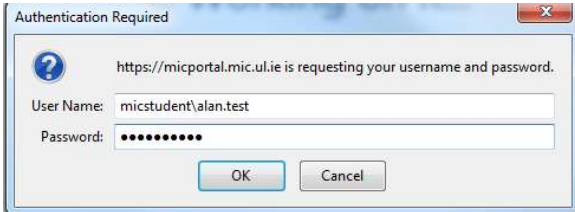


Module Satisfaction Survey (MSS) Module Coordinator Instructions

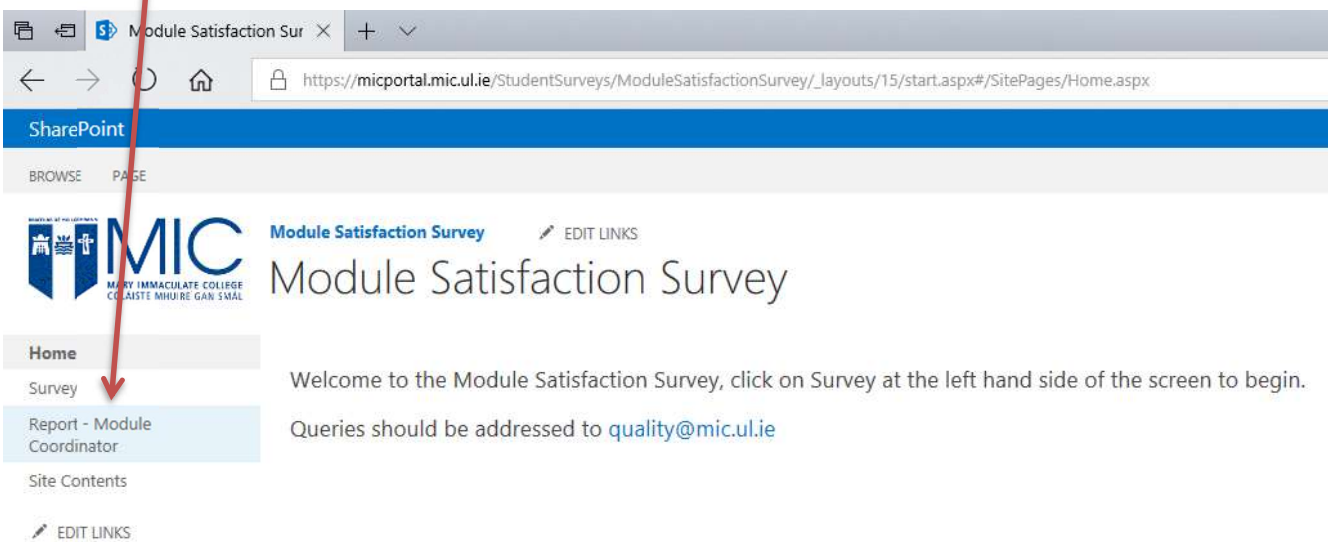
1. Click on the following link to access the survey report(s):

