



Guide for Students

MyKoha Course and Lecturer Survey

Introduction

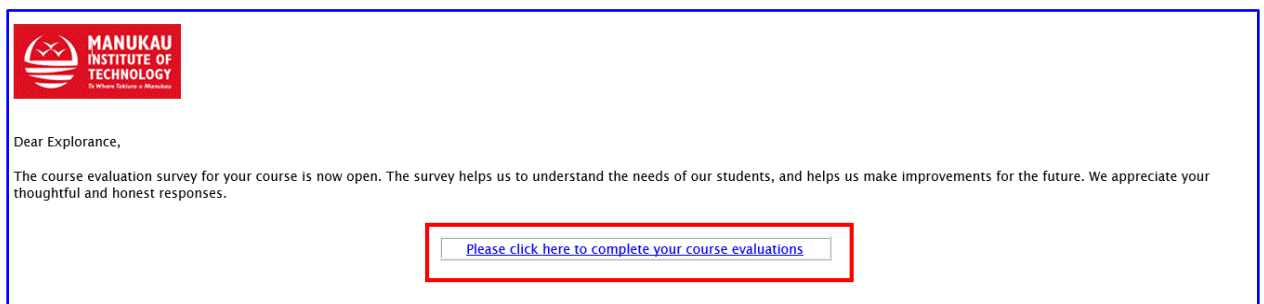
The term **Koha** is widely known in Aotearoa as the giving of a gift often to express deep gratitude, but it can be expressed in different ways. The giving of koha acknowledges that valued contributions given are received responsibly, and with integrity.

MyKoha is our manaakitanga in contributing to your success. The survey, MyKoha, consists of two parts: the Courses survey and Lecturer Survey. The Course Survey will enable us to know how satisfied you are with your overall student experience with the course. The Lecturer Survey will help us improved instructional methods and strategies.

You can access the survey through your MIT email address and/or through Canvas.

