Student On Line Evaluation

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

www.imperial.ac.uk/newsole

Quality Assurance and Enhancement

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.qae@imperial.ac.uk.

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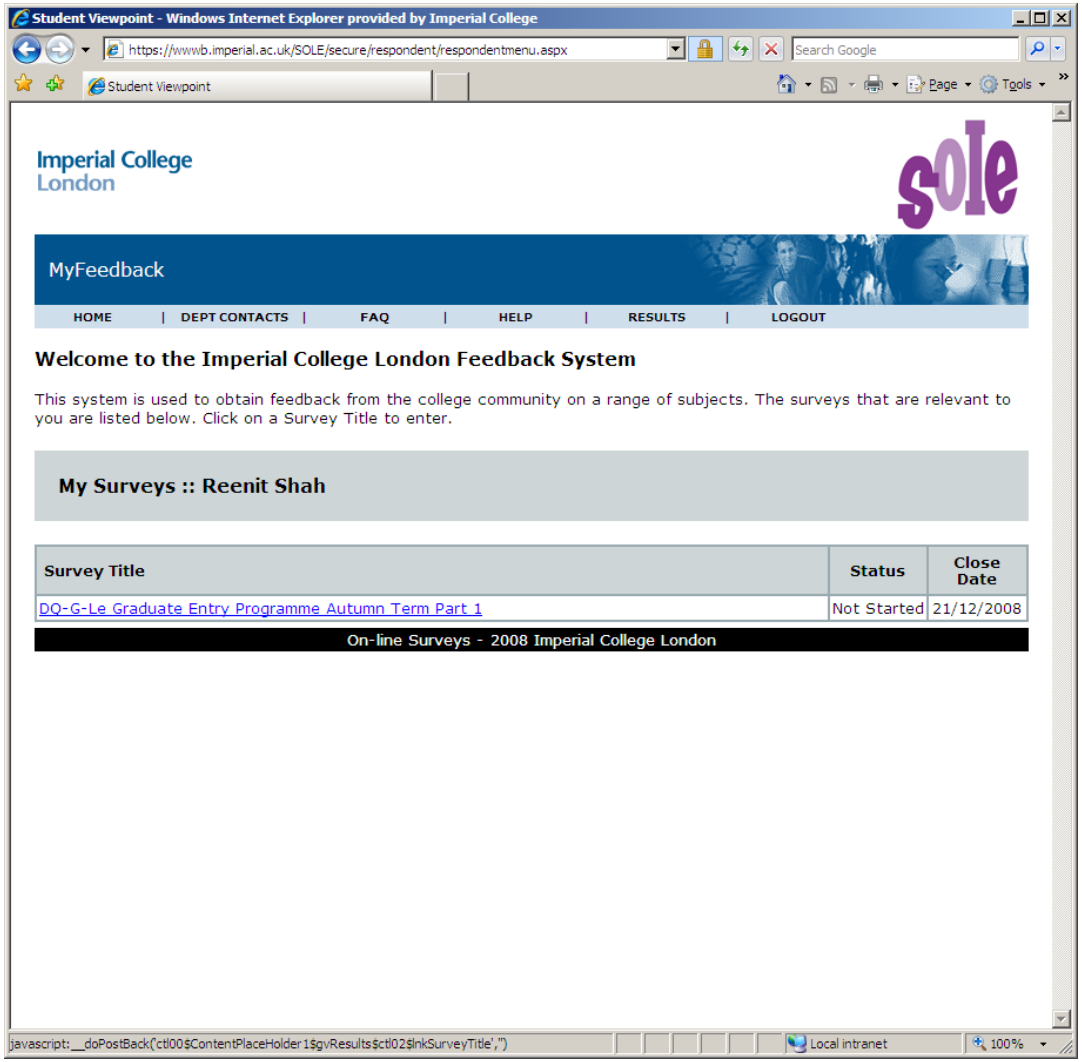
Screen 1

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

This is the first screen you should see.

