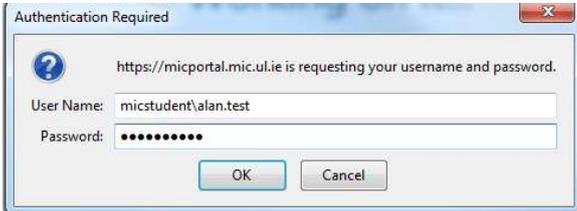


## Module Satisfaction Survey (MSS) Module Coordinator Instructions

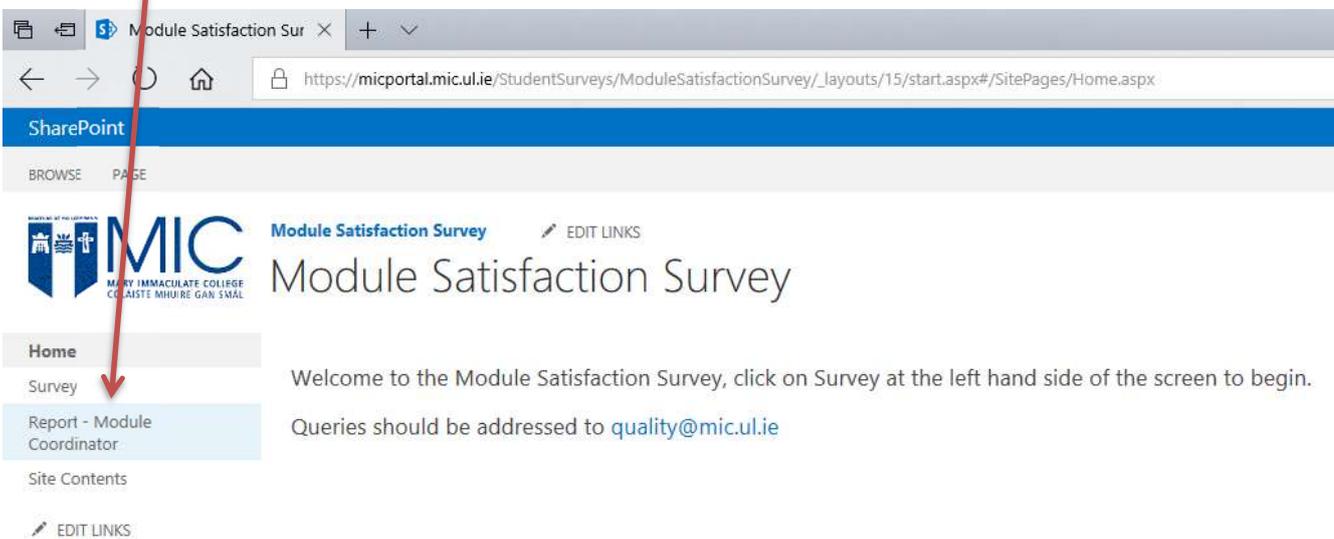
1. Click on the following link to access the survey report(s):

