Table of Contents

1. Minimum System Requirements ............................................................................ 1
2. Access to the WebTE System ................................................................................ 1
3. Log into the WebTE System .................................................................................. 3
4. Staff Page for Current TE Exercises ................................................................. 4
   4.1 Staff Main Page .......................................................................................... 4
   4.2 TE Type Selection Period .......................................................................... 6
   4.3 TE Optional Questions Input Period ........................................................ 11
   4.4 TE Period ................................................................................................. 20
   4.5 Staff Input Period ..................................................................................... 21
5. General Features .................................................................................................. 31
   5.1 Profile – Post Photo ................................................................................. 31
   5.2 Select Optional Questions ........................................................................ 32
   5.3 Optional Question Template .................................................................... 33
   5.4 E-mail Unsubscription ............................................................................. 35
   5.5 Course Response Rate .............................................................................. 36
   5.6 View Detailed Reports ............................................................................. 37
   5.7 View Summary Reports ........................................................................... 37
6. Logout from the WebTE System ......................................................................... 38
1. Minimum System Requirements

To access the Web Teaching Evaluation System (WebTE), the computer should fulfill the following minimum system requirements:

- Computer with Internet access.
- Display Resolution of 1024 x 768
- Microsoft Internet Explorer 6.0 or above installed

2. Access to the WebTE System

2.1 Launch Microsoft Internet Explorer

2.2 To gain access to the Web Teaching Evaluation System (WebTE), you may either

- Enter the following URL in the address bar: 
  http://webte.hkbu.edu.hk/

  or

- Go to the HKBU homepage at http://www.hkbu.edu.hk and click Staff.
Click **On-line Teaching Evaluation (On-line TE)**.

Note:

If the page cannot be opened, it may be blocked by the popup killer/blocker, please visit [http://webte.hkbu.edu.hk/popup.pdf](http://webte.hkbu.edu.hk/popup.pdf) for details.
3. **Log into the WebTE System**

3.1 Enter your **ITSC E-mail** User ID and Password in the Login box. Click **LOGIN**.

![Login (Staff/Student)](image)

3.2 If the User ID and Password are invalid, the following page will be shown. Please click **TRY AGAIN** to go back to the login page and re-enter the User ID and Password.

![On-line Teaching Evaluation 網上教學評估](image)
4. **Staff Page for Current TE Exercises**

4.1 **Staff Main Page**

After logging into the WebTE System, the staff main page will be shown. Your name and last login time would be displayed at the top of the page.

The content of the main page will be changed dynamically during different stages of the TE exercise. Information of all current TE exercises is shown in table format, where one table refers to one TE exercise. Each table contains the exercise name, the teaching assignment record and the related action buttons.

![Staff Main Page](image)

**Note:**

For users who have both student and staff privileges, the student main page would be shown by default. You may click **Main** and then **Staff Main Page** to access the staff main page.
The following are the possible items to be displayed during different TE periods.

**During Pre-TE Setting Period**

<table>
<thead>
<tr>
<th>No.</th>
<th>Course</th>
<th>Section</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DEMC0001</td>
<td>0001</td>
<td>Demonstration Course 2557</td>
</tr>
<tr>
<td>2</td>
<td>DEMC0200</td>
<td>0001</td>
<td>Demonstration Course 2000</td>
</tr>
<tr>
<td>3</td>
<td>DEMC0322</td>
<td>0001</td>
<td>Demonstration Course 2222</td>
</tr>
<tr>
<td>4</td>
<td>DEMC0333</td>
<td>0001</td>
<td>Demonstration Course 3333</td>
</tr>
</tbody>
</table>

**During TE Type Selection Period**

<table>
<thead>
<tr>
<th>No.</th>
<th>Course</th>
<th>Section</th>
<th>Course Title</th>
<th>TE Type</th>
<th>TE Start</th>
<th>TE End</th>
<th>TE Type Conflict</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DEMC0100</td>
<td>0001</td>
<td>Demonstration Course 2557</td>
<td>Individual</td>
<td>13/06/2007</td>
<td>27/06/2007</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>DEMC0222</td>
<td>0001</td>
<td>Demonstration Course 2222</td>
<td>Individual</td>
<td>13/06/2007</td>
<td>27/06/2007</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>DEMC0333</td>
<td>0001</td>
<td>Demonstration Course 3333</td>
<td>Joint</td>
<td>13/06/2007</td>
<td>27/06/2007</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**During Optional Questions Input Period**