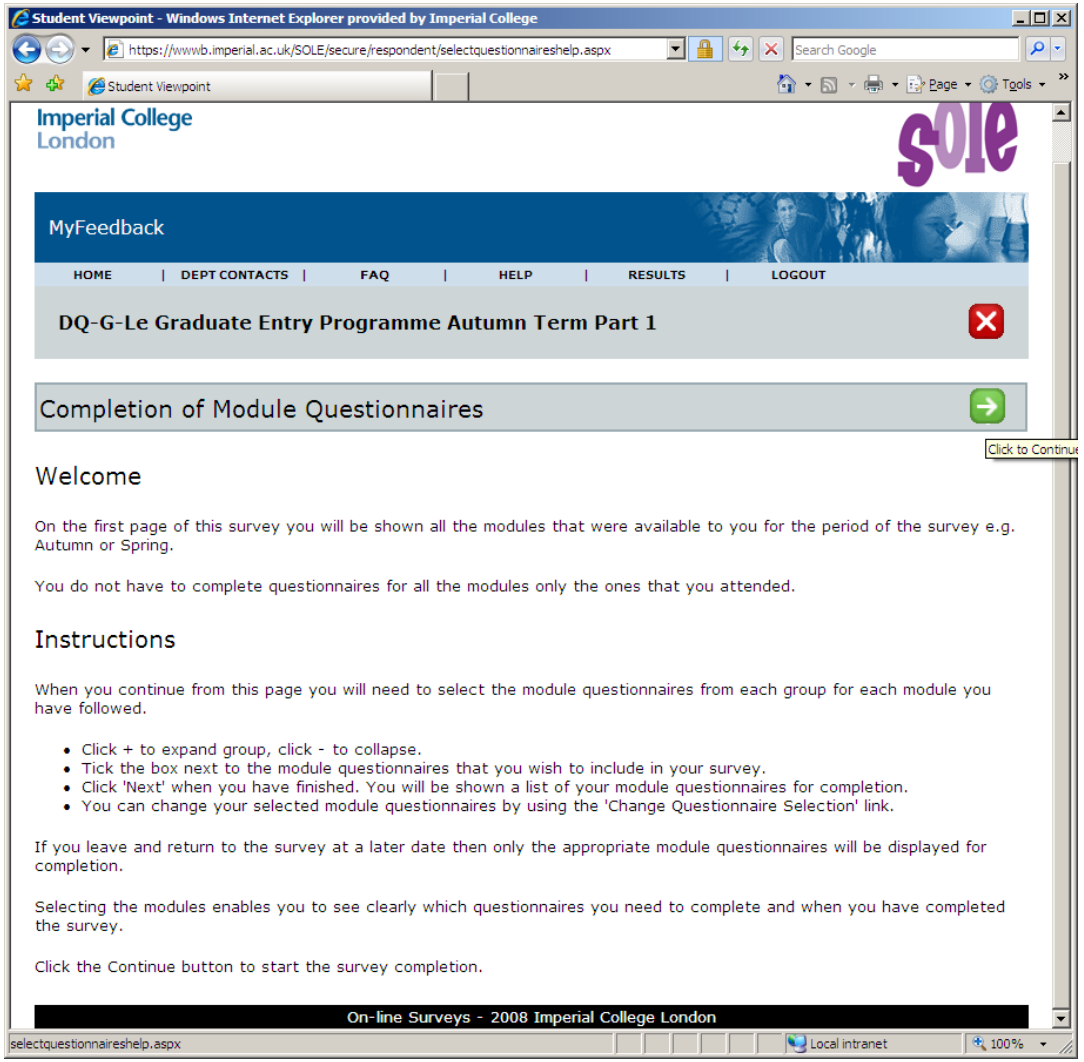
This screen lists all the surveys that are available for you to completed.

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



Screen 2

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



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.

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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.

