

S tudent O n L ine E valuation

This guide will take you through the process of submitting feedback on your lectures through SOLE.

www.imperial.ac.uk/newsole

SOLE is anonymous

Any feedback you submit cannot be traced back to you.

SOLE is used to improve your course

Your feedback will be distributed to the individual lecturers as well as being passed on to module and course leaders who can take appropriate action should you raise any concerns.

SOLE sessions

You can complete a survey over multiple sessions within SOLE as long as you completely submit feedback for a module within the survey each session. Partially completed module surveys are not saved.

Do not use browser navigation buttons

When you have logged in to SOLE, do not use you the back and forward browser navigation buttons. Use the on-page navigation links as these will preserve information you have entered.

Log out

Log out using the links provided within SOLE. Do not close your internet browser application without logging out.

Timing out

SOLE will timeout after a 1 hour period of inactivity. Advancing a screen constitutes activity and will reset the timeout countdown. Do not leave SOLE unattended as feedback entered but not confirmed as submitted will be lost.

Submitting feedback

SOLE will provide a confirmation screen before finally submitting your feedback for a module. SOLE will not retain any feedback you enter for a module until you submit it completely.

Queries or Problems

Please email the Quality Assurance and Enhancement Team at umo.gae@imperial.ac.uk.

Screen 1

Log on at www.imperial.ac.uk/newsole

This is the first screen you should see.

This screen lists all the surveys that are available for you to completed.

Select the survey 'DQ-G-Le Graduate Entry Programme Autumn Term Part 1'

Imperial College London

sole

MyFeedback

HOME | DEPT CONTACTS | FAQ | HELP | RESULTS | LOGOUT

Welcome to the Imperial College London Feedback System

This system is used to obtain feedback from the college community on a range of subjects. The surveys that are relevant to you are listed below. Click on a Survey Title to enter.