**During TE Period**

<table>
<thead>
<tr>
<th>No.</th>
<th>Course</th>
<th>Section</th>
<th>Course Title</th>
<th>TE Type</th>
<th>Enrol.</th>
<th>No. of Responses (%)</th>
<th>TE Start</th>
<th>TE End</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DEMC0100</td>
<td>0001</td>
<td>Demonstration Course 2557</td>
<td>Individual</td>
<td>30</td>
<td>1 (2%)</td>
<td>13/06/2007</td>
<td>27/06/2007</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>DEMC0200</td>
<td>0001</td>
<td>Demonstration Course 2000</td>
<td>Separate</td>
<td>30</td>
<td>0 (0%)</td>
<td>03/08/2007</td>
<td>14/08/2007</td>
<td>View/Edit Questions</td>
</tr>
<tr>
<td>3</td>
<td>DEMC0222</td>
<td>0001</td>
<td>Demonstration Course 2222</td>
<td>Joint</td>
<td>40</td>
<td>0 (0%)</td>
<td>15/08/2007</td>
<td>27/08/2007</td>
<td>View/Edit Questions</td>
</tr>
<tr>
<td>4</td>
<td>DEMC0333</td>
<td>0001</td>
<td>Demonstration Course 3333</td>
<td>Joint</td>
<td>23</td>
<td>0 (0%)</td>
<td>13/08/2007</td>
<td>27/08/2007</td>
<td>View/Edit Questions</td>
</tr>
</tbody>
</table>

**During Staff Input Period**

<table>
<thead>
<tr>
<th>No.</th>
<th>Course</th>
<th>Section</th>
<th>Course Title</th>
<th>TE Type</th>
<th>Enrol.</th>
<th>No. of Responses (%)</th>
<th>TE Start</th>
<th>TE End</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DEMC0310</td>
<td>0001</td>
<td>Demonstration Course 2013</td>
<td>Separate</td>
<td>64</td>
<td>9 (29%)</td>
<td>04/06/2007</td>
<td></td>
<td>View &amp; Input</td>
</tr>
<tr>
<td>2</td>
<td>DEMC0320</td>
<td>0001</td>
<td>Demonstration Course 2202</td>
<td>Individual</td>
<td>16</td>
<td>4 (22%)</td>
<td>04/06/2007</td>
<td></td>
<td>View &amp; Input</td>
</tr>
<tr>
<td>3</td>
<td>DEMC0330</td>
<td>0001</td>
<td>Demonstration Course 1953</td>
<td>Individual</td>
<td>12</td>
<td>3 (23%)</td>
<td>13/08/2007</td>
<td></td>
<td>View &amp; Input</td>
</tr>
</tbody>
</table>
4.2 TE Type Selection Period

When your assigned course sections have been confirmed to be included in the TE course list, the system would generate the default TE type for your course sections.

There are three teaching evaluation (TE) types:

Individual: An “individual” evaluation represents an evaluation for a lecturer who is the only lecturer teaching on the course.

*This is the default TE type for courses with only one lecturer*

Separate: A “separate” evaluation represents independent evaluations for different lecturers involved in the delivery of the course.

Joint: A “joint” evaluation represents one evaluation for all lecturers involved in the delivery of the course.

*This is the default TE type for courses with more than three lecturers.*

If you are involved in a team-teaching course with two or three lecturers, you will receive an email regarding the selection of TE Type. During the TE Type Selection Period, you can choose the TE type (Separate or Joint) and TE completion period (for “Separate” Evaluation only) for those team-teaching course(s).

Please refer to the following section for the steps on selection of TE type for your team-teaching courses.
4.2.1. Set TE Type to Separate

- Click **Change Type and Date** on the staff main page.

  ![Image](image1.png)

- The **Select TE Type / Early Bird TE Period** page would be displayed:

  ![Image](image2.png)

- Select **Separate** from the TE Type drop down list. If you opt for an early bird TE, you can input the start date of the TE Period.

  ![Image](image3.png)

- Click **Submit** to go back to the main page. The TE Type of the involved course section (DEMO2000 - 00001 in this example) has been changed to **Separate**.

  ![Image](image4.png)
4.2.2. Set TE Type to Joint

- Click **Change Type and Date** on the staff main page.

- Select **Joint** from the TE Type drop down list.

