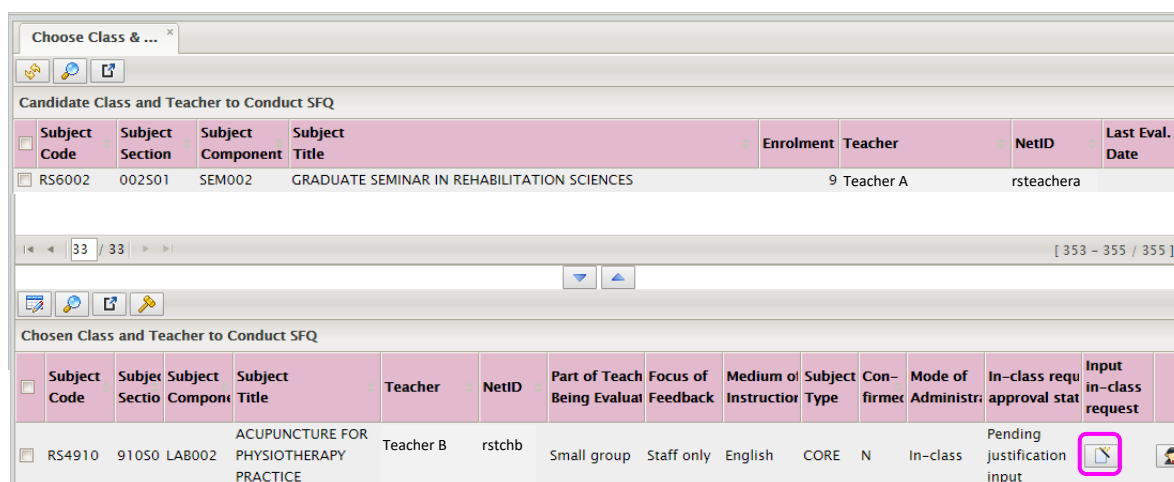
You will receive an email notification upon the approver submitting a decision or that a submitted request needs further attention or action (e.g. the deadline for approval has passed). *Please log in to the SFQ system and take necessary action as soon as possible when you receive the email notifications.*






To submit justification and request for approval, follow the steps below.

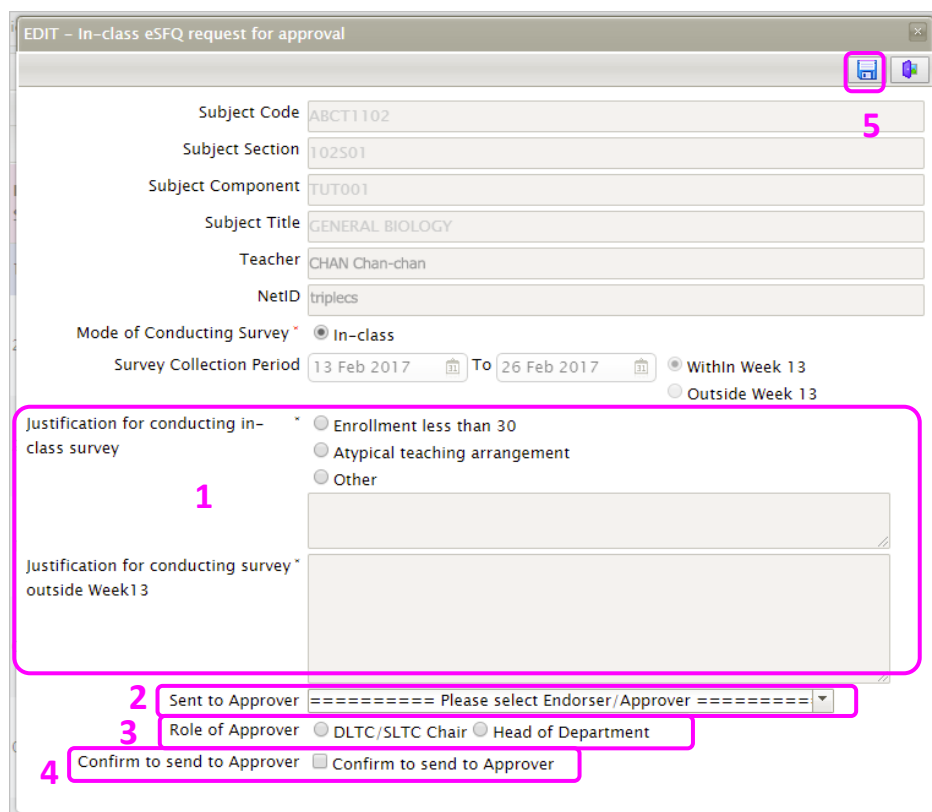
- Step 1** If you have already set up the SFQ record in the **Chosen Class and Teacher to Conduct SFQ** section, click **Administrator** in the top menu bar, then select **Input In-class eSFQ Request** from the drop-down menu to open the tab.



Alternatively, you can access the tab by click the **Input in-class request icon**  in the **Chosen Class and Teacher to Conduct SFQ** section.



- Step 2** On the **Input In-class eSFQ Request** tab, double-click the class record for which you would like to submit the justification/request for in-class administration. A window will pop up.
- If approval is not required:
 - Select/Enter the justification for conducting in-class SFQ.
 - Click the **Save icon**  to save and submit the justification.
 - Click the **Exit icon**  to close the window.
 - Go back to the class record in the **Chosen Class and Teacher to Conduct SFQ** section to confirm the settings and check the **Confirm to Conduct Survey** box.
 - If approval is required:
 - Select/Enter the justification for conducting in-class SFQ. If the in-class SFQ is to be conducted beyond Week 13 (or Week 7 for Summer Term), input the justification for conducting survey outside Week 13.
 - Select the appropriate approver from the staff list. **If the teacher responsible for the class is the DLTC/SLTC Chair, seek approval from the Head of Department instead.**
 - Select the role of the approver (see ii.2 above).
 - Check the **Confirm to send to Approver** box. **If you leave this box unchecked, the request will NOT be submitted, and no email will be sent to the selected approver for further action even when the request has been saved.**
 - Click the **Save icon**  to save and submit the request. Upon saving and submitting the request, the system sends an email immediately to the selected approver for further action.
 - You can click the **Cancel icon**  to cancel a submitted request (i.e. approval status being “pending approval”) or a request that has already been approved. **Please note that when the request has been cancelled, the settings of the corresponding record in the Chosen Class and Teacher to Conduct SFQ section will be reset. You will need to go back there to do the settings again.**
 - Click the **Exit icon**  to close the window.