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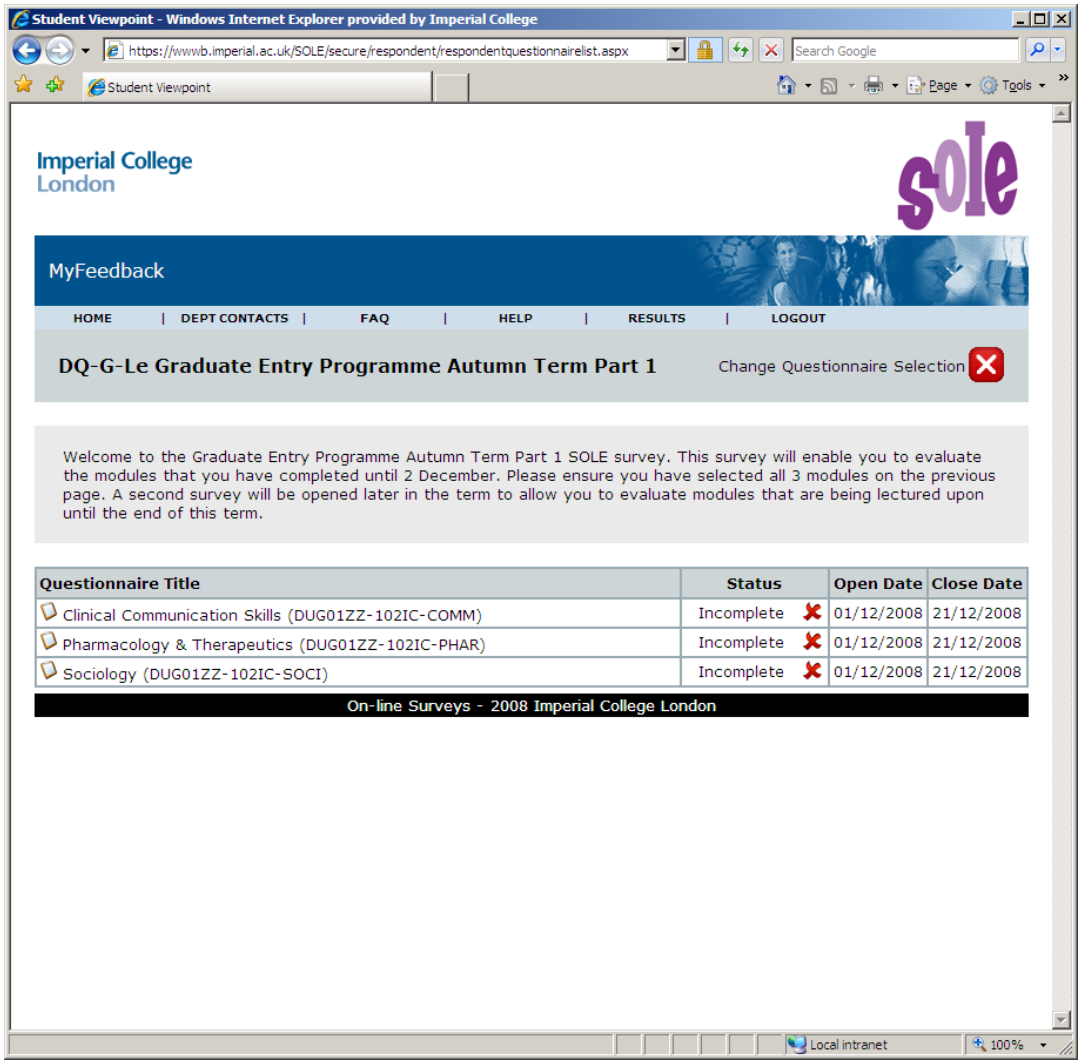
Screen 5

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.**



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Screen 6

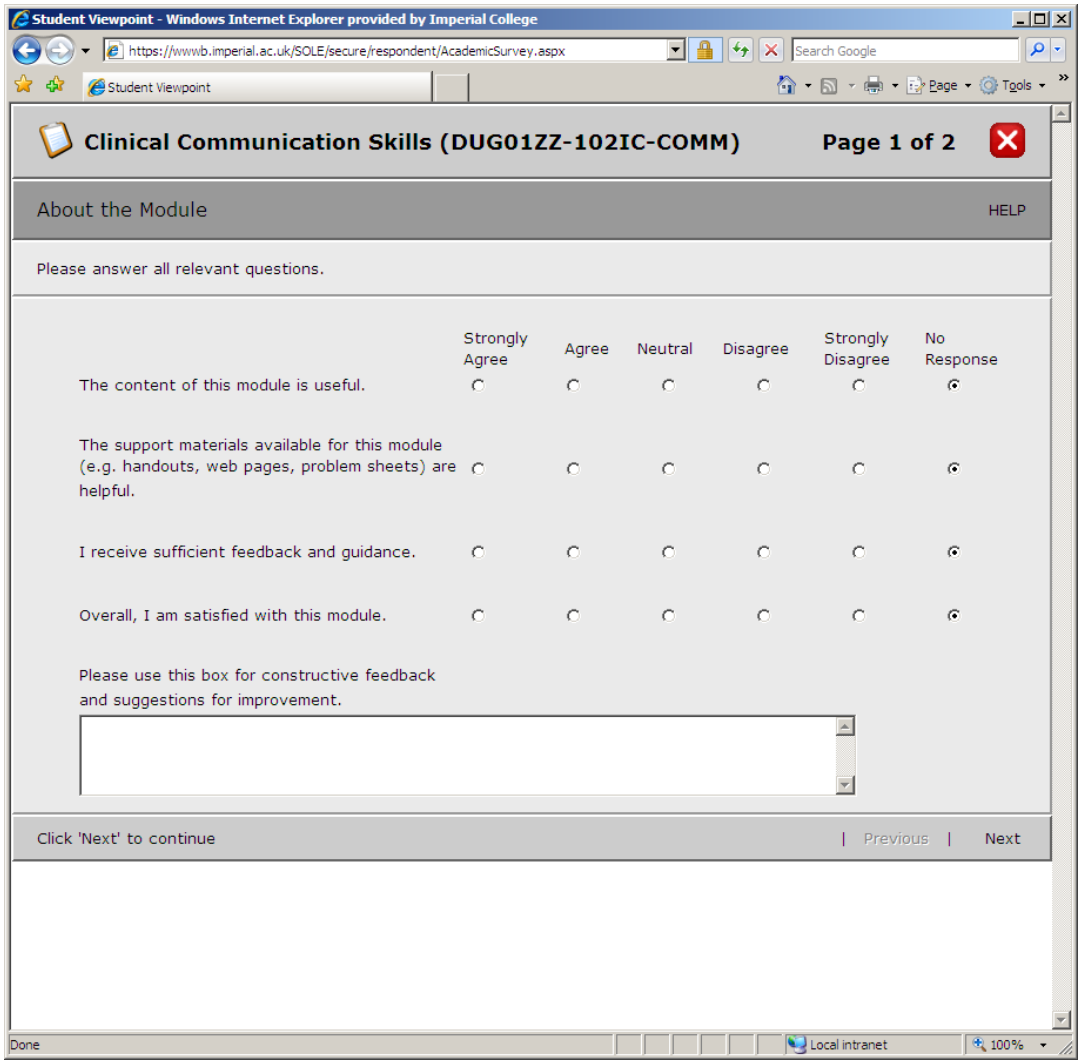
Selecting a module link will take you to the survey pages for the module.