<https://micportal.mic.ul.ie/StudentSurveys/ModuleSatisfactionSurvey/>

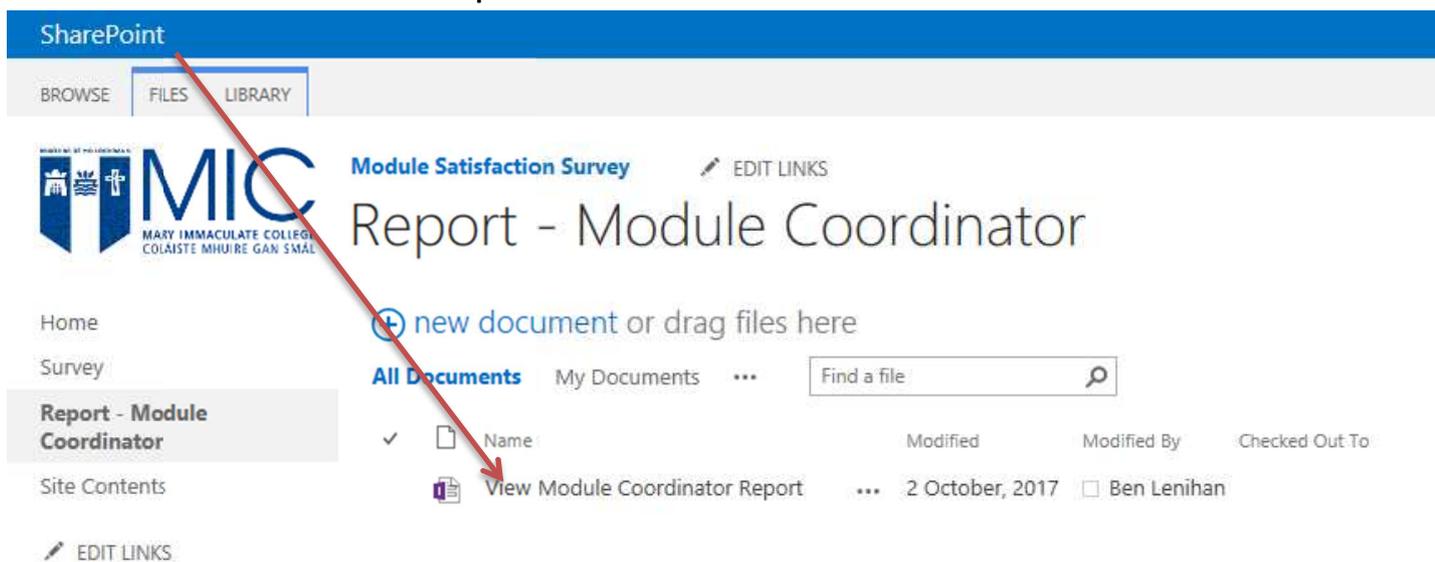
2. If you are not logged into SharePoint automatically, enter your username and password and click ok.



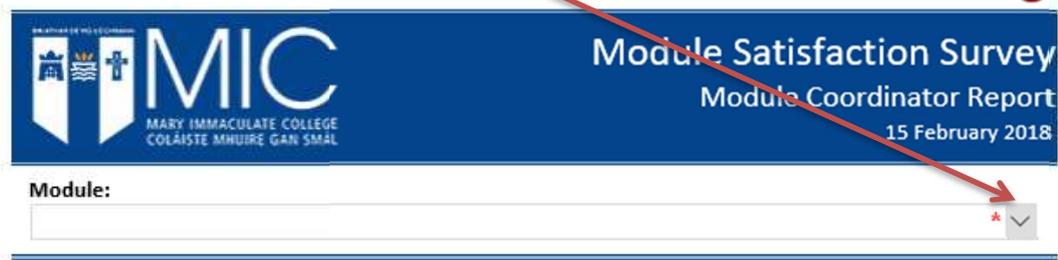
3. Click on **“Report – Module Coordinator”**



4. Click on **“View Module Coordinator Report”**



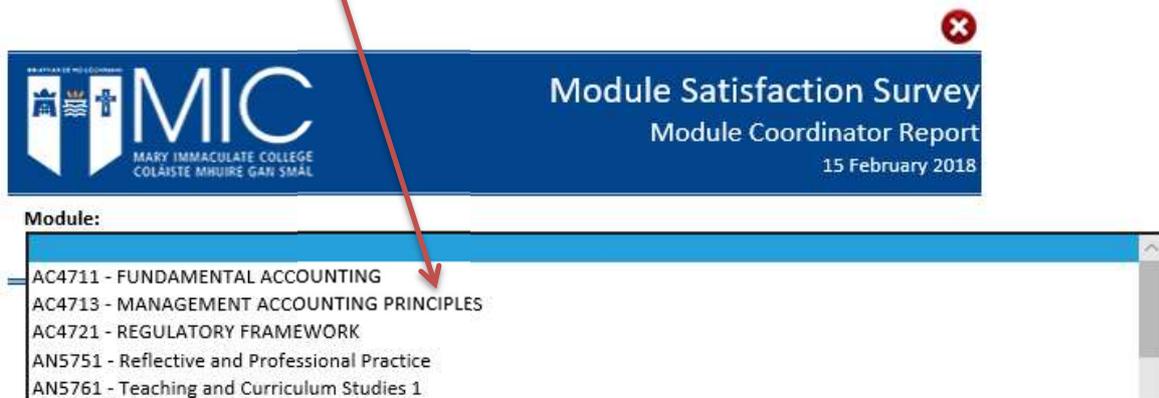
5. Click on the drop-down arrow:



The screenshot shows the header of the Module Satisfaction Survey Module Coordinator Report for Mary Immaculate College. The header includes the MIC logo, the text 'Module Satisfaction Survey Module Coordinator Report', and the date '15 February 2018'. Below the header is a 'Module:' label followed by a dropdown menu. A red arrow points to the dropdown arrow icon on the right side of the menu.

Module:

6. Select the MSS Report that you wish to view:



The screenshot shows the same header as in the previous image. Below the header, the dropdown menu is open, displaying a list of module options. A red arrow points to the first option, 'AC4711 - FUNDAMENTAL ACCOUNTING'.

Module:

- AC4711 - FUNDAMENTAL ACCOUNTING
- AC4713 - MANAGEMENT ACCOUNTING PRINCIPLES
- AC4721 - REGULATORY FRAMEWORK
- AN5751 - Reflective and Professional Practice
- AN5761 - Teaching and Curriculum Studies 1



## Module Satisfaction Survey

### Module Coordinator Report

15 February 2018

Module:

### Overview

Number of Students:	16
Number of Responses:	7
Response Rate:	43.75%

### Survey Questions

1. All things considered, how do you feel about this module?

	Very Dissatisfied:	0 (0%)
	Dissatisfied:	0 (0%)
	Neutral: <span style="font-family: monospace;">     </span>	2 (28.57%)
	Satisfied: <span style="font-family: monospace;">     </span>	5 (71.43%)
	Very Satisfied:	0 (0%)
Average:		3.71

