



## Course Evaluations Student User Guide

This guide provides step-by-step instructions on how to access, complete, and submit course and teaching feedback surveys online.

### Step 1: Access the survey

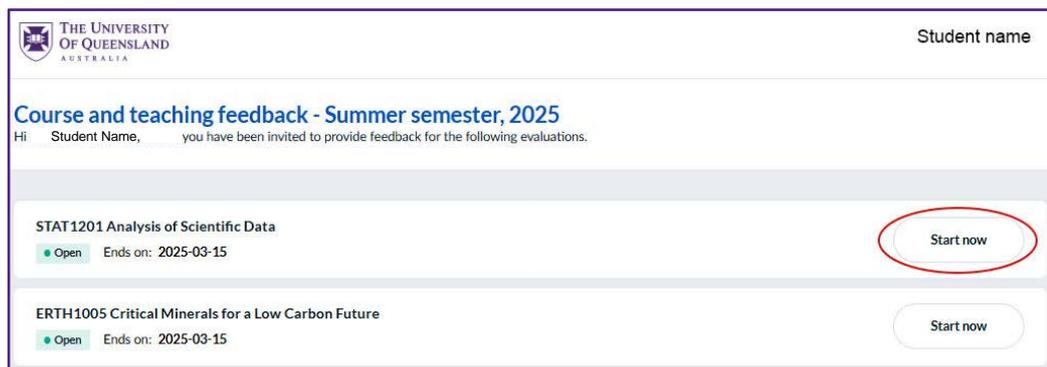
You can access your course and teaching feedback survey through the survey invitation email, or through Learn.UQ (UQ Learning Management System), or through the survey QR code provided by your course coordinator, lecturer and/or tutor.

#### To access the survey from the invitation email:

1. Click on the “**Take the survey**” link in the email to access your survey dashboard.

You will see the list of course surveys available to you in below status:

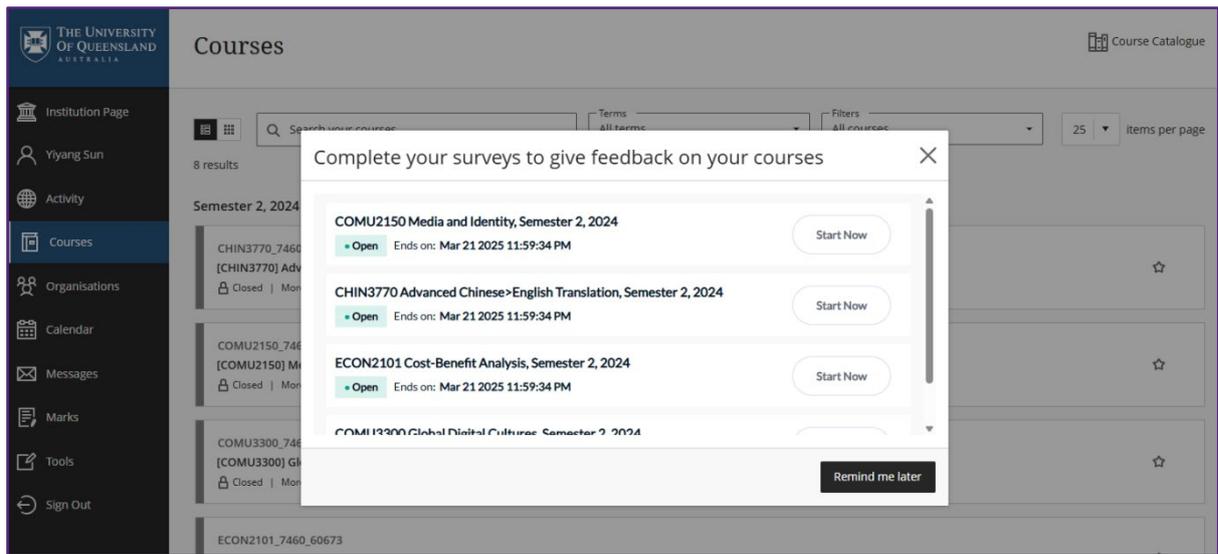
- a. **Open** – survey is open but not yet started
- b. **In Progress** – survey has started but incomplete
- c. **Completed** – survey has been submitted