- Click **Submit** to go back to the main page. The TE Type of the involved course section (DEMO2222 - 00001 in this example) has been changed to **Joint**.
4.2.3. Set a TE Type (with Conflict)

- Click **Change Type and Date** on the staff main page.
- If other team-teaching colleague(s) have selected the TE Type, their choice of TE Type would be displayed on the right:

```
Set a TE Type (with Conflict)

- Click Change Type and Date on the staff main page.
- If other team-teaching colleague(s) have selected the TE Type, their choice of TE Type would be displayed on the right:

Select TE Type / Early Bird TE Period

DEMO2000-00001 (Demonstration Course 2000)

<table>
<thead>
<tr>
<th>TE Type:</th>
<th>Joint</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Bird TE Period:</td>
<td>(Optional for team-teaching staff who opt for a separate evaluation and are involved in the first part of team-teaching. If it is left blank, the exercise will follow the main TE period.)</td>
</tr>
<tr>
<td>Please indicate the early bird TE period below. The start date of the early bird TE period can be any date from 30/07/2007 to 02/08/2007.</td>
<td>(Dr CHAN, Brian C.Y.'s Choice: Separate)</td>
</tr>
<tr>
<td>DD / MM / YYYY</td>
<td>(Dr CHAN, Brian C.Y.'s Choice: 01/08/2007 - 14/08/2007)</td>
</tr>
</tbody>
</table>

Submit

If you select an inconsistent TE Type (e.g. selecting **Joint** for the Course DEMO2000-00001) and click **Submit**:

```
DEMO2000-00001 (Demonstration Course 2000)

<table>
<thead>
<tr>
<th>TE Type:</th>
<th>Joint</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Bird TE Period:</td>
<td>(Optional for team-teaching staff who opt for a separate evaluation and are involved in the first part of team-teaching. If it is left blank, the exercise will follow the main TE period.)</td>
</tr>
<tr>
<td>Please indicate the early bird TE period below. The start date of the early bird TE period can be any date from 30/07/2007 to 02/08/2007.</td>
<td>(Dr CHAN, Brian C.Y.'s Choice: Separate)</td>
</tr>
<tr>
<td>DD / MM / YYYY</td>
<td>(Dr CHAN, Brian C.Y.'s Choice: 01/08/2007 - 14/08/2007)</td>
</tr>
</tbody>
</table>

Submit

The following confirmation pop-up will be shown:

```
Microsoft Internet Explorer

? Your choice of TE type is inconsistent with your teaching partner(s). Do you want to proceed?

OK Cancel
```

- You can click **Cancel** to cancel your TE type selection or click **OK** to proceed with an inconsistent TE Type.
- If you proceed with an inconsistent TE Type, ‘YES’ would be displayed in the **TE Type Conflict** field for the involved course section.
• After the TE Type Selection Period, if your TE Type setting is not consistent with that of your other team-teaching colleague(s), you would receive an email informing you of the conflict. Please discuss with your colleague(s) to reach a consensus and amend the type accordingly before the deadline specified in the email.

• After the deadline, if the TE type is still not consistent with that of your other team-teaching colleague(s), the TE type for that course section would be set to **Separate**.
4.3 TE Optional Questions Input Period

The University has provided all staff with an option to choose up to 3 additional questions from a question bank for inclusion in the TE questionnaire. On the start date of the TE Optional Questions Input Period, you will receive an email from the WebTE system regarding the selection of optional questions.

If you have already saved optional question template(s) in the previous exercise, the optional questions chosen will be automatically added to the related questionnaire(s) for online TE exercises (except for the courses of Join Evaluation). During the TE Optional Questions Input Period, the following interface would be displayed on the staff main page:

You can click Choose Optional Question(s) for the exercise below to choose optional questions for all your courses or click View/Edit Questions to view/edit optional questions for one course before the deadline specified in the email.
4.3.1. **Choose Optional Question(s) for All Courses in the TE Exercise**

- After clicking **Choose Optional Question(s) for the exercise below**, the following screen will appear. You can tick the check box to pick up the optional question(s) and use the drop down list to edit the display sequence of those questions. Beside the optional questions, you can pick up the courses to be affected by the chosen question(s) at the bottom of the page.

---

**Set Optional Questions**

Please select at most 3 optional questions from the following list and the sequence of the chosen question(s) in the questionnaire. You can change the optional questions within the input period.