2. All things considered, how do you feel about each of the following aspects of this module?

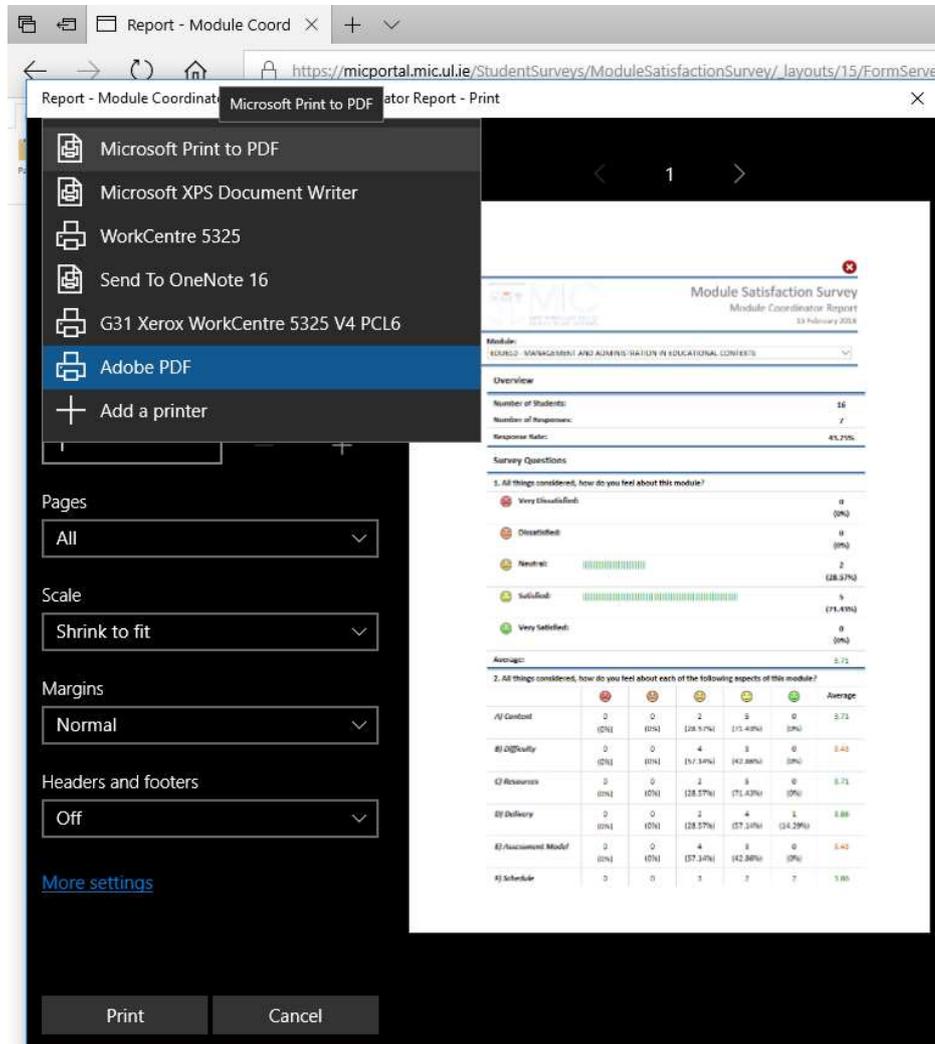
						Average
<i>A) Content</i>	0 (0%)	0 (0%)	2 (28.57%)	5 (71.43%)	0 (0%)	3.71
<i>B) Difficulty</i>	0 (0%)	0 (0%)	4 (57.14%)	3 (42.86%)	0 (0%)	3.43
<i>C) Resources</i>	0 (0%)	0 (0%)	2 (28.57%)	5 (71.43%)	0 (0%)	3.71
<i>D) Delivery</i>	0 (0%)	0 (0%)	2 (28.57%)	4 (57.14%)	1 (14.29%)	3.86
<i>E) Assessment Model</i>	0 (0%)	0 (0%)	4 (57.14%)	3 (42.86%)	0 (0%)	3.43
<i>F) Schedule</i>	0 (0%)	0 (0%)	3 (42.86%)	2 (28.57%)	2 (28.57%)	3.86
<i>G) Rooms &amp; Facilities</i>	0 (0%)	1 (14.29%)	1 (14.29%)	2 (28.57%)	3 (42.86%)	4

AVERAGE SCORING ON A SCALE OF 1 TO 5, WHERE 1 = VERY DISSATISFIED AND 5 = VERY SATISFIED

## Saving a Copy of a Module Report

To save a copy of the MSS report, click on Print within your internet browser, select either “Microsoft Print to PDF” (Microsoft Edge) or “Adobe PDF” (Microsoft Edge / Mozilla Firefox). This will allow you to share the report with others that teach on the module.

### Microsoft Edge



The screenshot shows a Microsoft Edge browser window displaying a 'Module Satisfaction Survey' report. A 'Print' dialog box is open, showing a list of printers. 'Adobe PDF' is selected. The report content is visible in the background.