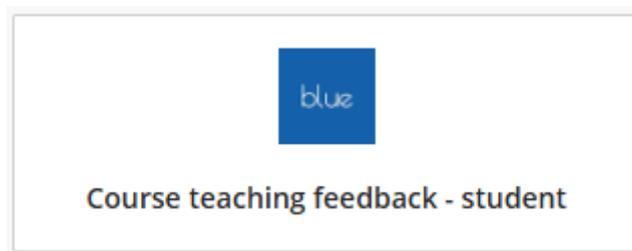
2. Click **Start now** to start the survey or click **Continue** to complete the survey that is in progress.
3. You will see a survey welcome screen for the course, click **Start now** to begin the survey.

### From Learn.UQ

1. Log in to **Learn.UQ**, a pop-up window will display all open surveys.
2. Click **Start now** to begin the survey.



Alternatively, click on **Tools** from the left-hand main menu and select **Course teaching feedback – student** to access survey links.



### From the QR code

1. Scan the **QR code** that was shared by your course coordinator, lecturer, and/or tutor.
2. You will see a survey welcome screen for the course, click **Start now** to begin the survey.



Course name

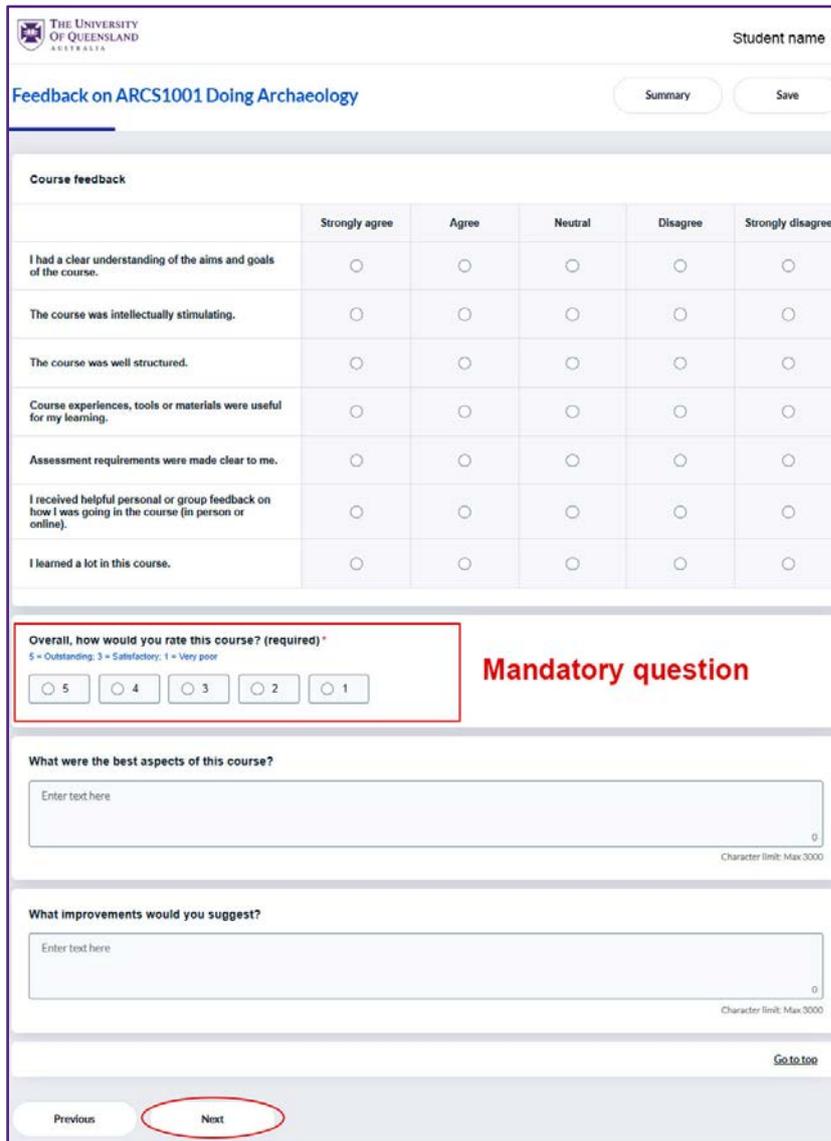
Students

<https://go.bluezja.io/1PmyjixQE0ra6ed4YMF9Q>

 To access the evaluation, scan this QR code with your mobile phone.