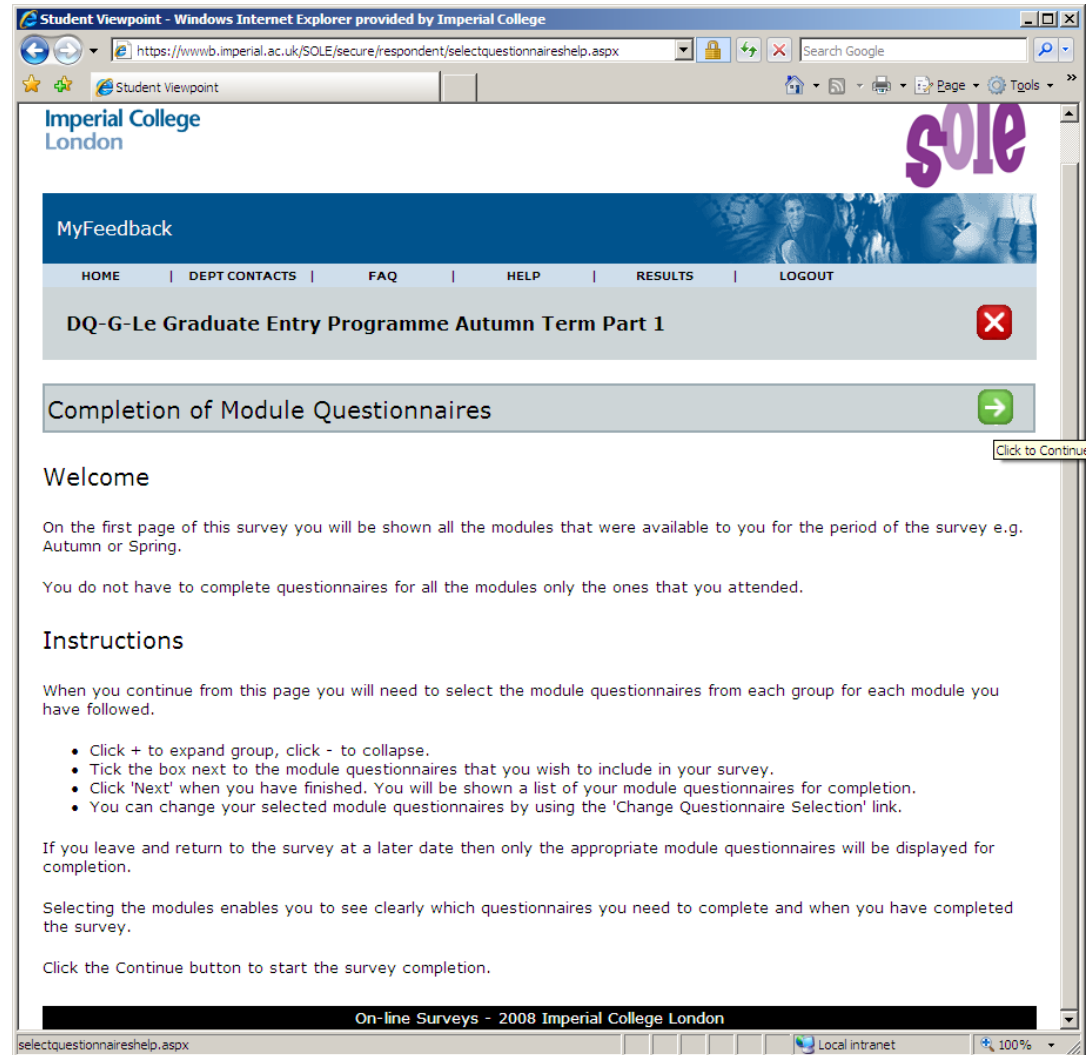
My Surveys :: Reenit Shah

Survey Title	Status	Close Date
DQ-G-Le Graduate Entry Programme Autumn Term Part 1	Not Started	21/12/2008

On-line Surveys - 2008 Imperial College London

Screen 2

On entering the survey you will see an instruction screen. Please read these and click on the green arrow to continue.



The screenshot shows a web browser window titled "Student Viewpoint - Windows Internet Explorer provided by Imperial College". The address bar shows the URL: <https://www.imperial.ac.uk/SOLE/secure/respondent/selectquestionnaireshelp.aspx>. The page header includes the Imperial College London logo and a "SOLE" watermark. Below the header is a navigation menu with links: HOME, DEPT CONTACTS, FAQ, HELP, RESULTS, and LOGOUT. A blue banner reads "MyFeedback". A grey box contains the text "DQ-G-Le Graduate Entry Programme Autumn Term Part 1" with a red 'X' icon. Below this is a grey box with the text "Completion of Module Questionnaires" and a green right-pointing arrow icon. A small "Click to Continue" tooltip is visible over the arrow. The main content area starts with a "Welcome" section, followed by instructions on how to use the survey, including a bulleted list of actions like "Click + to expand group" and "Click 'Next' when you have finished". The footer of the page reads "On-line Surveys - 2008 Imperial College London".

Screen 3

This screen shows the course you are enrolled on.

Expand the course icon to see the modules available for feedback by clicking on the '+' icon next to the course.



Screen 4

Select all the modules on this screen to set up your survey correctly.

Click on the green arrow to move to the next screen.

The screenshot shows a web browser window titled "Student Viewpoint - Windows Internet Explorer provided by Imperial College". The address bar displays the URL: <https://www.imperial.ac.uk/SOLE/secure/respondent/SelectQuestionnaires.aspx>. The page content includes the Imperial College London logo and the "sole" logo. A navigation bar contains links for HOME, DEPT CONTACTS, FAQ, HELP, RESULTS, and LOGOUT. The main heading is "DQ-G-Le Graduate Entry Programme Autumn Term Part 1". Below this, there is a text box with instructions: "Please select the module questionnaires from each group for each module you have followed. Click + to expand group, click - to collapse. Tick the box next to the module questionnaires that you wish to include in your survey. Click 'Next' when you have finished. You can return here to change your selected module questionnaires by using the 'Change Questionnaire Selection' link on the following page." A "Questionnaire Title" input field with a green arrow button is visible. Under the "Medicine (A101)" group, three checkboxes are selected: "Clinical Communication Skills (DUG01ZZ-102IC-COMM)", "Pharmacology & Therapeutics (DUG01ZZ-102IC-PHAR)", and "Sociology (DUG01ZZ-102IC-SOCI)". A footer bar at the bottom reads "On-line Surveys - 2008 Imperial College London".

Screen 5

This screen shows the survey set up for you to use. Each time you re-enter this survey you will be taken to this screen.