**Module Satisfaction Survey**  
Module Coordinator Report  
13 February 2023

Module: EDUC20: MANAGEMENT AND ADMINISTRATION IN EDUCATIONAL CONTEXTS

**Overview**

Number of Students:	16
Number of Responses:	7
Response Rate:	43.75%

**Survey Questions**

1. All things considered, how do you feel about this module?

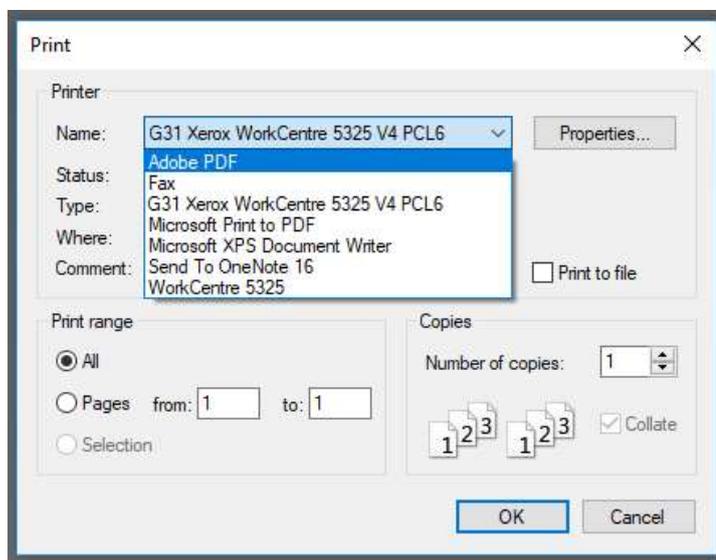
Very Dissatisfied:	0 (0%)
Dissatisfied:	0 (0%)
Neutral:	2 (28.57%)
Satisfied:	5 (71.43%)
Very Satisfied:	0 (0%)

Average: 3.75

2. All things considered, how do you feel about each of the following aspects of this module?

	0 (0%)	1 (12.5%)	2 (25%)	3 (37.5%)	4 (50%)	Average
A) Content	0	0	2	3	0	3.75
B) Difficulty	0	0	4	3	0	3.43
C) Resources	0	0	2	3	0	3.75
D) Delivery	0	0	2	4	1	3.88
E) Assessment Method	0	0	4	3	0	3.43
F) Schedule	0	0	3	2	1	3.88

### Mozilla Firefox



The screenshot shows the 'Print' dialog box in Mozilla Firefox. The printer list is open, showing 'Adobe PDF' as the selected printer. The dialog includes options for printer name, status, type, where, comment, print range, and number of copies.

**Print**

Printer:

Name: G31 Xerox WorkCentre 5325 V4 PCL6 (selected)  
Status: Adobe PDF  
Type: G31 Xerox WorkCentre 5325 V4 PCL6  
Where: Microsoft Print to PDF  
Comment: Microsoft XPS Document Writer  
Send To OneNote 16  
WorkCentre 5325

Print to file

Print range:

All  
 Pages from: 1 to: 1  
 Selection

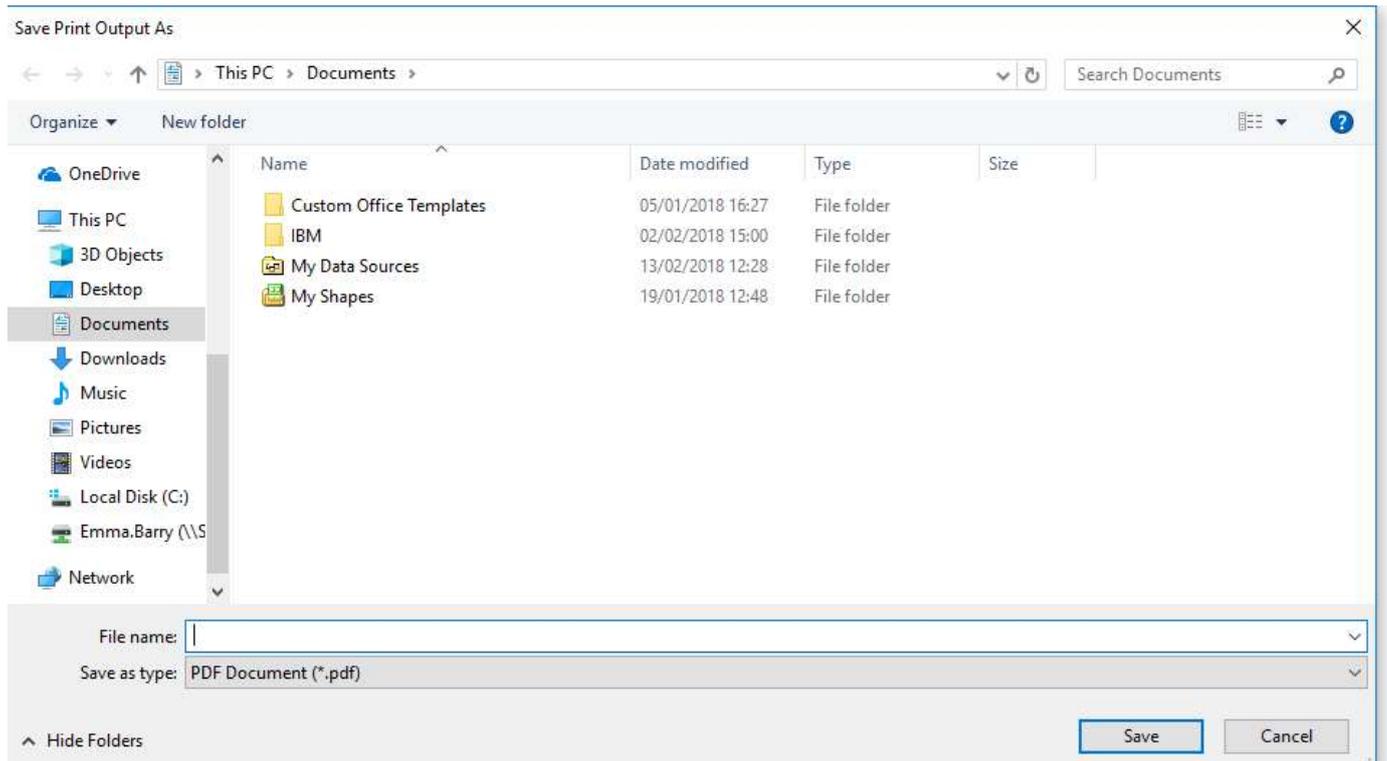
Copies:

Number of copies: 1  
 Collate

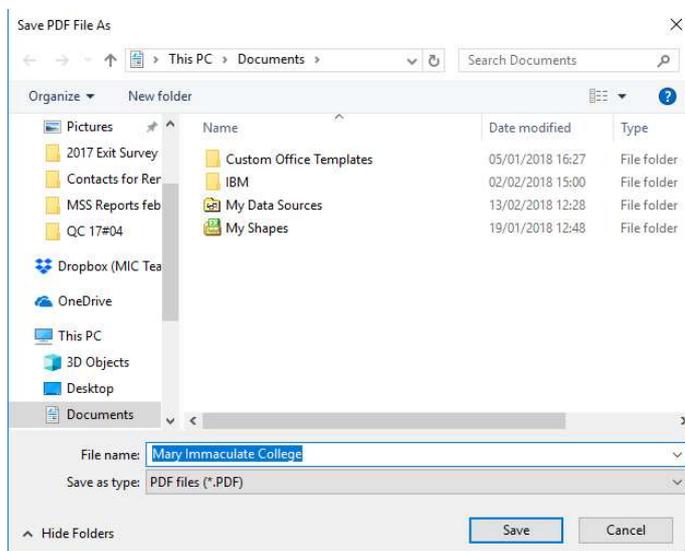
OK Cancel

Click on “Print” (Microsoft Edge) or “Ok”, (Mozilla Firefox), you can then save the report as you would save any file.

## Microsoft Edge

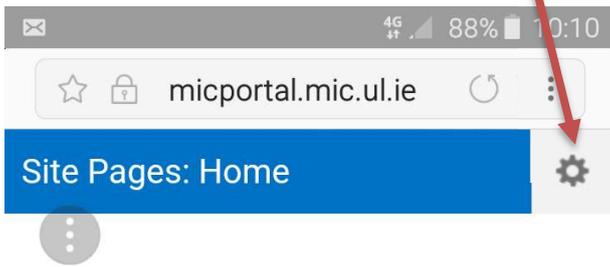


## Mozilla Firefox



## Accessing the Module Reports from a Smartphone / Tablet

If you are accessing the MSS from a smartphone or tablet the MSS may appear as follows, i.e. the left side of the screen is not visible. Click on the settings icon:



Welcome to the Module Satisfaction Survey, click on Survey at the left hand side of the screen to begin.

Queries should be addressed to [quality@mic.ul.ie](mailto:quality@mic.ul.ie)

You should see a menu similar to this:



Select "Switch to PC View".

The MSS should then appear as follows, click "Report – Module Coordinator" on the left hand side of the screen.