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

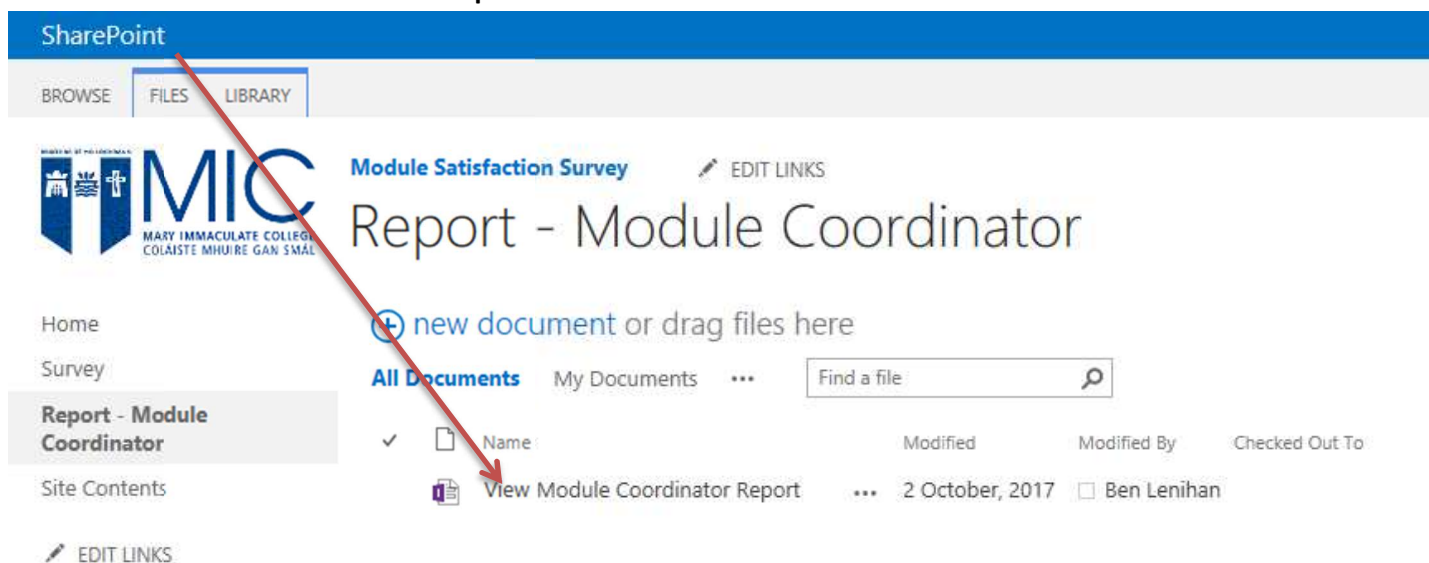
2. If you are not logged into SharePoint automatically, enter your username and password and click ok.



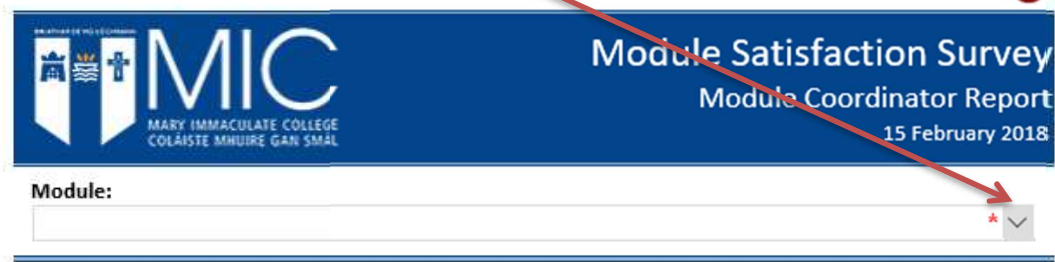
3. Click on **“Report – Module Coordinator”**