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.



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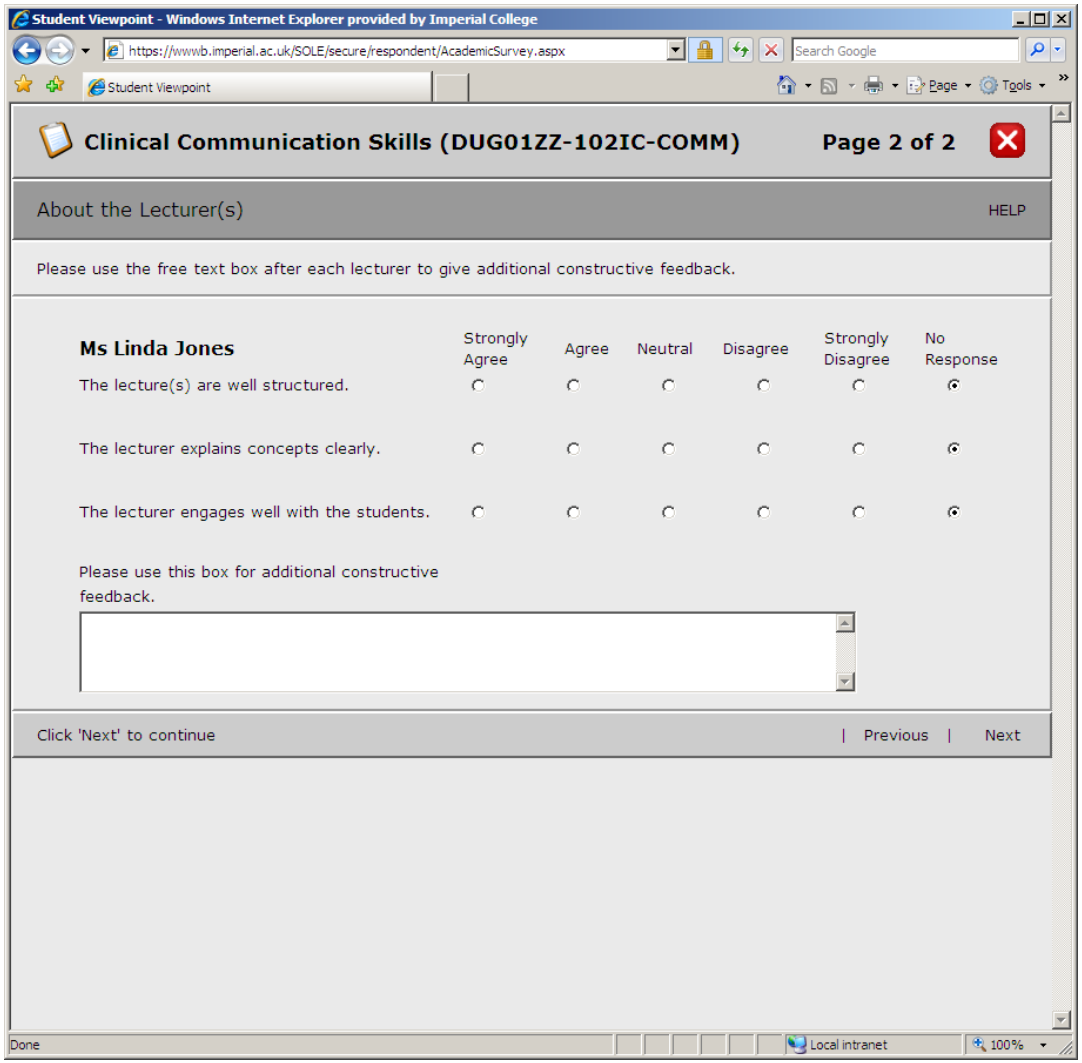
Screen 7