EDIT - In-class eSFQ request for approval

Subject Code: ABCT1102

Subject Section: 102501

Subject Component: TUT001

Subject Title: GENERAL BIOLOGY

Teacher: CHAN Chan-chan

NetID: triplecs

Mode of Conducting Survey: ☒ In-class ☐ Outside Week 13

Survey Collection Period: 13 Feb 2017 To 26 Feb 2017

Justification for conducting in-class survey:
 Justification for conducting survey outside Week 13:

Sent to Approver: Please select Endorser/Approver



Role of Approver: ☐ DLTC/SLTC Chair ☐ Head of Department

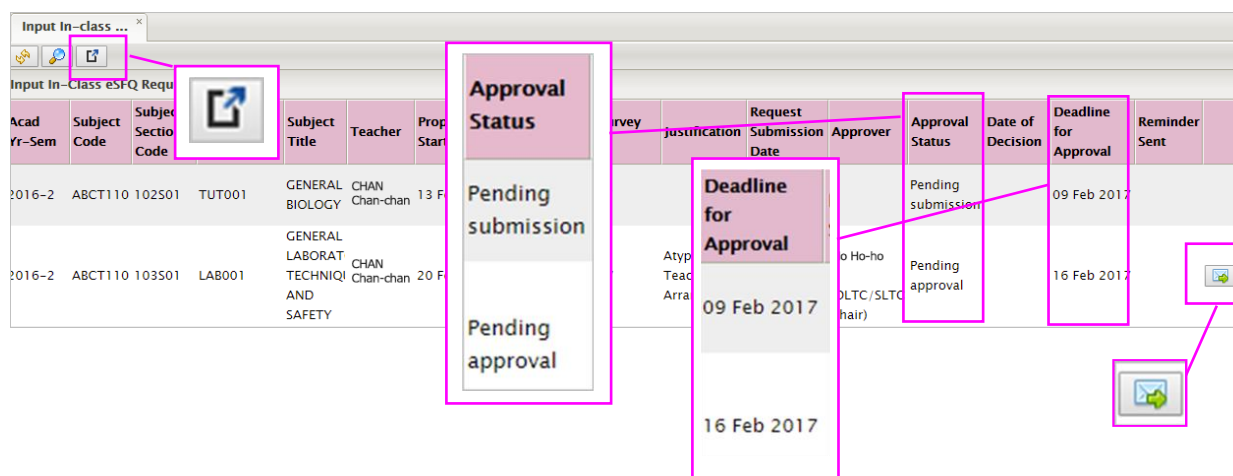
Confirm to send to Approver: ☐ Confirm to send to Approver

Step 3 If you need to change the survey period, you will need to do so in the **Chosen Class and Teacher to Conduct SFQ** section. *Upon saving any changes made to the survey period, the previously submitted request will be cancelled automatically and you will need to put in a new request following Step 2 above.*

Note also that if you change the mode of administration to “out-of-class” in the **Chosen Class and Teacher to Conduct SFQ** section and save the settings, the in-class SFQ request previously submitted for that class will be cancelled automatically.

Step 4 On the **Input In-class eSFQ Request** tab, you can:

1. Check the approval status (also shown in the **Chosen Class and Teacher to Conduct SFQ** section).
2. Check the deadline for approval. If needed, you can send additional emails to the approvers to remind them that they are yet to approve certain requests to conduct in-class SFQ by clicking 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.
3. View the request and approval details by double-clicking on a record.
4. Export the requests for your record by clicking the **Export icon** . Note that the records will be cleared at the end of each semester. You are advised to export the list by the end of each semester for your own record if needed.



Step 5 You will receive an email notification upon the approver submitting a decision or that the deadline for approval has passed. *Please log in to the SFQ system and take necessary action as soon as possible.*

If the request has been approved, go back to the class record in the **Chosen Class and Teacher to Conduct SFQ** section to confirm the settings and check the **Confirm to Conduct Survey** box.

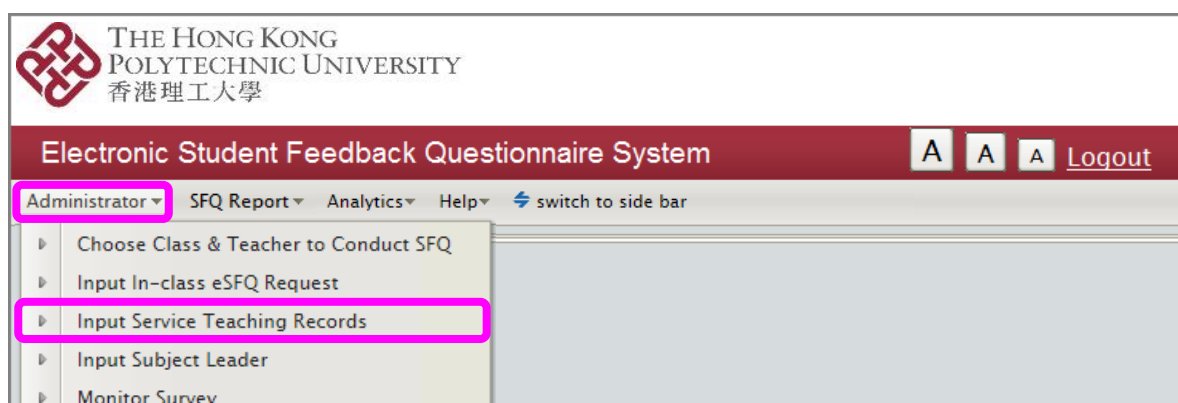
If the request has been rejected, submit a new request or set up out-of-class administration for that class if deemed appropriate.