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

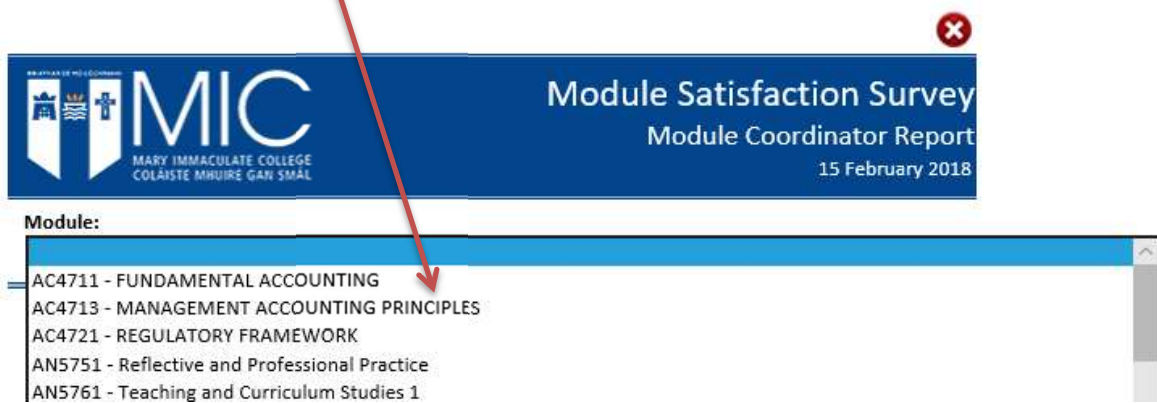


5. Click on the drop-down arrow:



The screenshot shows the header of the Module Satisfaction Survey Module Coordinator Report for Mary Immaculate College, dated 15 February 2018. Below the header is a form with a label "Module:" and a text input field. A red arrow points to a small drop-down arrow icon in the bottom right corner of the form.

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



The screenshot shows the same header as the previous image. Below the header, the "Module:" label is followed by a list of modules. A red arrow points to the first module in the list, "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:	2 (28.57%)
Satisfied:	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?

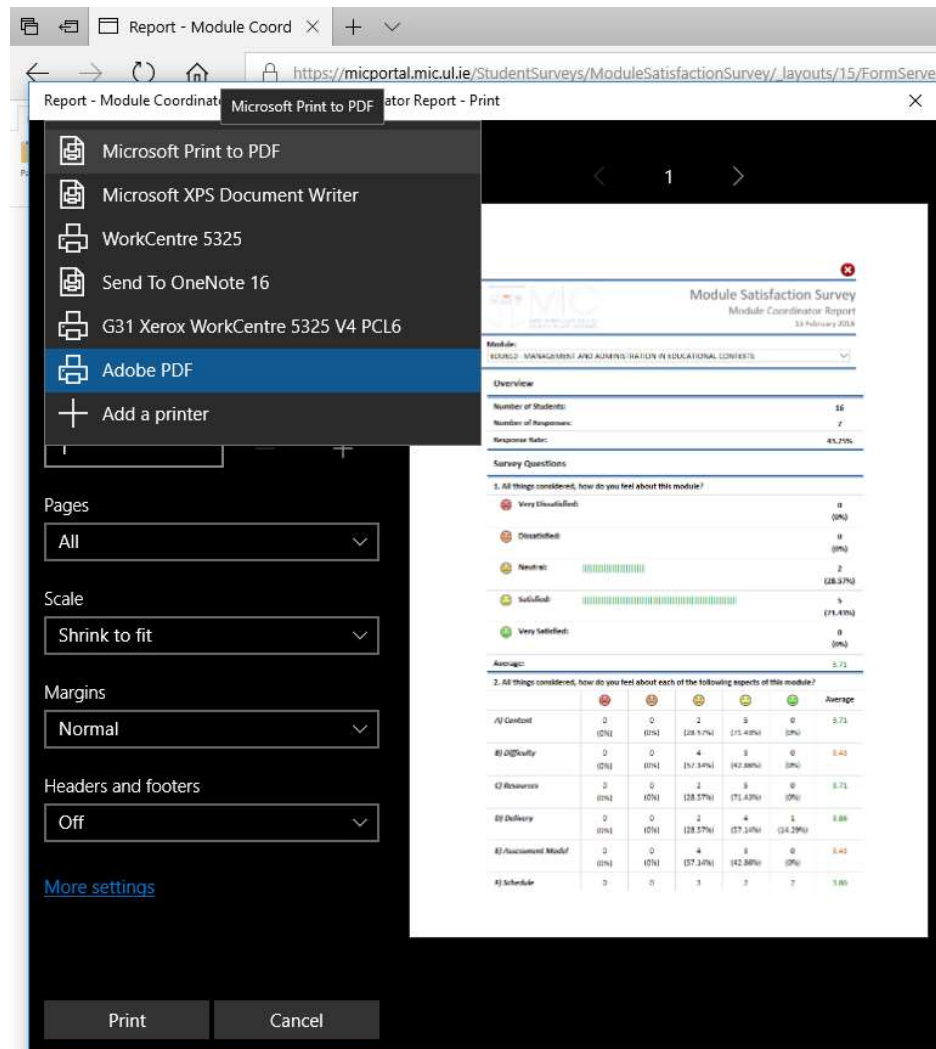
						Average
A) Content	0 (0%)	0 (0%)	2 (28.57%)	5 (71.43%)	0 (0%)	3.71
B) Difficulty	0 (0%)	0 (0%)	4 (57.14%)	3 (42.86%)	0 (0%)	3.43
C) Resources	0 (0%)	0 (0%)	2 (28.57%)	5 (71.43%)	0 (0%)	3.71
D) Delivery	0 (0%)	0 (0%)	2 (28.57%)	4 (57.14%)	1 (14.29%)	3.86
E) Assessment Model	0 (0%)	0 (0%)	4 (57.14%)	3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