Email Link

1. You will receive an invitation email similar to the image below. Click on the link to access your survey.

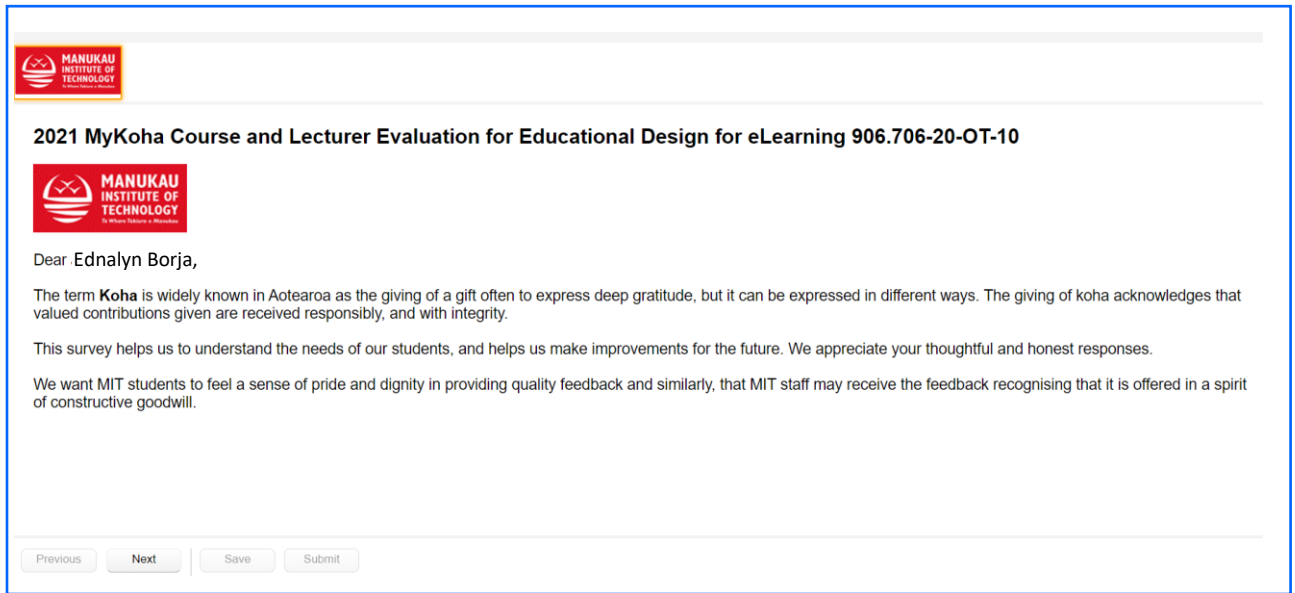


2. The next page will be similar the image below. Click on the name of course you want to survey. *Subject* got the list of course/s that needs your feedback, *Due date* is the date when the survey will be closed and *Status* tells you that the survey is still:
 - **Open** – means that the survey is ready and you can enter your feedback;
 - **Expired** - means the survey for course has been closed and you cannot access the survey;
 - **Completed** - means you completed the survey;
 - **In- progress** - means you started the survey but hasn't completed it yet.

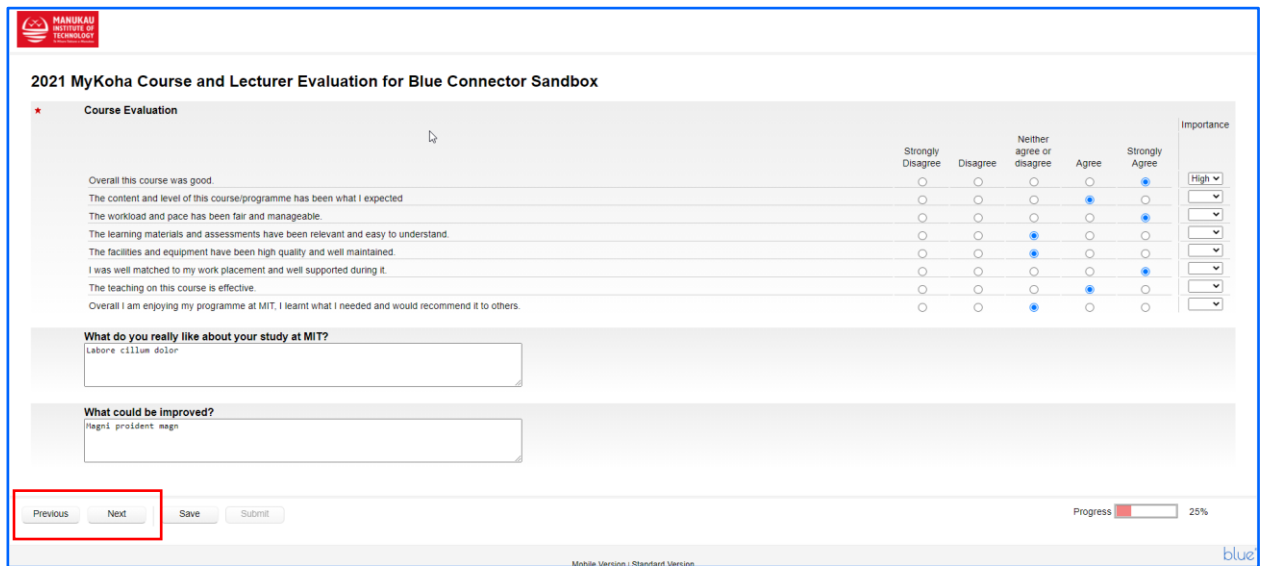


NOTE: Be sure to complete the survey on/before its Due date.

- The survey will open in a new browser page displaying MyKoha's **Welcome message**.



- You can navigate through the survey using the **Next** and **Previous** button.



- Click **Save** to save your responses and complete the survey at a later stage, or click the **Submit** button when you are finished and are ready to submit your responses to the survey.




Previous - Allows you to go back to the previous section/page

Next - Allows you to proceed to the next page provided that you answered all the questions on the current page.

Save – Allows you to save your responses and continue and complete the survey at a later stage

Submit – Allows you to submit your responses Make sure you have completed the whole survey before clicking the **Submit** button.

6. The first part of the survey will be about the Course, and second part of the will be about your Lecturer (s).

Note: You need to answer **all** the questions, otherwise you will not be able to advance to the next section. Error mark  will appear next to any unanswered statement.