8. Inputting Service Teaching Records

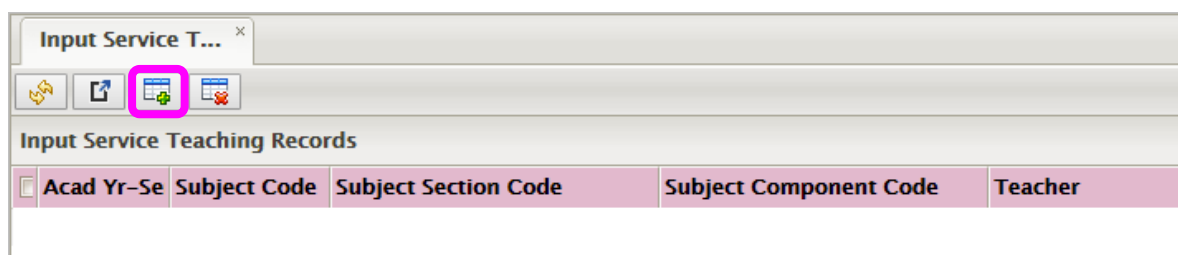
Departments are required to input information on the service teaching done by their staff members each semester, and make sure that such information is correct as it will be used to generate the reports for staff appraisal, further appointment, etc.

Departmental Administrators can input or edit this information any time *within* the semester.



- Step 1** Click **Administrator** in the top menu bar, then select **Input Service Teaching Records** from the drop-down menu to open the Input Service Teaching Records tab.

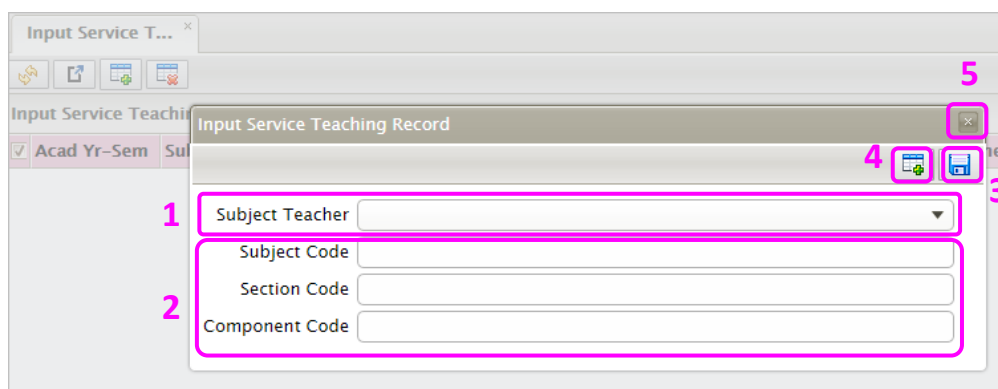



- Step 2** On the **Input Service Teaching Records** tab, click the **Create new record icon**  and a window will pop up.

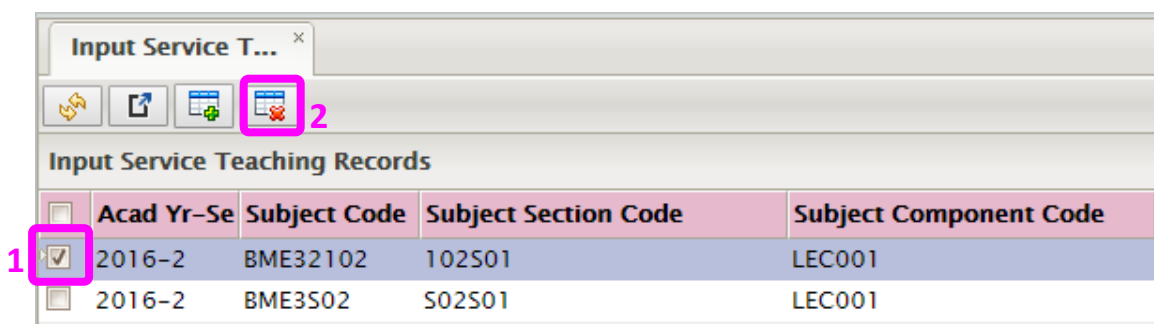


Step 3 To enter information about service teaching done by your department for the semester:


1. Select the staff member from the **Subject Teacher** drop-down menu.
2. Enter the subject code, section code and component code of the class for which the staff member does service teaching.
3. Click the **Save icon**  to save the information. Saved records will be displayed in the tab when you close the pop-up window.
4. To add another record, click the **Create new record icon** .
5. To close the pop-up window, click the **cross button** in the top right corner.

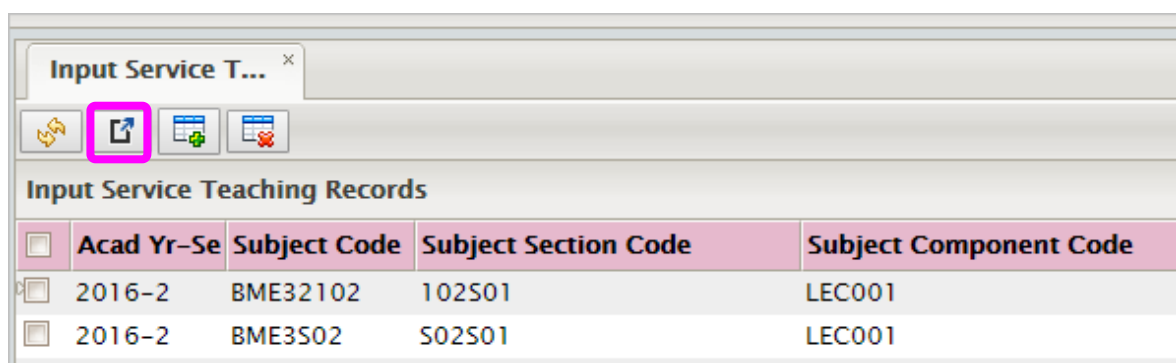


Step 4 To delete a record, check the box next to the record then click the **Delete record icon** .



