

Accessing the Module Evaluation Survey Results

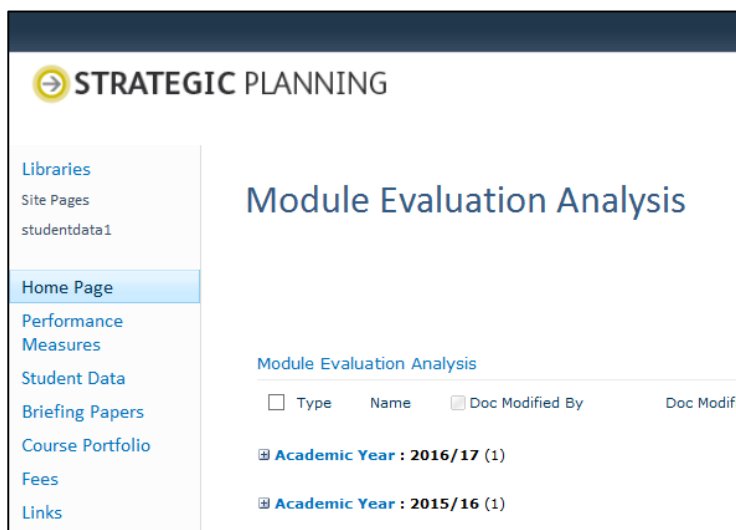
Note

The Module Evaluation Survey Results are made available as a Tableau file. You will only be able to view the results if you have Tableau Reader installed on your computer. If Tableau Reader is installed on your computer, you should be able to see the icon on your desktop (see image). If you don't have Tableau, please contact IT on x2222.

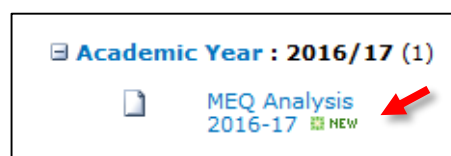
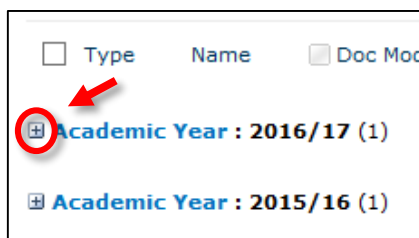


How to access the results

1. Click on the link <https://planning.uwl.ac.uk/Docs2/pages/ModuleEvaluationAnalysis.aspx>. This will automatically open your browser. If you are access this link off campus, you may be asked to enter your UWL credentials. You will then be taken to the "Strategic Planning Module Evaluation Analysis" Sharepoint page:



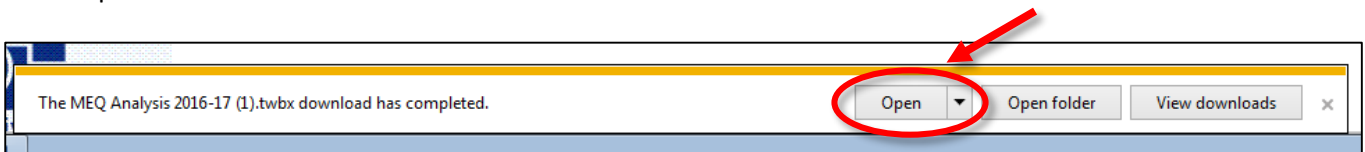
2. Expand the information for "Academic Year 2016/17" by clicking on the "+" button next to it. You will now see the file "MEQ Analysis 2016-17".



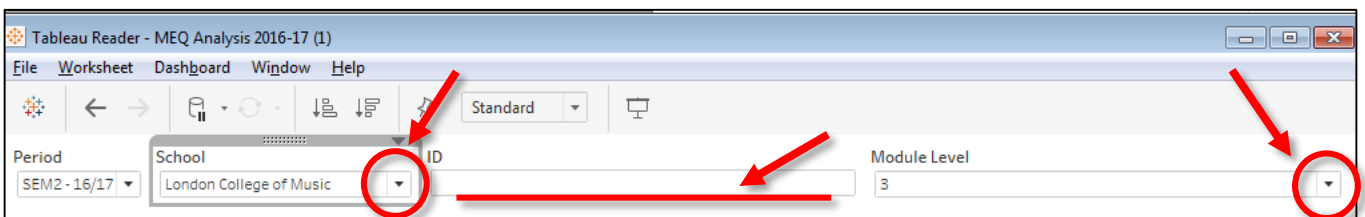
- Left-click on "MEQ Analysis 2016/17". At the bottom of your browser window, you will now be asked if you would like to save "MEQ Analysis 2016-17.twbx". Click on "Save".



- You will be informed when your download has been completed. Select "Open". This will open the programme *Tableau Reader* to view the file. If you have any issues with this step, please contact IT on x2222.



- In *Tableau Reader*, make sure you are on the tab "% agree against benchmark" (bottom of the window). Then select your School and module level from the drop-down menus and enter the module reference code in the "ID" field in order to see the feedback for your module.



Tip 1: You can get further information on the graphs by hovering the mouse over the "information" icon



Tip 2: You can export and share your results with your teaching team as a .pdf document by selecting "File" > "Print to PDF". Select "ok" and then the location where you would like to save the .pdf document.