2021 MyKoha Course and Lecturer Evaluation for Educational Design for eLearning 906.706-20-OT-10

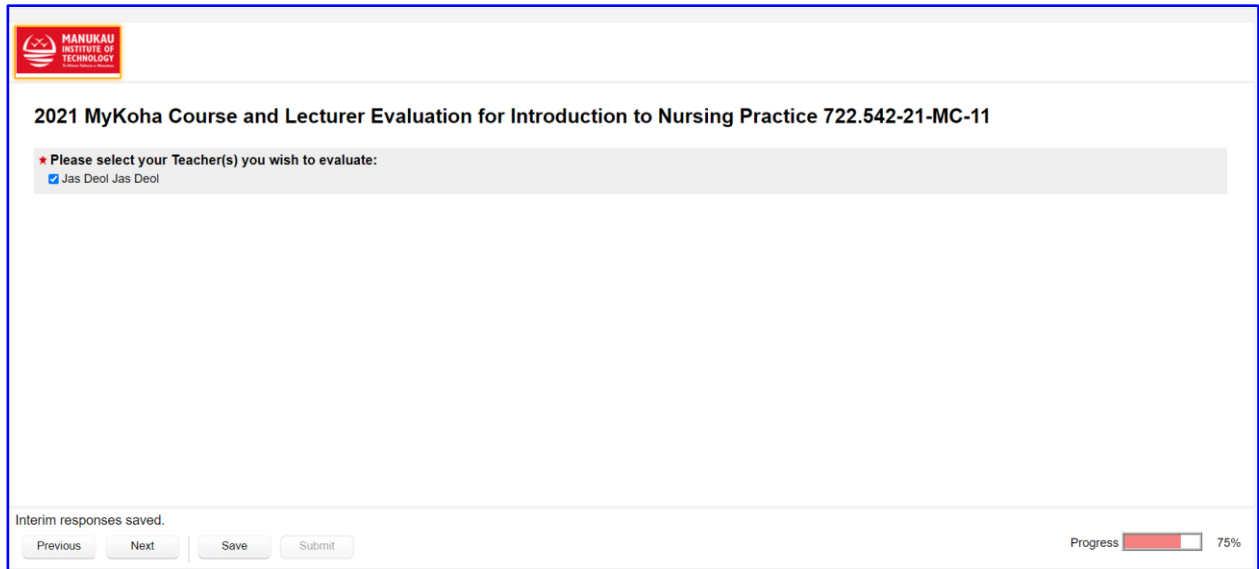
★! **Course Evaluation**
You must complete this question.

	Strongly Disagree	Disagree	Neither agree or disagree	Agree	Strongly Agree	How important is this to you?
★! The course followed the expected course outline.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
★! The course delivery and pace were fair and reasonable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
★! The course difficulty was manageable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
★! The course workload was manageable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
★! I was given all the course information I needed to succeed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
★! I felt safe and welcomed in the course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
★! The course assessment (assignment) requirements were communicated clearly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
★! The course assessments matched the learning outcome(s).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
★! The course was inclusive of Māori knowledge.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
★! Taking into account all aspects of this course (its content, structure, assessments and teaching), how would you rate the course overall? You must complete this question.		1 (Poor)	2	3	4	5 (Excellent)
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

This column is about how important you see the question in evaluating the Course

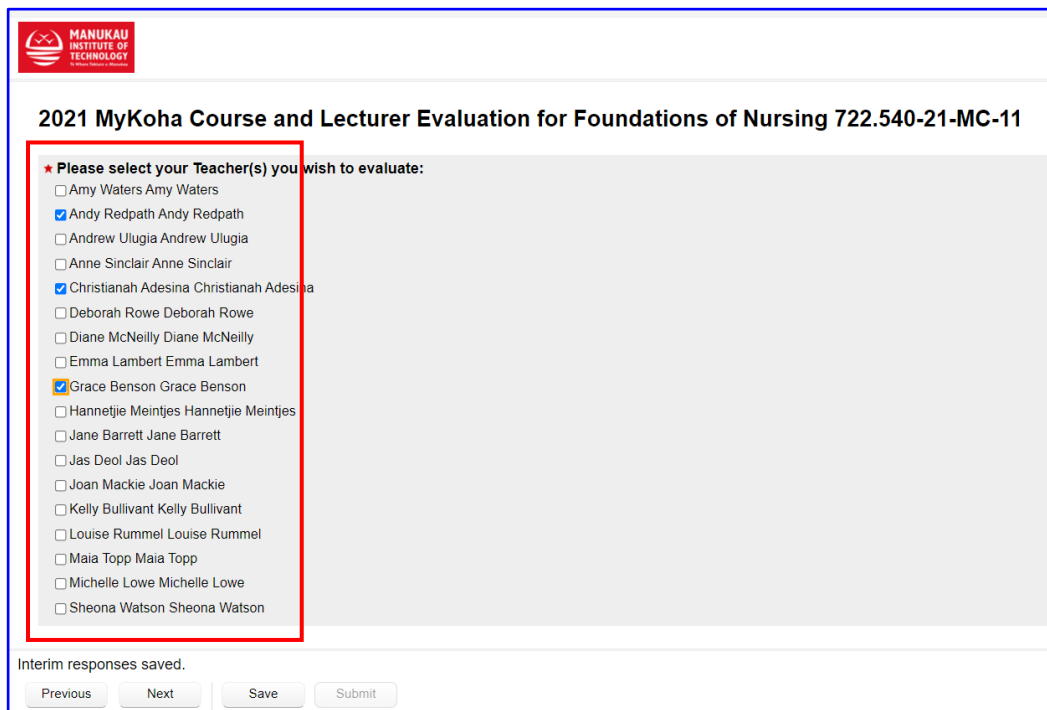
7. To complete the Lecturer's Survey page, you need to tick (✓) the box next to your lecturer's name. Then click **Next** to proceed to Lecturer's survey question. In case, you have two (2) or more lecturers on the course you are evaluating, you need to tick (or put check mark) the box before the lecturer's name who you want to evaluate.