	Acad Yr-Sem	Subject Code	Subject Section Code	Subject Component Code
<input checked="" type="checkbox"/>	2016-2	BME32102	102S01	LEC001
<input type="checkbox"/>	2016-2	BME3S02	S02S01	LEC001

Step 5 You can export the list to an Excel file by clicking the **Export icon** . Note that the records will be cleared at the end of each semester and you are advised to export the list for your own record if needed by the end of each semester.

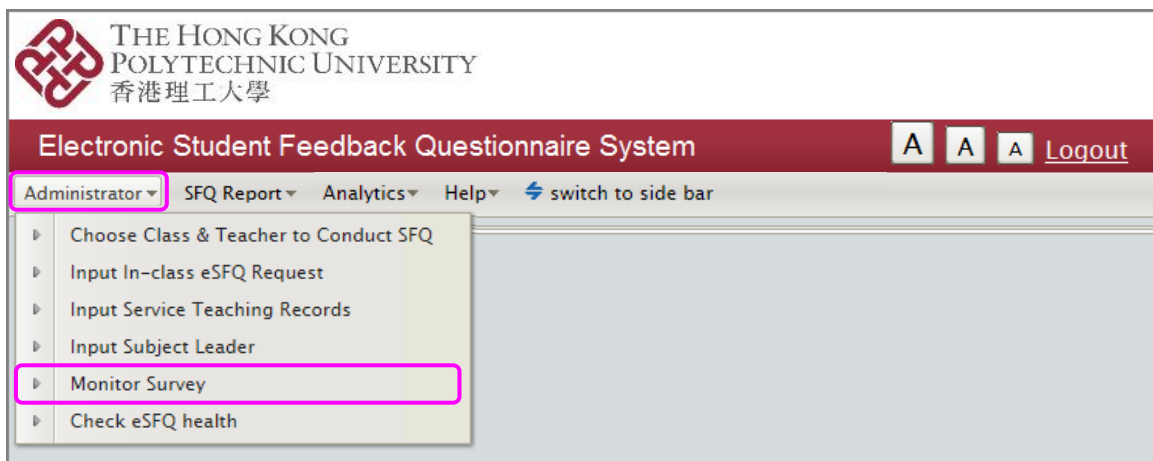


	Acad Yr-Sem	Subject Code	Subject Section Code	Subject Component Code
<input type="checkbox"/>	2016-2	BME32102	102S01	LEC001
<input type="checkbox"/>	2016-2	BME3S02	S02S01	LEC001

9. Monitoring the survey


You can check the response rates to the SFQ and send emails to the students via the SFQ system *if needed*.

Step 1 To check the response rates to the SFQ, select **Administrator** 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.

Subject Code	Subject Section Code	Subject Component Code	Subject Title	Teacher	Extra Question About Subject	No. of response	Response Rate	Survey Status	No. of response	Response Rate	Last Email Sent Date
ABCT1101 101S01	LEC001		INTRODUCTORY LIFE SCIENCE	Dr Vincent W. Keng		1/184	0.54%	Active	1/184	0.54%	
ABCT1101 101S01	LEC001		INTRODUCTORY LIFE SCIENCE	Dr Y.X. Zhao		0/184	0.0%	Editing	0/184	0.0%	
ABCT1301 301S01	LAB001		CHEMISTRY AND MODERN LIVING	Dr Sharon L.F. Chan		1/16	6.25%	Active	1/16	6.25%	
ABCT1302 302S01	LEC001		CHEMISTRY AND SUSTAINABLE DEVELOPMENT	Dr Yung Ka-fu		1/18	5.56%	Active	1/18	5.56%	

Step 2 If you are asked by the Subject Leader or subject teacher 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.

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 Vincent W. Keng	5	0	Yes	25 Aug 2014	19 Oct 2014	Active	1/184	0.54%	
ABCT1101 101S01	LEC001		INTRODUCTORY LIFE SCIENCE	Dr Y.X. Zhao	5	5	No	17 Nov 2014	30 Nov 2014	Editing	0/184	0.0%	
ABCT1301 301S01	LAB001		CHEMISTRY AND	Dr Sharon L.F. Chan	0	0	Yes	27 Aug	26 Sep	Active	1/16	6.25%	

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.

Send Email Reminder

Subject Code: ABCT1101
Subject Class: 101S01 – LEC001
Subject Title: INTRODUCTORY LIFE SCIENCE
Teacher: Dr James Smiley
Mail From: DEBBIE Liu <ecdebbie@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: 01 Sep 2014

Font: [Font] [Size] [B] [I] [U] [A] [List] [Link] [Image] [Table] [Code] [Quote] [Align] [Indent] [Outdent] [Undo] [Redo] [Print] [Help]

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.

Send Email Reminder

Subject Code: ABCT1101
Subject Class: 101S01 – LEC001
Subject Title: INTRODUCTORY LIFE SCIENCE
Teacher: Dr James Smiley
Mail From: DEBBIE Liu <ecdebbie@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: 01 Sep 2014

Font: [Font] [Size] [B] [I] [U] [A] [List] [Link] [Image] [Table] [Code] [Quote] [Align] [Indent] [Outdent] [Undo] [Redo] [Print] [Help]

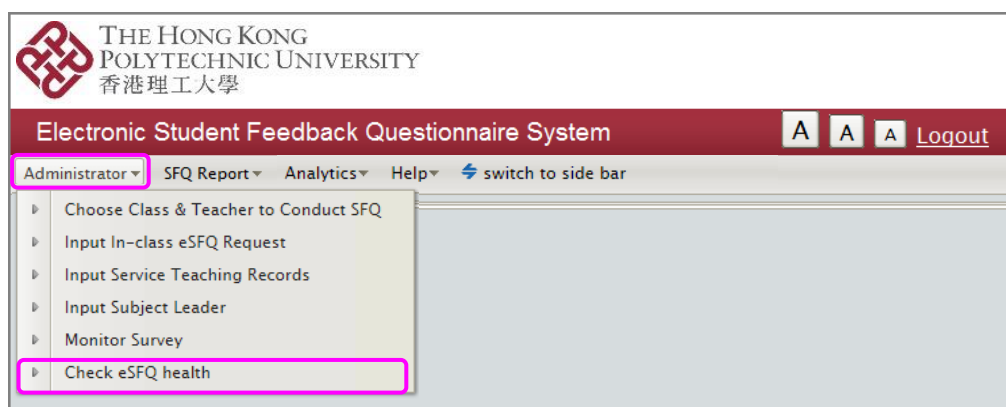
Dear Students
Please complete your eSFQ at <http://www.polyu.edu.hk/esfq/student> by 30 Nov 2014. Thank you.