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

Click Next to submit feedback.



Screen 8

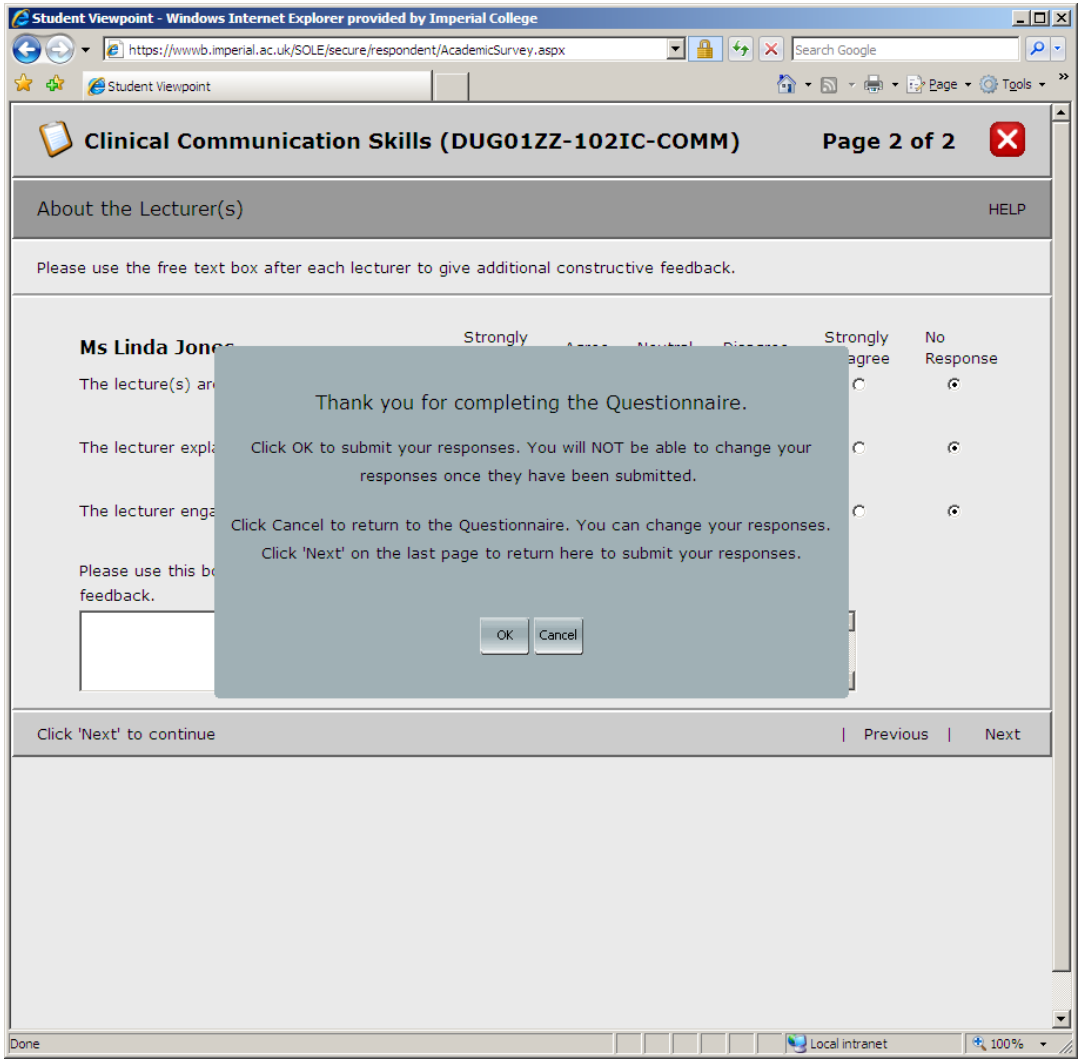
You will receive a message asking you to confirm your submission of feedback for the module.