<table>
<thead>
<tr>
<th>Optional Questions</th>
<th>Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments have been helpful in understanding the subject matter.</td>
<td></td>
</tr>
<tr>
<td>The lecturer has a genuine interest in students.</td>
<td></td>
</tr>
<tr>
<td>The lecturer has been confident in teaching the course.</td>
<td></td>
</tr>
<tr>
<td>The lecturer has been creative.</td>
<td></td>
</tr>
<tr>
<td>The lecturer has been dynamic in conducting the class.</td>
<td></td>
</tr>
<tr>
<td>The lecturer has been enthusiastic.</td>
<td></td>
</tr>
<tr>
<td>The lecturer has been open to students' opinions.</td>
<td></td>
</tr>
<tr>
<td>The lecturer has been warm and supportive.</td>
<td></td>
</tr>
<tr>
<td>The lecturer has cared about the quality of student learning.</td>
<td></td>
</tr>
<tr>
<td>The lecturer has communicated effectively in class.</td>
<td></td>
</tr>
<tr>
<td>The lecturer has created a relaxed, non-threatening atmosphere.</td>
<td></td>
</tr>
<tr>
<td>The lecturer has encouraged constructive criticism.</td>
<td></td>
</tr>
<tr>
<td>The lecturer has encouraged good work.</td>
<td></td>
</tr>
<tr>
<td>The lecturer has encouraged students to express their ideas, thoughts and feelings.</td>
<td></td>
</tr>
<tr>
<td>The lecturer has encouraged students to participate actively in class.</td>
<td></td>
</tr>
<tr>
<td>The lecturer has encouraged students to take responsibility for their own learning.</td>
<td></td>
</tr>
<tr>
<td>The lecturer has invited students to share their knowledge and experiences.</td>
<td></td>
</tr>
<tr>
<td>The lecturer has stimulated students to think critically.</td>
<td></td>
</tr>
<tr>
<td>The lecturer has used the WebCT/Moodle in an effective way to enhance student learning.</td>
<td></td>
</tr>
</tbody>
</table>

The above chosen question(s) will be added to the questionnaire(s) of:

- All Courses

---

- [ ] DEMO1000-00001 (Demonstration Course 2227)
- [ ] DEMO2000-00001 (Demonstration Course 2000)
- [ ] DEMO2222-00001 (Demonstration Course 2222)
- [ ] DEMO3333-00001 (Demonstration Course 3333)

**Submit**  **Back**
• Click **Submit** to go to the confirmation page. The system would display your selected questions in your specified sequence and the involved course sections.

**Set Optional Questions**

Please confirm your optional questions setting:

<table>
<thead>
<tr>
<th>Selected Optional Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The lecturer has been dynamic in conducting the class.</td>
</tr>
<tr>
<td>2. The lecturer has been confident in teaching the course.</td>
</tr>
<tr>
<td>3. The lecturer has communicated effectively in class.</td>
</tr>
</tbody>
</table>

The above selected optional question(s) will be added to the questionnaire of the following course(s):

- DEMO1000-00001 (Demonstration Course 2337)
- DEMO2000-00001 (Demonstration Course 2000)
- DEMO3002-00001 (Demonstration Course 3222)
- DEMO3333-00001 (Demonstration Course 3333)

On this page, you can

• click **Modify** to go back to the previous page and change the optional questions

• click **Preview Questionnaire** to preview the questionnaire

• click **Confirm** to confirm the selection of optional questions

**Preview Questionnaire**

- This step is optional.

- After clicking **Preview Questionnaire**, you would preview the questionnaire of the selected section.
At the bottom of the page, click **Back** to go back to the previous confirmation page.
Confirm Optional Question(s)

- After clicking **Confirm**, the chosen optional questions would be added to the involved questionnaire(s).

![Optional Questions Settings](image)

- Click **Choose optional questions for other course section** to go to the staff main page.

Or

- Click **Save these question(s) as template for future use** to save the selected optional questions as template.

*Details of optional question template would be discussed in 4.3.3 (page 18).*
4.3.2. **Choose Optional Question(s) for One Course Section**

After clicking **View/Edit Questions** for a course on the staff main page, the following screen will appear. You can tick the check box to pick up the optional question(s) and use the drop down list to edit the display sequence of those questions for that course section.

![Optional Questions Table](image-url)
Note:
For Joint evaluation subjects, there would be a note indicating your team-teaching colleagues’ selection if they have selected the optional questions.

Click **Submit** to go to the confirmation page. The system would display your selected question(s) in your specified sequence.