Insert eSFQ Web Link Send Close

10. Departmental SFQ status health check

The Health Check function helps the Departmental SFQ Administrators to spot any potential irregularities in the class records e.g., classes with invalid or no subject teacher information, classes without any student enrolment, etc. **Departmental SFQ Administrators are advised to use this health check function regularly to see if any class record requires immediate attention and follow-up action.**


Step 1 To check the SFQ status, click **Administrator** in the top menu bar then select **Check eSFQ Health**.



Step 2 The following information will be displayed:

1. Departmental eSFQ Summary (click the **links** to display further information)
2. Class(es) without teacher record
3. Class(es) with invalid teacher record
4. Class(es) without student enrolment
5. Missing LCR subjects (viewable to CBS and ELC only)

Departmental SFQ Administrators should rectify any problem record accordingly and take other follow-up action if necessary when any irregularity has been spotted.



THE HONG KONG

POLYTECHNIC UNIVERSITY

香港理工大學

Electronic Student Feedback Questionnaire System

A

A

A

Logout

Administrator

SFQ Report

Analytics

Help

switch to side bar

Check eSFQ Heal...

×

Departmental eSFQ Summary

		Confirmed classes (no.) [b]					
Dept	Unconfirmed classes (no.) [a]	Not yet started eSFQ	Started eSFQ (overall respon	Completed eSFQ (overall respon	Suspended eSFQ	Classes not being selecte to do eSFQ (no.) [c]	Total no. of classes [a+b+c]
ABCT	3	1	5 (2.61%)	0 (0%)	0	45	54

Class(es) without teacher record

Dept	Subject code	Section code	Component code	Enrolment

Class(es) with invalid teacher record

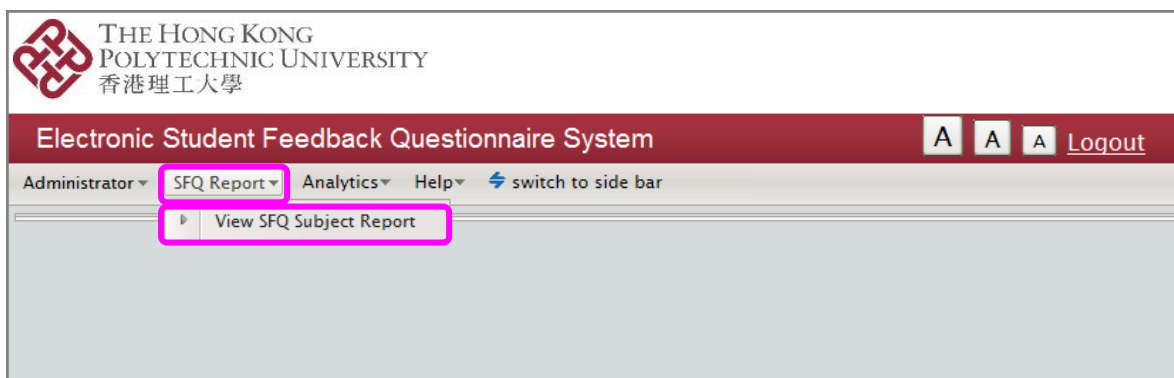
Dept	Subject code	Section code	Component code	Teacher NetID	Enrolment


Class(es) without student enrolment


Dept	Subject code	Section code	Component code










11. Viewing SFQ 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** .

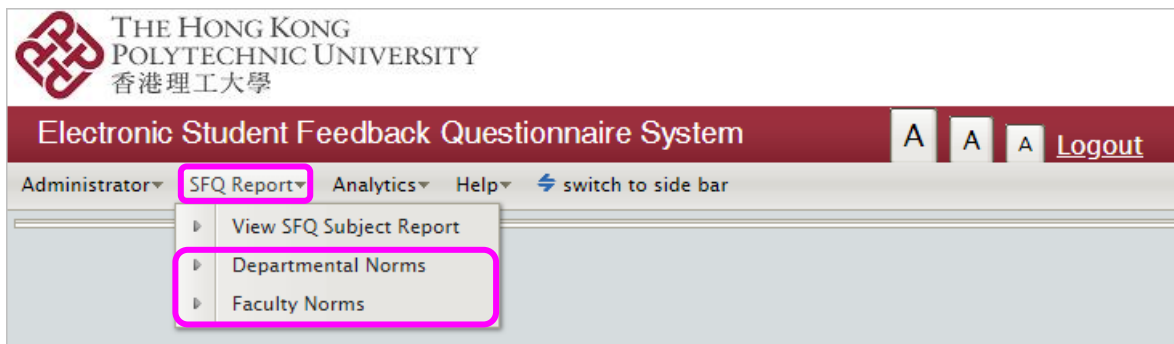
Click the **PDF icon**  next to the record to display the subject report for that class.