Figure 7.1.



The screenshot shows a MyKoha evaluation page for the course "2021 MyKoha Course and Lecturer Evaluation for Introduction to Nursing Practice 722.542-21-MC-11". The page header includes the Manukau Institute of Technology logo. The main heading is "2021 MyKoha Course and Lecturer Evaluation for Introduction to Nursing Practice 722.542-21-MC-11". Below this, there is a section titled "Please select your Teacher(s) you wish to evaluate:" with a single checked option: "Jas Deol Jas Deol". At the bottom, there are navigation buttons: "Previous", "Next", "Save", and "Submit". A progress indicator shows "Progress" at 75%.

Figure 7.2.



The screenshot shows a MyKoha evaluation page for the course "2021 MyKoha Course and Lecturer Evaluation for Foundations of Nursing 722.540-21-MC-11". The page header includes the Manukau Institute of Technology logo. The main heading is "2021 MyKoha Course and Lecturer Evaluation for Foundations of Nursing 722.540-21-MC-11". Below this, there is a section titled "Please select your Teacher(s) you wish to evaluate:" with a list of lecturers. The list includes: Amy Waters Amy Waters, Andy Redpath Andy Redpath (checked), Andrew Ulugia Andrew Ulugia, Anne Sinclair Anne Sinclair, Christianah Adesina Christianah Adesina (checked), Deborah Rowe Deborah Rowe, Diane McNeilly Diane McNeilly, Emma Lambert Emma Lambert, Grace Benson Grace Benson (checked), Hanneltjie Meintjes Hanneltjie Meintjes, Jane Barrett Jane Barrett, Jas Deol Jas Deol, Joan Mackie Joan Mackie, Kelly Bullivant Kelly Bullivant, Louise Rummel Louise Rummel, Maia Topp Maia Topp, Michelle Lowe Michelle Lowe, and Sheona Watson Sheona Watson. At the bottom, there are navigation buttons: "Previous", "Next", "Save", and "Submit". A progress indicator shows "Progress" at 75%.

8. Complete the survey and click the **Submit** button.

2021 MyKoha Course and Lecturer Evaluation for Foundations of Nursing 722.540-21-MC-11

Lecturer Evaluation for: Dioxia Smith

	Strongly Disagree	Disagree	Neither agree or disagree	Agree	Strongly Agree	How important is this to you?
The lecturer created a culture of respect for all students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Low
The lecturer was well prepared for each session (e.g., class, workshop, lecture, tutorial).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	High
The lecturer was knowledgeable about the subject they were teaching.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	High
The lecturer clearly explained key ideas and difficult material.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Medium
The lecturer was responsive when I needed support.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Medium
The lecturer comments/feedback on my course work and assessments helped me to learn.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	High
The lecturer completed the marking of my course work and assessments within 10 working days.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Low

Please provide comments/feedback about how lecturer(s) can improve the teaching of this course.

thanks alot for your efforts and taking the time to teach us all

Please provide comments/feedback about what you liked best with the teaching of this course.