If you have made a mistake and not selected the correct modules you can return to the previous page by clicking on the Change Questionnaire Selection link.

Select a module link to give feedback on it.

Please note you can log out and in to submit feedback for a single module at a time. **However SOLE will not save any information entered until you confirm submission of feedback on the last page of each module survey.**

The screenshot shows a web browser window titled "Student Viewpoint - Windows Internet Explorer provided by Imperial College". The address bar shows the URL: <https://www.imperial.ac.uk/SOLE/secure/respondent/respondentquestionnairelist.aspx>. The page header includes the Imperial College London logo and the SOLE logo. Below the header is a navigation menu with links: HOME, DEPT CONTACTS, FAQ, HELP, RESULTS, and LOGOUT. The main content area is titled "MyFeedback" and displays "DQ-G-Le Graduate Entry Programme Autumn Term Part 1" with a "Change Questionnaire Selection" link and a red 'X' icon. A welcome message states: "Welcome to the Graduate Entry Programme Autumn Term Part 1 SOLE survey. This survey will enable you to evaluate the modules that you have completed until 2 December. Please ensure you have selected all 3 modules on the previous page. A second survey will be opened later in the term to allow you to evaluate modules that are being lectured upon until the end of this term." Below this is a table with the following data:

Questionnaire Title	Status	Open Date	Close Date
Clinical Communication Skills (DUG01ZZ-102IC-COMM)	Incomplete ❌	01/12/2008	21/12/2008
Pharmacology & Therapeutics (DUG01ZZ-102IC-PHAR)	Incomplete ❌	01/12/2008	21/12/2008
Sociology (DUG01ZZ-102IC-SOCI)	Incomplete ❌	01/12/2008	21/12/2008

At the bottom of the page, there is a footer that reads "On-line Surveys - 2008 Imperial College London". The browser status bar at the bottom shows "Local intranet" and "100%" zoom.

Screen 6

Selecting a module link will take you to the survey pages for the module.

Please indicate how strongly you agree with each of the statements.

There is also space for optional free text feedback about the specific module. Please be specific and constructive highlighting any good areas as well as areas for improvement.

If want to enter a longer statement you may find it easier to type your answer in a word processor and then paste it into the free text box.

Click Next (Bottom right of screen) to continue.

The screenshot shows a web browser window titled "Student Viewpoint - Windows Internet Explorer provided by Imperial College". The address bar shows the URL: <https://www.imperial.ac.uk/SOLE/secure/respondent/AcademicSurvey.aspx>. The page content includes:

- Page title: **Clinical Communication Skills (DUG01ZZ-102IC-COMM)**
- Page indicator: **Page 1 of 2**
- Section: **About the Module** (with a HELP link)
- Instruction: **Please answer all relevant questions.**
- Survey questions with Likert scales:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	No Response
The content of this module is useful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The support materials available for this module (e.g. handouts, web pages, problem sheets) are helpful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I receive sufficient feedback and guidance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall, I am satisfied with this module.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Below the survey questions is a text box with the instruction: "Please use this box for constructive feedback and suggestions for improvement."

At the bottom of the page, there is a navigation bar with the text "Click 'Next' to continue" and buttons for "Previous" and "Next".

Screen 7

The following screens will allow you to feedback on specific lecturers.

Click Next to submit feedback.

Student Viewpoint - Windows Internet Explorer provided by Imperial College

https://www.imperial.ac.uk/SOLE/secure/respondent/AcademicSurvey.aspx

Search Google

Student Viewpoint

Clinical Communication Skills (DUG01ZZ-102IC-COMM) Page 2 of 2

About the Lecturer(s) HELP

Please use the free text box after each lecturer to give additional constructive feedback.

Ms Linda Jones

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	No Response
The lecture(s) are well structured.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The lecturer explains concepts clearly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The lecturer engages well with the students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please use this box for additional constructive feedback.

Click 'Next' to continue | Previous | Next

Done Local intranet 100%

Screen 8

You will receive a message asking you to confirm your submission of feedback for the module.

Click OK if you confirm you wish to submit the feedback.

You will then return to Screen 5 which displays the modules in the survey. The status of the module you have submitted feedback for should have changed to complete.

You can now logout or choose another module to submit feedback on.

If you logout ensure you use the logout link, do not just close your internet browser window.