## Step 2: Provide your feedback to the course and teaching staff

- The survey includes **course, lecturers', and tutors'** questions.
- Some questions require you to select a response while others require you to type in your comments.



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Student name

Feedback on ARCS1001 Doing Archaeology

Summary Save

**Course feedback**

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
I had a clear understanding of the aims and goals of the course.	<input type="radio"/>				
The course was intellectually stimulating.	<input type="radio"/>				
The course was well structured.	<input type="radio"/>				
Course experiences, tools or materials were useful for my learning.	<input type="radio"/>				
Assessment requirements were made clear to me.	<input type="radio"/>				
I received helpful personal or group feedback on how I was going in the course (in person or online).	<input type="radio"/>				
I learned a lot in this course.	<input type="radio"/>				

**Overall, how would you rate this course? (required)\***  
5 = Outstanding, 3 = Satisfactory, 1 = Very poor

5  4  3  2  1

**Mandatory question**

What were the best aspects of this course?

Enter text here

Character limit: Max 3000

What improvements would you suggest?

Enter text here

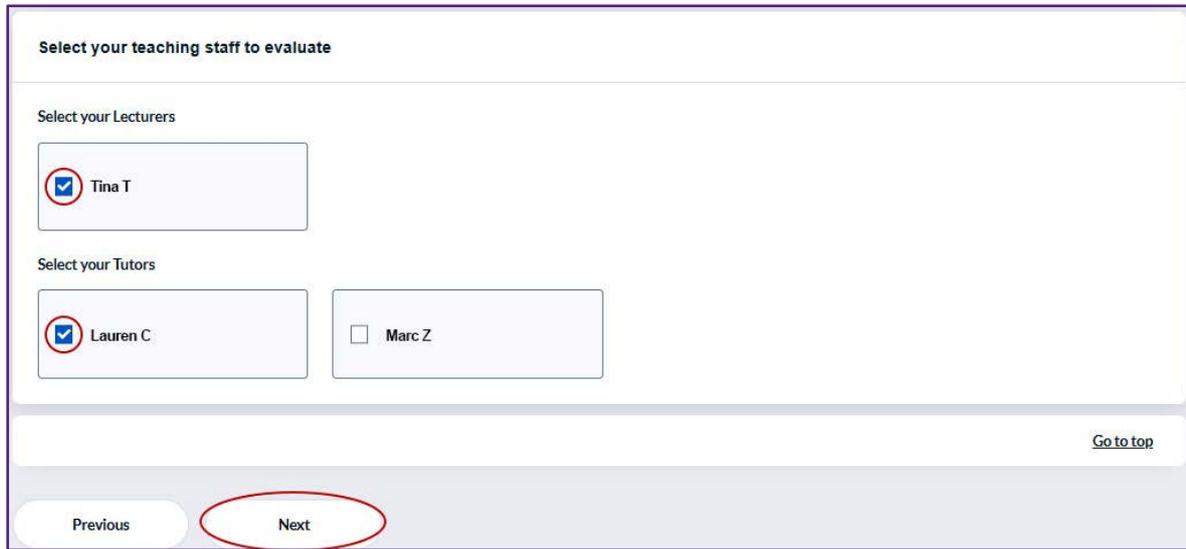
Character limit: Max 3000

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Previous **Next**

- **The overall course rating question is mandatory** (marked with an asterisk\*). After completing the Course feedback, click **Next** to provide feedback for lecturers and/or tutors.

- **Select** the lecturers and/or tutors that you want to provide feedback to and click **Next**.