Acad. Yr.-Sem	Subject Code	Subject Title	Subject Section Code	Subject Component Code	Subject Report
2013-1	ABCT1101	INTRODUCTORY LIFE SCIENCE	101S01	LEC001	
2013-1	ABCT1101	INTRODUCTORY LIFE SCIENCE	101S01	LEC001	
2013-1	ABCT1301	CHEMISTRY AND MODERN LIVING	301S01	LAB001	
2013-1	ABCT1301	CHEMISTRY AND MODERN LIVING	301S01	LAB001	
2013-1	ABCT1301	CHEMISTRY AND MODERN LIVING	301S01	LEC001	
2013-1	ABCT1301	CHEMISTRY AND MODERN LIVING	301S01	LEC001	
2013-1	ABCT1301	CHEMISTRY AND MODERN LIVING	301S01	TUT001	
2013-1	ABCT1301	CHEMISTRY AND MODERN LIVING	301S01	TUT001	
2013-1	ABCT1302	CHEMISTRY AND SUSTAINABLE DEVELOPMENT	302S01	LEC001	

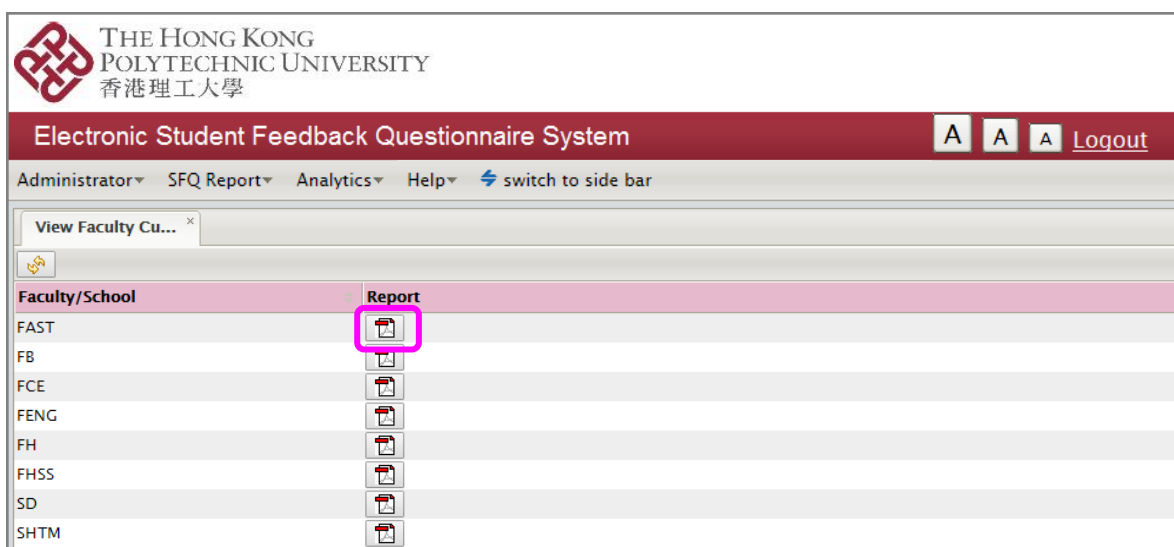
12. Viewing departmental and faculty norms

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.



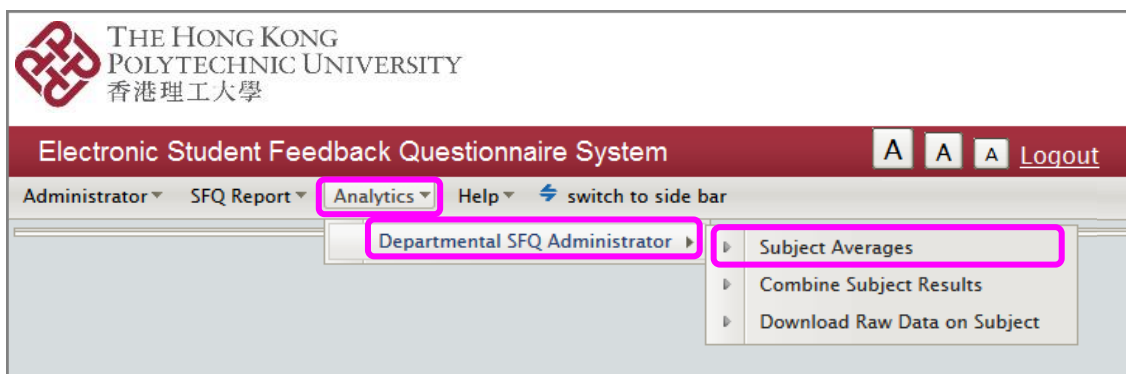
Step 2 Click the **PDF icon**  next to the record to display the report.




13. Viewing subject averages

Departmental SFQ administrators 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 **Departmental SFQ Administrator**, 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... *

Search  


	Acad Yr	Sem	Subject Code	No. of class sets	1A1	1A2	1A3	1A4	1A5 (Too heavy)	1A5 (Appropriate)	1A5 (Too light)
	2014	1	ABCT 1231	1	3.9	3.8	3.7	3.7	3.3%	91.9%	4.9%
	2014	1	ABCT 1232	1	3.7	3.4	3.6	3.6	3.1%	78.1%	18.8%
	2014	1	ABCT 1233	1	4.2	4.1	3.9	3.9	9.1%	72.7%	18.2%
	2014	1	ABCT 1234	1	3.9	3.8	4.0	3.8	5.8%	90.4%	3.8%
	2014	1	ABCT 1235	1	3.4	3.5	3.8	3.5	2.6%	78.2%	19.2%
	2014	1	ABCT 1236	1	4.0	4.0	4.1	3.9	2.3%	65.5%	32.2%
	2014	1	ABCT 1237	1	4.0	4.0	4.0	4.1	0.0%	93.5%	6.5%
	2014	1	ABCT 1238	1	4.3	4.2	4.3	4.2	0.0%	100.0%	0.0%
	2014	1	ABCT 1239	1	3.7	3.6	3.7	3.5	2.1%	54.2%	43.8%
	2014	1	ABCT2001	1	4.0	4.0	4.0	3.9	0.0%	74.7%	25.3%
	2014	1	ABCT 2002	1	3.8	3.8	3.8	3.8	0.0%	87.5%	12.5%
	2014	1	ABCT2003	1	3.7	3.7	3.8	4.0	0.0%	84.1%	15.9%
	2014	1	ABCT2004	1	4.0	3.9	4.1	3.8	0.0%	84.6%	15.4%
	2014	1	ABCT2005	1	3.9	3.9	3.8	3.7	0.0%	89.4%	10.6%
	2014	1	ABCT2006	1	3.7	3.7	3.7	3.7	2.1%	81.3%	16.7%
	2014	1	ABCT2007	1	3.8	3.7	3.7	3.5	1.6%	88.9%	9.5%
	2014	1	ABCT2008	1	4.0	3.9	3.8	3.9	3.4%	74.1%	22.4%
	2014	1	ABCT2009	1	4.0	4.0	4.0	3.9	0.0%	92.3%	7.7%
	2014	1	ABCT2010	1	4.5	4.0	4.0	3.5	0.0%	50.0%	50.0%
	2014	1	ABCT3001	1	4.0	4.0	4.2	4.0	0.0%	92.3%	7.7%
	2014	1	ABCT3002	1	4.4	4.4	3.8	4.2	0.0%	100.0%	0.0%
	2014	1	ABCT3003	1	4.6	4.6	4.6	4.5	0.0%	80.5%	19.5%
	2014	1	ABCT3004	1	3.8	3.8	3.9	3.9	2.5%	97.5%	0.0%
	2014	1	ABCT3005	1	3.6	3.8	3.8	3.5	4.0%	60.0%	36.0%
	2014	1	ABCT3006	4	4.1	4.1	4.1	4.1	1.1%	86.2%	12.7%
	2014	1					4.3	4.2	0.0%	94.9%	5.1%
	2014	1					3.9	3.8	0.0%	85.1%	14.9%
	2014	1					4.2	4.2	5.6%	88.9%	5.6%
	2014	1					3.0	3.5	0.0%	50.0%	50.0%
	2014	1			4.8	4.3	4.8	4.5	0.0%	100.0%	0.0%
	2014	1	ABCT3112	1	3.2	3.3	3.5	3.3	0.0%	83.3%	16.7%

