

Academic Advisory System (Student Self-Assessment)

User Guides

The Steps”

1. Main Menu > Self Service > Survey
Navigate to screen 'Survey' and a list of available surveys (sample as below) will be displayed

List of Survey

Student ID 00xxxxxx

Address Type HOME Phone Type Mobile

Address STREET 1, CAPITAL CITY, MALAYSIA Telephone 010/xxxxxxxxxx

Survey ID	Close Date	Total Questions	Status	View
1 Academic Assessment	28/03/2017	5	In Progress	View
2 Customer Satisfaction Index	28/02/2017	25		View

2. To start / view the survey, click 'View' button.
(This button will be disable once survey has been closed)

Survey ID	Close Date	Total Questions	Status	View
1 Academic Assessment	28/03/2017	5		View

3. List of questionnaires will be displayed together with current respondent info (ID, name and residency)

Academic Assessment

ID 1141128451 xxxxxxxxxxxNxxxxx

Residency Local

[View All](#) [First](#) 1 of 3 [Last](#)

Instructor assessment

1 Instructor has ability to speak in front of a group.
* Comment (500 Chars)

2 Instructor has ability to interact respectfully with others.
* Comment (500 Chars)

3 Instructor has ability to effectively answer questions.
* Comment (500 Chars)

4 sasma.sm.asma/s
* Comment (500 Chars)

[Save](#) [Submit](#)

(By default, the screen will display the questions per section / part)

To view all the survey sections and questions, click on link 'View All'

Additionally, click on icon [First](#) 1 of 2 [Last](#) to navigate between the sections (The link and icon are located at the right side of the question field)

4. To provide answer, click on the drop-down list beside each of the question and select the response of choice.

The screenshot shows the 'Academic Assessment' interface. At the top, it displays 'ID 1141128451' and 'Residency Local'. Below this is a navigation bar with 'View All', 'First', '1 of 3', and 'Last'. The main section is titled 'Instructor assessment' and contains two questions:

- Question 1: 'Instructor has ability to speak in front of a group.' Below it is a text input field labeled '* Comment (500 Chars)'. A dropdown menu is open to the right of the question, showing five options: '1-Poor', '2-Unsatisfactory', '3-Satisfactory', '4-Good', and '5-Excellent'.
- Question 2: 'Instructor has ability to interact respectfully with others.' Below it is another text input field labeled '* Comment (500 Chars)'.

5. Respondent will be able to key in additional comment at Maximum character is 500chars.

The screenshot shows a single text input field with the label '* Comment (500 Chars)' above it. The field is empty and has a light green background.

6. Click on button 'Save' to save the current responses
(SAVE: This action will enable respondent to save the responses without completing the survey and will still be able to return and change back the responses later. Please note that respondent still required to click 'Submit' button to complete the survey)

The screenshot shows the 'Academic Assessment' interface. At the top, it displays 'ID 1141128451' and 'Residency Local'. Below this is a navigation bar with 'View All', 'First', '2 of 3', and 'Last'. The main section is titled 'classroom matters' and contains two questions:

- Question 1: 'The chair and table are comfortable'. To the right is a dropdown menu with '1-YES' selected. Below it is a text input field labeled '* Comment (500 Chars)' containing the text 'please paste cleanliness sticker to arrange back the desk and chair after use.'.
- Question 2: 'The facilities are in good condition'. To the right is a dropdown menu with '1-YES' selected. Below it is another text input field labeled '* Comment (500 Chars)' containing the text 'All accommodation in good shape'.

At the bottom of the form, there are two buttons: 'Save' and 'Submit'. The 'Save' button is highlighted with a red box.

7. Click on 'Submit' button to submit survey once all questions have been answered and satisfied with. Notice that after submit, both 'Save' and 'Submit' buttons will be disabled
 (SUBMIT: This action will only be allowed once all the questionnaire have been answered. Respondent will not be able to modify the response after submission)

Academic Assessment

ID 1141128451 xxxxxxxxxxxNxxxxx

Residency Local

View All First 2 of 3 Last

classroom matters

1 The chair and table are comfortable 1-YES

* Comment (500 Chars)

please paste cleanliness sticker to arrange back the desk and chair after use.

2 The facilities are in good condition 1-YES

* Comment (500 Chars)

All equipment in good condition

Save Submit

Academic Assessment

ID 1141128451 xxxxxxxxxxxNxxxxx

Residency Local

View All First 2 of 3 Last

classroom matters

1 The chair and table are comfortable 1-YES

* Comment (500 Chars)

please paste cleanliness sticker to arrange back the desk and chair after use.

2 The facilities are in good condition 1-YES

* Comment (500 Chars)

All equipment in good condition

Save Submit

8. Survey status will be shown as 'Submitted' to indicate that survey has been completed
 Nevertheless, respondent will be able to view the responses submitted earlier providing it is still before survey closing date.

Survey ID	Close Date	Total Questions	Status	View
1 Academic Assessment	28/03/2017	5	Submitted	View

End process