On this page, you can
- click **Modify** to go back to the previous page and change the optional questions
- click **Preview Questionnaire** to preview the questionnaire
- click **Confirm** to confirm the selection of optional questions
4.3.3. **Save Selected Optional Questions as Template**

- After adding the selected optional questions to the questionnaires, you can click **Save these question(s) as template for future use** to save the selected optional questions as a template. Under **Template Condition**, you may

  o Select **All Courses in all future TE exercises**, to apply the specified optional questions to all courses in future on-line TE exercises.

  ![Optional Question Template](image)

  or

  o Choose **Selected course codes/courses** to select the template condition for your specified course code/ courses only:

  ![Optional Question Template](image)
• Click **Submit**, the confirmation page will be shown:

**Optional Question Template**

Please press "Confirm" to confirm the submission of the template for use in future TE exercises.

**Selected Optional Questions**

1. The lecturer has been dynamic in conducting the class.
2. The lecturer has been confident in teaching the course.
3. The lecturer has communicated effectively in class.

**Template Condition**

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Course Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Courses**</td>
<td>N/A</td>
<td>DMO2000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DEM0222</td>
</tr>
</tbody>
</table>

** This is not applicable to courses which are not evaluated on-line (e.g. MBA, MSAP, MSSHRM, PgDHRM and MScGD courses)

**Note:**
If your new template has conflict with the existing saved template(s), the system would display the conflict information. By confirming the new template, the system will overwrite the old template with the new one.

• Click **Back** if you want to edit the template condition.

• Click **Confirm** to confirm the template. The following message would be displayed:

**Optional Question Template**

The template has been added successfully.

*View all optional question templates*

• Click **View all optional question templates** to view all the optional question templates.

**Optional Question Template**

<table>
<thead>
<tr>
<th>Template No.</th>
<th>Question(s)</th>
<th>Course Category</th>
<th>Course Code</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• The lecturer has been dynamic in conducting the class.</td>
<td>All Courses**</td>
<td>N/A</td>
<td>DMO2000</td>
</tr>
<tr>
<td></td>
<td>• The lecturer has been confident in teaching the course.</td>
<td></td>
<td></td>
<td>DEM0222</td>
</tr>
<tr>
<td></td>
<td>• The lecturer has communicated effectively in class.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** This is not applicable to courses which are not evaluated on-line (e.g. MBA, MSAP, MSSHRM, PgDHRM and MScGD courses)
4.3.4. **Conflicting Optional Question After the Deadline**

After the optional questions selection deadline, if there are conflicts in optional questions in your Joint Evaluation TE questionnaire, you will receive an email informing you of the conflict.

Please discuss with your colleague(s) to reach a consensus and amend the optional question(s) by clicking **View/Edit Questions** on the staff main page:

![View/Edit Questions](image)

### 4.4 TE Period

You would receive an email about your TE schedule on the start date of the TE period. The students’ response rates would also be emailed to you from time to time. During the TE period, you will be able to view the students' response rates for your courses on the staff main page:

![Course List](image)

**Note:**

E-mail(s) will be sent to students to remind them to complete the TE questionnaires.
4.5 **Staff Input Period**

After you have submitted the grades for the TE courses and the TE results are available for release, you would receive an email about the release of TE results. You are welcome to visit the WebTE System to view your TE results, provide your input on-line and modify it at any time during the Staff Input Period.

The following staff main page would be displayed during the Staff Input Period.

![Image](image_url)

4.5.1. **View the Report and Provide Input to Students/Heads/Deans**

**View the Report**

- During the Staff Input Period, you can click **View & Input** to view the **Distribution of Students’ Response Report** for your courses on the main page.
- A sample of the **Distribution of Students’ Response Report** is shown on the following page.
### Hong Kong Baptist University

**Teaching Evaluation**

**2006-2007 Semester 1**

**Distribution of Students' Response**

<table>
<thead>
<tr>
<th>Course Code (Section)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td></td>
</tr>
<tr>
<td>Lecturer (Staff ID)</td>
<td></td>
</tr>
<tr>
<td>Type of Evaluation</td>
<td>Separate</td>
</tr>
<tr>
<td>No. of Enrolment</td>
<td>44</td>
</tr>
<tr>
<td>No. of Responses</td>
<td>8 (20%)</td>
</tr>
<tr>
<td>Enrolment Distribution</td>
<td>44 (100%) (Effective Courses - Grp 79)</td>
</tr>
<tr>
<td>Declared Medium of Instruction</td>
<td>English</td>
</tr>
</tbody>
</table>