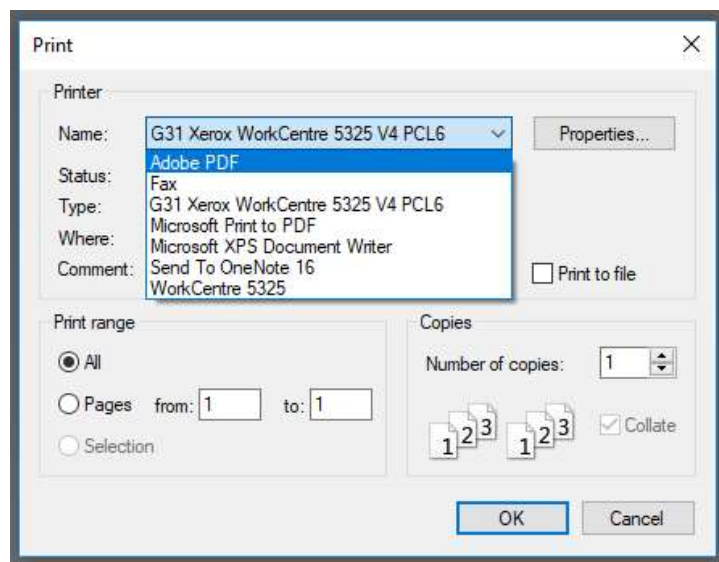
Saving a Copy of a Module Report

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

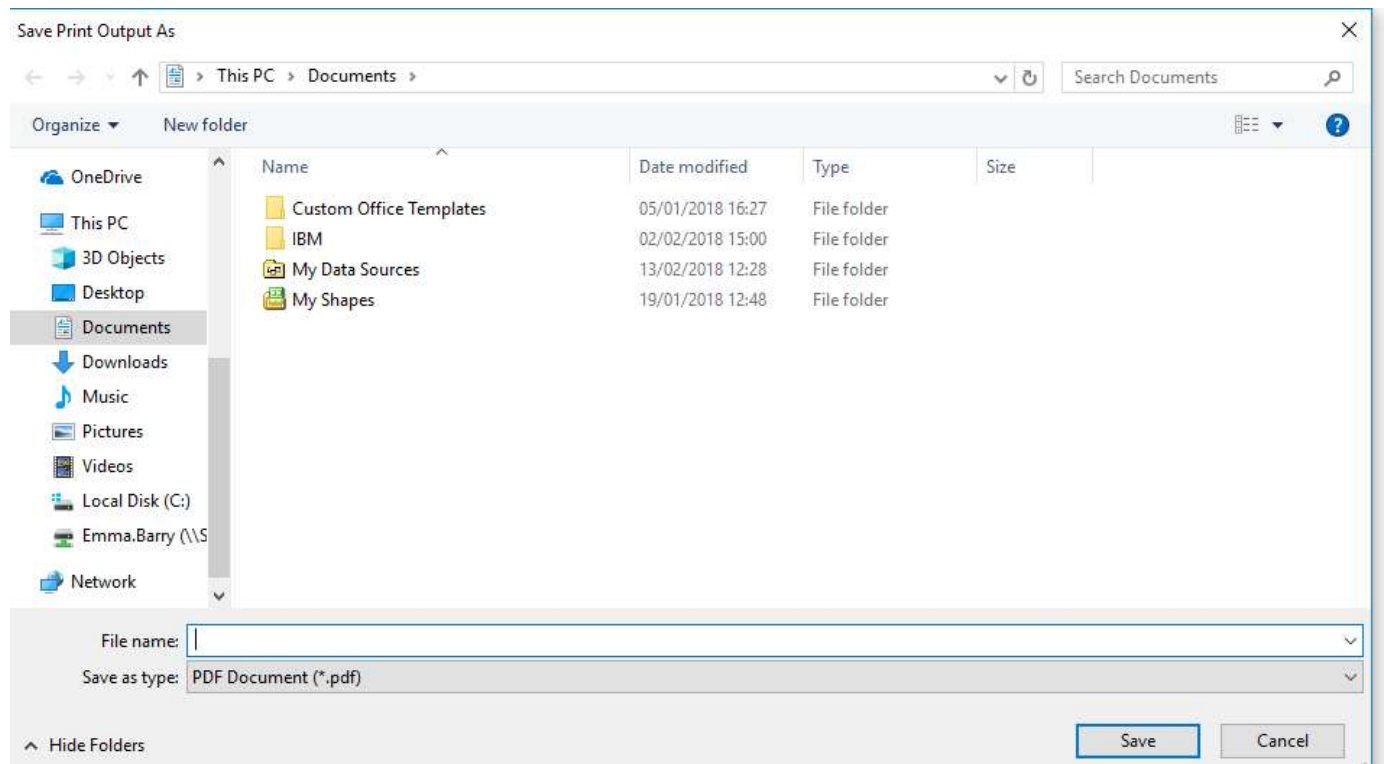


Mozilla Firefox

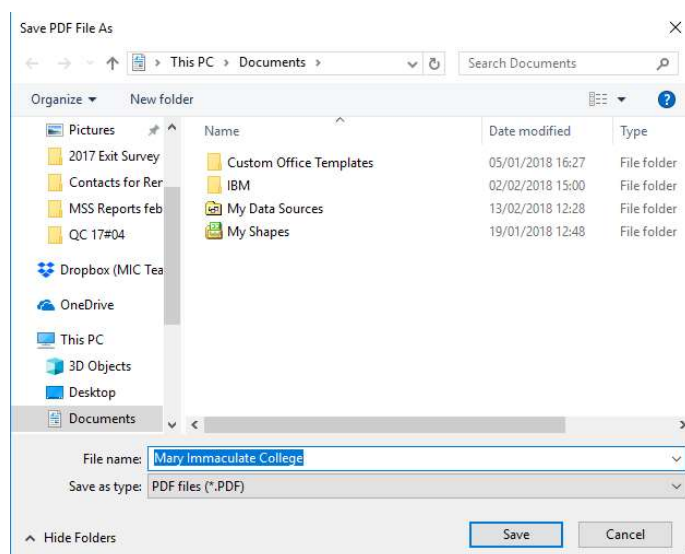


Click on “Print” (Microsoft Edge) or “Ok”, (Mozilla Firefox), you can then save the report as you would save any file.

Microsoft Edge

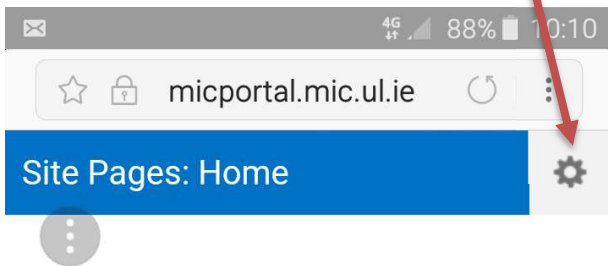


Mozilla Firefox



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

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.