I liked the different methods used

Interim responses saved.

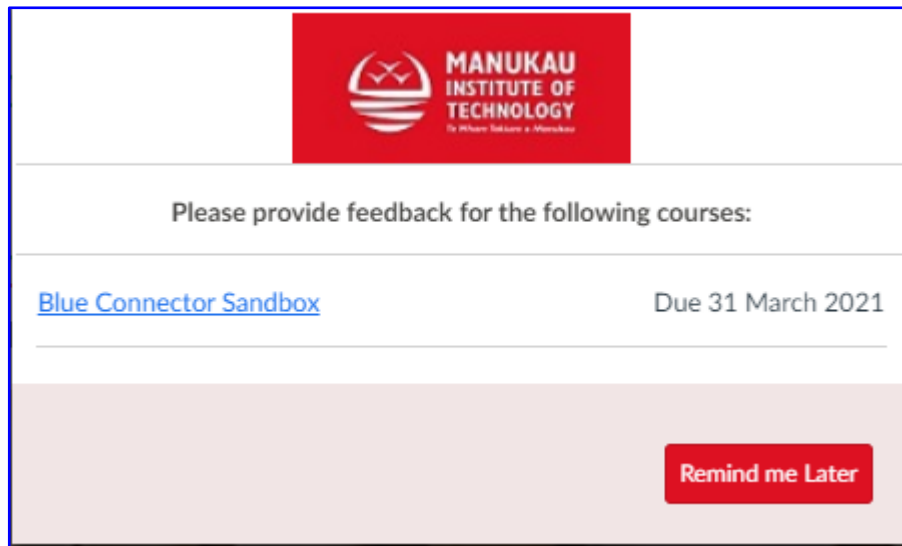
Previous Next Save **Submit**

Progress 100%

Note : Similar to your Course feedback page, the column at the far right is about how important you see the question in giving feedback on your lecturer’s teaching method, styles and strategies.