1 / 103












1 / 103

[1 - 40 / 4120]

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)

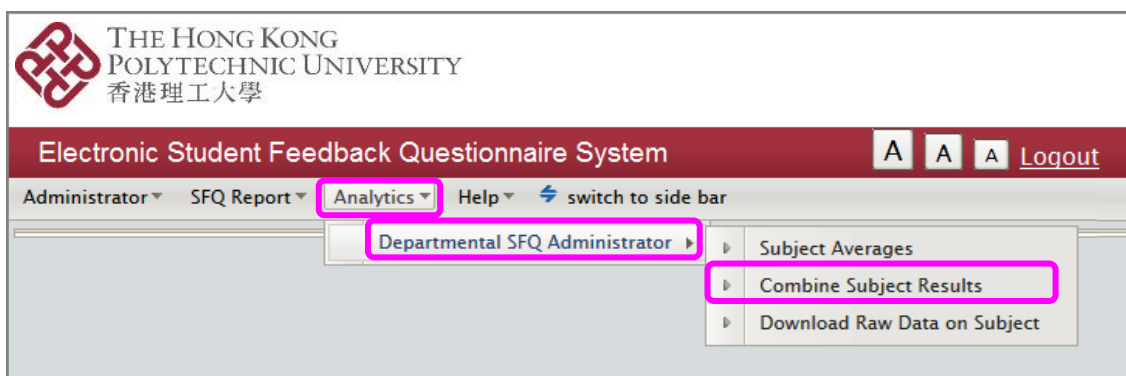
Acad. Yr.	Sem.	Subject Code	Section	Leader	Enrolment	No. of returns	Response Rate	1A1	1A2	1A3	1A4	1A5					>=14 hrs	11-13 hrs
2014	1	ABCT1001	3265	Leader A	193	124	64.2%	4.0	4.0	4.1	4.1	12.7%	87.3%	0.0%	14.5%	4.8%		
2014	1	ABCT1002	3265	Leader C	173	109	63.0%	3.9	3.8	3.9	3.9	10.5%	88.6%	1.0%	12.8%	12.8%		
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

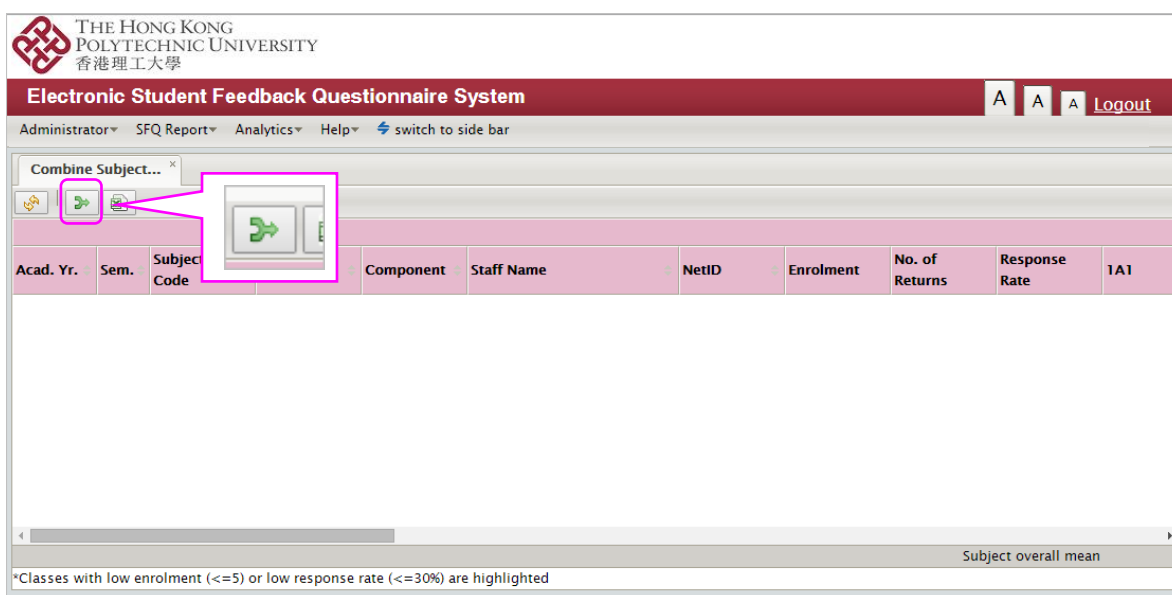
14. Combining subject results

Departmental SFQ administrators 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 **Departmental SFQ Administrator**, 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** .