For Q.1-Q.10: A=Strongly agree B=Agree C=Neutral D=Disagree E=Strongly disagree Null=No response
For Q.11: A=Very Good B=Good C=Satisfactory D=Acceptable E=Poor

For the “Average” calculations in Part I: A=5 B=4 C=3 D=2 E=1 (Null is excluded from the “Average” calculations)

STD=Standard Deviation CCA=Course Code Average DA/PA=Departmental/Programme Average FA/SA=Faculty/School/Academy Average

### Part I: Teaching Effectiveness

<table>
<thead>
<tr>
<th>Questions</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>Null</th>
<th>Average</th>
<th>Median</th>
<th>STD</th>
<th>Mode</th>
<th>CCA</th>
<th>DA</th>
<th>SA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The lecturer has been well-prepared for the class.</td>
<td>2</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4.22</td>
<td>4.00</td>
<td>0.44</td>
<td>4</td>
<td>3.99</td>
<td>3.06</td>
<td>4.04</td>
</tr>
<tr>
<td>2. The lecturer has provided clear explanations of important issues/principles in the course.</td>
<td>2</td>
<td>6</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4.11</td>
<td>4.00</td>
<td>0.60</td>
<td>4</td>
<td>3.81</td>
<td>3.76</td>
<td>3.89</td>
</tr>
<tr>
<td>3. The lecturer has been responsive to students’ views and comments.</td>
<td>2</td>
<td>5</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4.00</td>
<td>4.00</td>
<td>0.71</td>
<td>4</td>
<td>3.87</td>
<td>3.76</td>
<td>3.95</td>
</tr>
<tr>
<td>4. The lecturer has presented the course in a well-organised manner.</td>
<td>2</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4.22</td>
<td>4.00</td>
<td>0.44</td>
<td>4</td>
<td>3.77</td>
<td>3.75</td>
<td>3.88</td>
</tr>
<tr>
<td>5. The lecturer has shown thorough/in-depth knowledge of the course.</td>
<td>2</td>
<td>5</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4.00</td>
<td>4.00</td>
<td>0.71</td>
<td>4</td>
<td>3.98</td>
<td>3.92</td>
<td>4.00</td>
</tr>
<tr>
<td>6. The lecturer has made an effort to enhance student learning.</td>
<td>2</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3.89</td>
<td>4.00</td>
<td>0.78</td>
<td>4</td>
<td>3.72</td>
<td>3.64</td>
<td>3.75</td>
</tr>
<tr>
<td>7. The lecturer has made an effort to stimulate students’ interest in the course.</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3.89</td>
<td>4.00</td>
<td>0.93</td>
<td>3</td>
<td>3.62</td>
<td>3.52</td>
<td>3.68</td>
</tr>
<tr>
<td>8. The lecturer has been warm and supportive.</td>
<td>2</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4.22</td>
<td>4.00</td>
<td>0.20</td>
<td>4</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>9. The lecturer has a genuine interest in students.</td>
<td>2</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4.22</td>
<td>4.00</td>
<td>0.44</td>
<td>4</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>10. N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. I would rate the overall teaching effectiveness of the lecturer as:</td>
<td>2</td>
<td>6</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4.11</td>
<td>4.00</td>
<td>0.60</td>
<td>4</td>
<td>3.78</td>
<td>3.66</td>
<td>3.81</td>
</tr>
</tbody>
</table>

### Part II: General Comments

If you see some unreadable characters, please use unicode (utf-8) compatible web browser (e.g. Netscape or Internet Explorer on Chinese Windows) to view this page.

**Note:** To enable better interpretation of individual students' comments, a random number is given to each student response as Student 1, Student 2 and so forth. Comments from Student 1 in Question 1 correspond to the same Student 1 in other questions. Please note that the same student may not provide feedback to all the questions.

If you wish to view the general comments listed by students, please click **Listed by Students**

12. Describe some good points about the course.
   - **Student 1:** Dummy Comment no.5503542971
   - **Student 2:** Dummy Comment no.5503552135

13. Describe some areas of the course that could be improved.
   - **Student 1:** Dummy Comment no.5503542971
   - **Student 2:** Dummy Comment no.5503552135
   - **Student 3:** Dummy Comment no.5503639899