Select your teaching staff to evaluate

Select your Lecturers

Tina T

Select your Tutors

Lauren C     Marc Z

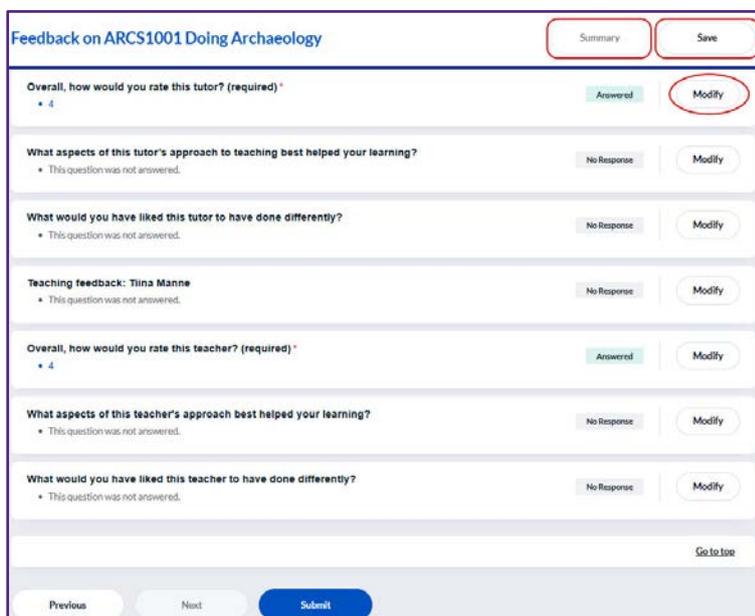
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Previous    **Next**

- The “**Overall how would you rate**” question is mandatory. Click **Next** until you finish all teaching staff questions.

### Step 3: Review and submit

- The Summary page shows all your responses, click **Summary** to view them. Note, the display of lecturers’ and tutors’ questions are alphabetically ordered by first name.
- You can edit any response before submitting, by clicking **Modify**.
- Click **Save** to save your responses to finish the survey later.
- Click **Submit** to complete the survey.



Feedback on ARCS1001 Doing Archaeology

[Summary](#)    [Save](#)

Overall, how would you rate this tutor? (required)\*  
• 4    Answered    **Modify**

What aspects of this tutor's approach to teaching best helped your learning?  
• This question was not answered.    No Response    Modify

What would you have liked this tutor to have done differently?  
• This question was not answered.    No Response    Modify

Teaching feedback: Tina Manne  
• This question was not answered.    No Response    Modify

Overall, how would you rate this teacher? (required)\*  
• 4    Answered    Modify

What aspects of this teacher's approach best helped your learning?  
• This question was not answered.    No Response    Modify

What would you have liked this teacher to have done differently?  
• This question was not answered.    No Response    Modify

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Previous    Next    **Submit**



## Accessing saved surveys

- Saved surveys can be accessed using methods outlined in Step 1. Saved surveys will appear as **'In Progress'**. To resume saved survey, click **Continue**.

## Step 4: Confirmation message

- You will see a confirmation message after submitting your survey, and any other surveys that you have not yet submitted.

**Your responses have been submitted successfully!**

**Thank You, Student name**

Your feedback will help us improve teaching and learning at UQ.

**Give feedback on other courses**

If you have other surveys to complete, you can start them from this page.

STAT1201 Analysis of Scientific Data  
● Open Ends on: 2025-03-15 **Start now**

ERTH1005 Critical Minerals for a Low Carbon Future  
● Open Ends on: 2025-03-15 **Start now**

PHYS1002 Electromagnetism and Modern Physics  
● Open Ends on: 2025-03-15 **Start now**

**View All**

- You can view all surveys by clicking on “View All”, once you submit a survey, it will show “Completed” and **will no longer be accessible to edit responses or re-submit**.

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Student name

**Course and teaching feedback - Summer semester, 2025**

Hi Student name, you have been invited to provide feedback for the following evaluations.

STAT1201 Analysis of Scientific Data  
● Open Ends on: 2025-03-15 **Start now**

ERTH1005 Critical Minerals for a Low Carbon Future  
● Open Ends on: 2025-03-15 **Start now**

ARCS1001 Doing Archaeology  
● **Completed** Ends on: 2025-03-15

PHYS1002 Electromagnetism and Modern Physics  
● Open Ends on: 2025-03-15 **Start now**