THE HONG KONG POLYTECHNIC UNIVERSITY
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 type="checkbox"/> AF3112	112S01	SEM001
<input type="checkbox"/> AF3112	112S01	SEM002
<input type="checkbox"/> AF3112	112S01	SEM003
<input type="checkbox"/> AF3112	112S01	SEM004

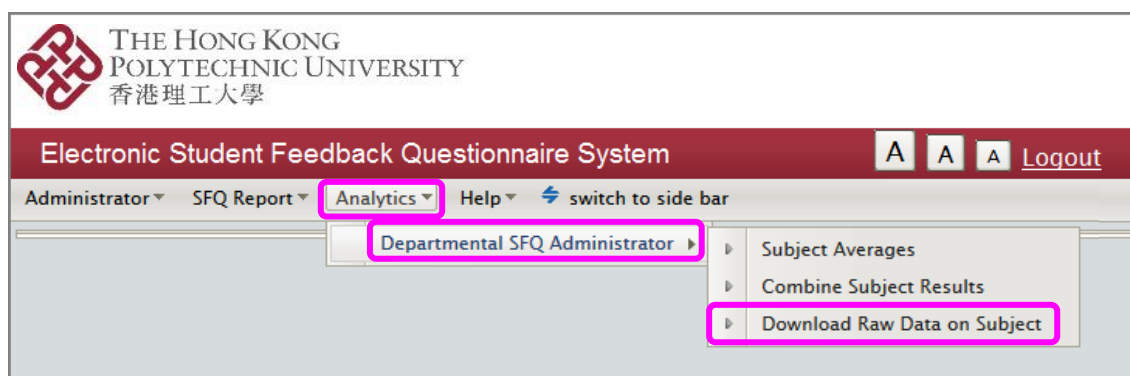
ar Close



Select Clear Close

15. Downloading raw data on subject

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

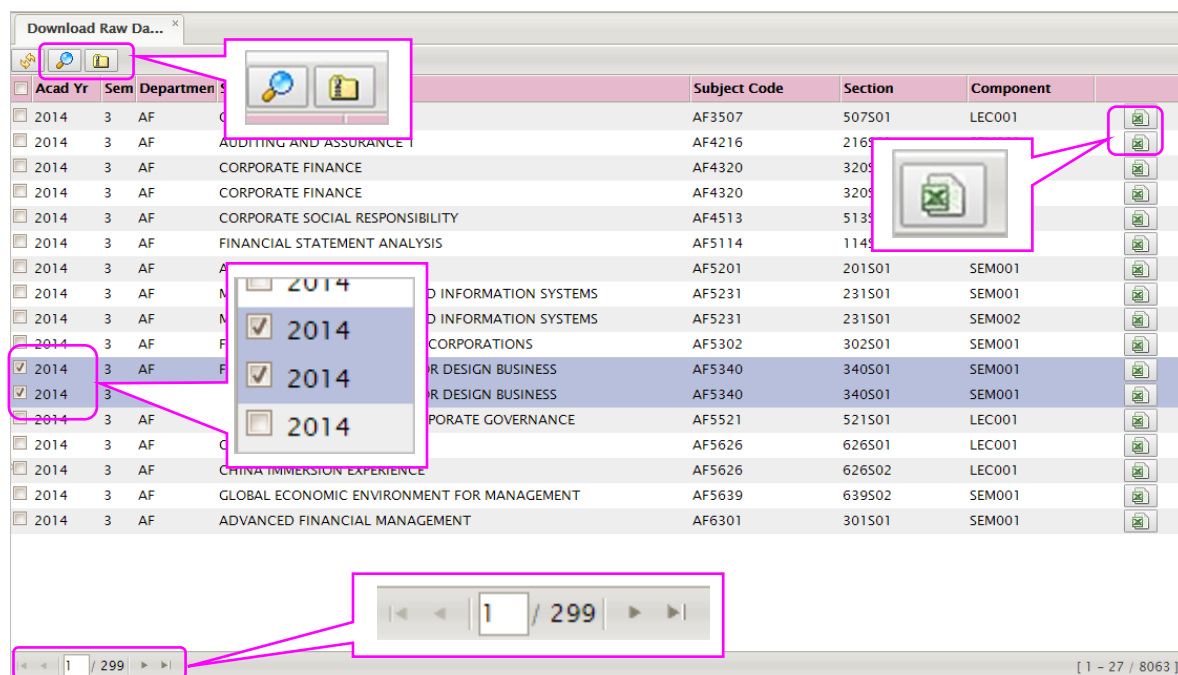
Step 1 To download the subject raw data, click **Analytics** in the top menu bar, select **Departmental SFQ Administrator**, then **Download Raw Data on Subject**. A new tab will be displayed.



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** .

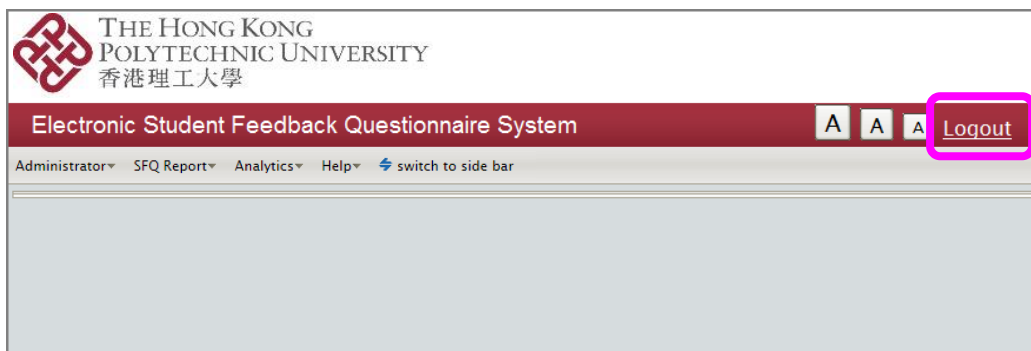
To search for a particular record, click the **Magnifying glass icon** . Enter the relevant information, then click **Search**.

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.



16. Logging out of the SFQ system

Step 1 To log out of the SFQ system, click the **Logout link** in the top right corner.



17. Further assistance and support

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

- 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
- Browser address – Copy the URL that is displayed in the address line of your browser and paste it to the email.