

## Step 1 - How to login

You can log in to the Engagement Portal by clicking on the following link: <https://lse.evametrics.co.uk>. Click on 'Login with Uni-ID' and you will be prompted to enter your LSE username and password. This will then take you to your Engagement Portal Dashboard. Please ensure you disable pop-up blockers in order for the engagement portal to function correctly.

## Step 2 – View your courses and surveys

The Survey List displays all surveys assigned to you for a selected period. If any surveys are missing or anything looks untoward please contact [TQAROsurveys@lse.ac.uk](mailto:TQAROsurveys@lse.ac.uk) in the first instance.

## Step 3 - How to trigger a survey

We recommend that you trigger the survey at the beginning of the session to allow time for the emails to be sent and then allow students time at the end of the session to complete the survey. You can trigger your survey

by clicking The **'Notify'** icon  in the surveys list, you will trigger an email to be sent to all participants inviting them to complete the survey. The email includes a unique link for each student to complete the survey. Please ask students to disable their pop-up blockers in order to be able to open the link to the survey.

## Step 4 - Track Response Rates

The response rate bar on the homepage shows the average for ALL your surveys. To track the response rate live for just one particular survey (one class group or lecture for example), please press the icon under "Details" on the right-hand side of the screen.

## Step 5 - How to send a reminder

Use the icon under 'Notify' to send emails to students on a particular course/group. Reminders will only be sent to students who have yet to complete their survey for that course. This is the same process as for triggering the survey initially and will provide students with a direct link to the survey via email.

This is a useful tool to reach out to students who may not be in the classroom during the evaluation process or to boost response rates prior to the close of the survey period at the end of week 10.

## Step 6 – View evaluation reports

To view the instant PDF report for a module, please select the  icon under "Report" on the right-hand side of the screen. The report will only be available if the minimum response rate (n=3) is met.

## Step 7 - How to complete a reflection ('closing the loop' reporting tool)

It is possible to leave reflective feedback on your evaluation results, which will be sent to students as part of a 'Closing the Loop' report. This is a way of promoting communication and interaction about survey outcomes and to let students know that feedback is being considered and highly valued.

Click on the icon under 'Reflections' to access a free text box to provide feedback for students on this survey. Write your reflections for students and press the 'OK' button to save your comments for the 'Student report'. You can preview your report by clicking on 'View Student Report' and finally 'Send Student Report'. All students who are assigned to your course (and particular group) will receive the report, regardless of whether they responded to the survey or not. Students will not see your pdf report, only what you have submitted in the free text box.

Visual guide

EvaMetrics Portals en de

## Engagement Portal ?

Period: MT 18/19 Refresh

Open surveys (8) Closed surveys (0)

Average response rate: 20.71% ?

20.71%

0% - 50% 50% - 75% 75% - 100%

Excel Export Visible columns

8 Entries 1 20

Modular	Title	PoS	Period	Subunit	Questionnaire	Type	Ptcps.	Response rate	Report	Notify	Details	Reflections
	TZS Zoe MT lecture test	TZS	MT 18/19	_TQARO Tests	LectureONL		4	50.00%				
	TZS Zoe MT class test	TZS	MT 18/19	_TQARO Tests	LectureONL		4	0.00%				
	TZS Zoe MT class test	TZS	MT 18/19	_TQARO Tests	ClassONL		4	75.00%				

Click here to 'trigger' the survey or send a reminder

Click here to view your pdf report

Click here to use the 'closing the loop' tool