14. Other comments:
Part III: General Information

<table>
<thead>
<tr>
<th>Questions</th>
<th>Cantonese</th>
<th>English</th>
<th>Putonghua</th>
<th>French</th>
<th>German</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. The main medium of instruction used in the lectures is:</td>
<td>0 (0%)</td>
<td>0 (100%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
</tr>
<tr>
<td>16. Before taking this course, my interest in it was:</td>
<td>Very strong</td>
<td>Strong</td>
<td>NBD</td>
<td>Not Interested at all</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 (0%)</td>
<td>3 (33%)</td>
<td>4 (44%)</td>
<td>2 (22%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. My expected grade in this course is:</td>
<td>Excellent (A, A-)</td>
<td>Good (B+, B, B-)</td>
<td>Satisfactory (C+, C, C-)</td>
<td>Pass (D)</td>
<td>Fail (F)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 (11%)</td>
<td>5 (56%)</td>
<td>1 (11%)</td>
<td>2 (22%)</td>
<td>0 (0%)</td>
<td></td>
</tr>
<tr>
<td>18. This course is:</td>
<td>a required course</td>
<td>an elective course</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9 (100%)</td>
<td>0 (0%)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Staff Input Column

You may provide your input here (optional) by 15 AUG 2008. During the staff input period, you can modify your input at any time until 15 AUG 2008. After entering/editing the staff input, please click the button “Submit your input” at the bottom of the report to confirm the submission.

Staff Input to Students (will be sent to all students enrolled for the course via email after the staff input period and will be kept in the formal reports.)

Staff Input to the University/Head/Dean (will be filed as formal record)

MON 07 JAN 2009 03:37:29

Close
• At the top left corner of the report, you can click **Save** to save the report. The following pop up window will be opened, and you can save the report in HTML format.

![Save HTML Document](image)

• You may also click **Print** to print the report.

**View the General Comments**

• By default, the general comments are sorted according to the question number, you may list the general comments according to the order of the random student number:

  o **Click Listed by Students**

![Listed by Students](image)

  o A pop up window will be opened. Click **OK** to continue the page or click **Cancel** to go back to report.
The report will be reloaded again and the general comments are displayed according to the order of the random student number:

Note:
You may click Listed by Questions to reload the report again to list the general comments according to the order of the question number.

Provide Input to Students/Heads/Deans
- In the Distribution of Students’ Response Report, you can respond to the enrolled students, Head and Dean on the TE feedback in the Staff Input to Students and Staff Input to University/Head/Dean text areas respectively.
Notes:

- You may use the formatting tools to format your text.
- You may click **Copy to below** or **Copy to above** to copy the message from one text area to another text area.

- Besides typing the input in the text area, you may enter your input by uploading a plain text file in English. To upload the input, click **Browse** to select the text file and click **Upload** to upload the inputs.
- After entering your input, please click **Submit your input** to submit your inputs.
- After the staff input period, the TE results together with your staff input, if any, would be stored in the WebTE System and the staff input to students would be sent to all students enrolled for the course via e-mail. A hard copy of the TE results will be made available to the Dean and Head of Department/Programme.
4.5.2. **View Other Detailed Reports**

During the Staff Input Period, you can click **View Other Reports** on the staff main page to view other detailed reports for the current TE exercises:

Click **View** to view the selected report.
4.5.3. **View All Detailed Reports**

- In the staff interface, you may click **Staff** and then **View Detailed Reports** to view all detailed reports during and after the staff input period:

The following page would be displayed, select a **TE exercise** and click **Submit**:

The detailed report of your selected exercises will be displayed. Click **View** to view the report.
4.5.4. **View Summary Reports**

- In the staff interface, you may click **Staff** and then **View Summary Reports** to view your summary reports during and after the staff input period:

![Image of the staff interface showing View Summary Reports]

- The following page would be displayed, you may search summary reports by period or TE Exercise.

![Image of the summary report search page]

- **Click List All** to view your summary reports for all TE exercises or
- **Click Search** to view the summary reports of your selected period / TE exercise(s) only
On the View Summary Reports page, you can click **View** to view the summary reports or click **Back** to go back to the previous page:

**View Summary Reports**

<table>
<thead>
<tr>
<th>Summary Reports</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td></td>
</tr>
<tr>
<td>Summary of On-line TE Results</td>
<td>View</td>
</tr>
<tr>
<td>Main Medium of Instruction</td>
<td>View</td>
</tr>
<tr>
<td>Students' Comments and Staff Input</td>
<td>View</td>
</tr>
</tbody>
</table>

After clicking **View**, the summary report would be displayed in a popup window.