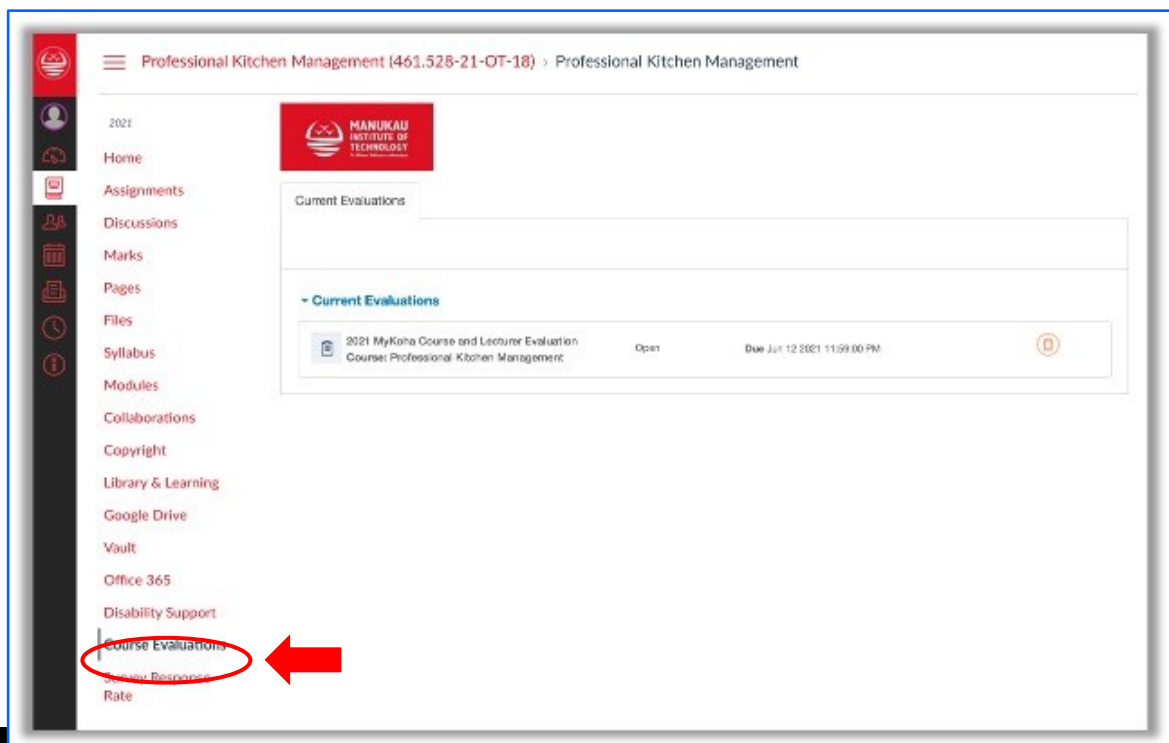
Canvas

1. Log into Canvas with your MIT credentials.
2. Once logged to your Canvas, you will see a pop-up message, reminding you that you have an outstanding survey (or list of your courses) due to be completed.

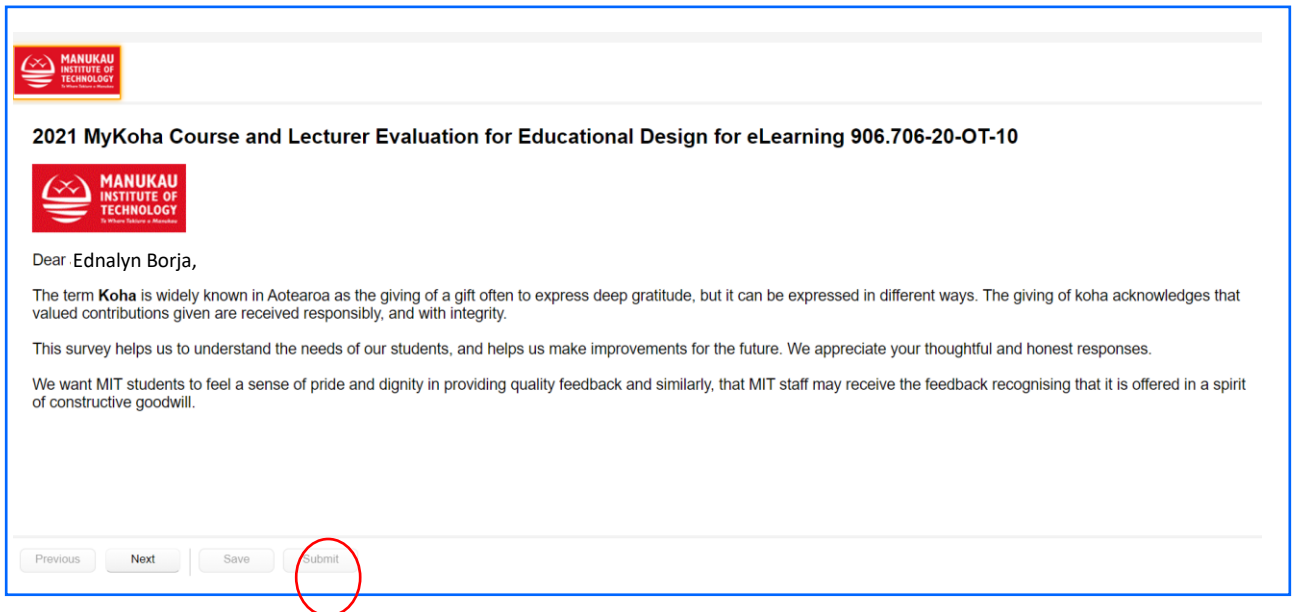



Or

On your **Navigation** menu (found on the left side of your page), click *Course Evaluations*. It will display all the courses that needs your feedback.




3. By clicking on any of the links in the pop-up, you will be directed to your survey.



 MANUKAU INSTITUTE OF TECHNOLOGY

2021 MyKoha Course and Lecturer Evaluation for Educational Design for eLearning 906.706-20-OT-10

 MANUKAU INSTITUTE OF TECHNOLOGY

Dear Ednalyn Borja,

The term **Koha** is widely known in Aotearoa as the giving of a gift often to express deep gratitude, but it can be expressed in different ways. The giving of koha acknowledges that valued contributions given are received responsibly, and with integrity.

This survey helps us to understand the needs of our students, and helps us make improvements for the future. We appreciate your thoughtful and honest responses.

We want MIT students to feel a sense of pride and dignity in providing quality feedback and similarly, that MIT staff may receive the feedback recognising that it is offered in a spirit of constructive goodwill.

Previous Next Save **Submit**

4. Complete Step 4 to step 8 on pages 2 to 5.