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.



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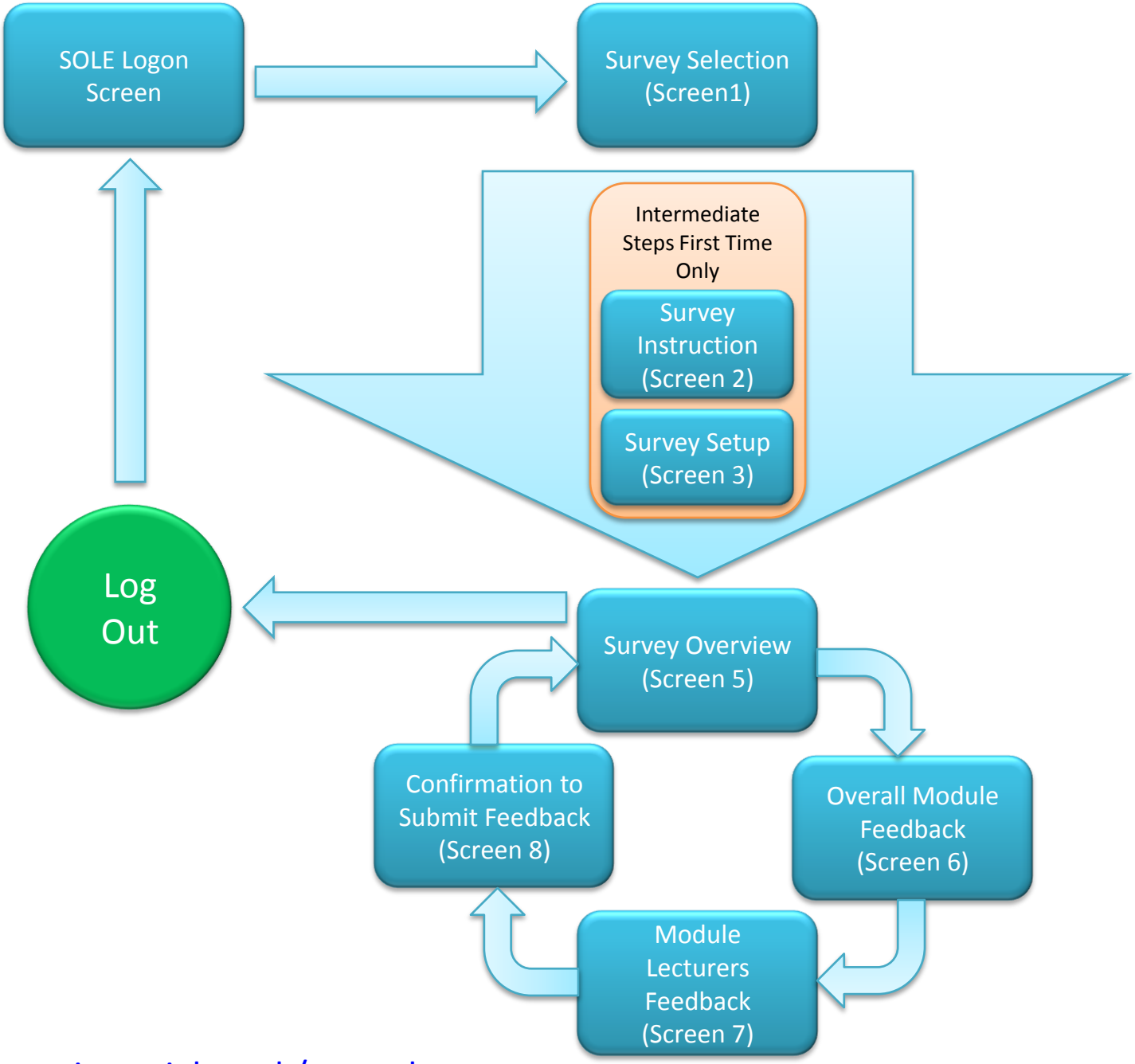

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