A sample of the summary report is shown below:

---

**Hong Kong Baptist University**

**Summary of On-line TE Results**

---

2006/2007 Semester 1

---

---
5. General Features

This section discusses the general features that can be accessed by staff using the menu in the staff interface:

5.1 Profile – Post Photo

You can use the **Profile – Post Photo** interface to view your teaching assignment records for current TE exercises and post a photo to be displayed in your TE questionnaires.

5.1.1. In the staff interface, click **Staff** and then **Profile - Post Photo** to go to the Staff Profile page.

5.1.2. The profile page shows your personal information and your teaching assignment information for the current TE exercises.

5.1.3. Click **Browse** to select a photo in **jpeg** format (Max. size: 500KB) and click **Submit** to upload the photo.
5.2 Select Optional Questions

For the same TE exercise, if your optional question input period of a particular course section overlaps with the TE period of other course sections, you would need to use a special interface to select optional questions.

5.2.1. In the staff interface, click **Staff** and then **Select Optional Questions** to go to the Select Optional Questions Interface.

![Select Optional Questions Interface](image)

**Note:**

The following message will be shown if you access this page out of the Optional Question Input Period.

![Optional Question Not Available](image)

5.2.2. Select a **TE Exercise** from the drop down list.

5.2.3. Click **Choose Optional Question(s) for all the course sections** to choose optional question(s) for all course sections or click **Choose Optional Question(s) for one course section** to choose optional question(s) for a particular course section only.

5.2.4. Please refer to 4.3 (page 11) for the subsequent steps.
5.3 Optional Question Template

You can create optional question templates to save the optional questions chosen for your specified courses for future TE exercises.

5.3.1. In the staff interface, click Staff and then Optional Question Template to go to the Optional Question Template interface.

5.3.2. The page lists your current optional question templates (if any):

<table>
<thead>
<tr>
<th>Optional Question Template</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Optional Question Template</strong></td>
</tr>
<tr>
<td><strong>Add a new optional question template</strong></td>
</tr>
<tr>
<td><strong>Optional Question Template</strong></td>
</tr>
<tr>
<td><strong>Template No.</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

** This is not applicable to courses which are not evaluated on-line (e.g. MBA, MSAF, MSFHRM, FGCHRM and MSCGD courses)

5.3.3. Click Add a new optional question template.

5.3.4. Tick the check box to pick up at most 3 optional question(s) and use the drop down list to edit the display sequence of these questions.

5.3.5. Select at most 3 optional question(s) from the question list and click Submit to continue or click Back to go to the previous page.

- 33 -
5.3.6. The following interface would be displayed:

Under **Template Condition**, you may

- Select **All courses in all future TE exercises (except for the courses of Joint Evaluation)**, to apply the specified optional questions to all courses in future on-line TE exercises (except for the courses of Joint Evaluation).

or

- Choose **Selected course codes/courses** to select the template condition for your specified course code/courses only.

5.3.7. Click **Submit**, the confirmation page will be shown:

**Note:**

If your new template has conflict with the existing saved template(s), the system would display the conflict information. By confirming the new
template, the system will overwrite the old template with the new one.

- Click Back if you want to edit the template condition.
- Click Confirm to confirm the template. The following message would be displayed:

```
Optional Question Template

The template has been added successfully.
View all optional question templates
```

5.3.8. Click View all optional question templates to view all the optional question templates:

![Optional Question Template Table]

---

** 5.4 E-mail Unsubscription  

You may choose to un-subscribe from receiving certain type of emails (e.g. the notification of Students’ Response Rates) from the WebTE System.

5.4.1. In the staff interface, click Staff and then E-mail Unsubscription to go to the Email Unsubscription interface.

5.4.2. Untick to unsubscribe from the mailing list of the e-mail(s) or tick to subscribe to the mailing list of the e-mail(s).

```
Email Unsubscription

Please:
1. untick to unsubscribe from the mailing list of the following e-mail(s).
2. click the "Save" button to confirm the unsubscription.

Subscribe to Email

- Notification: Students' Response Rates

Save
```

5.4.3. Click Save to confirm the subscription.
5.5 **Course Response Rate**

You can view the students’ response rate of all your TE courses using the Students’ Response Rate Interface.

5.5.1. In the staff interface, click **Staff** and then **Course Response Rate** to go to the Students’ Response Rate interface.

5.5.2. Select the **TE Exercise**, enter the **Response rate range** (0 -100%) and click **Next**.

5.5.3. Input the **Search By** condition, you may select **All** courses or several course sections only.

**Note:**

You may use CTRL-click to select or deselect multiple items from the list.
5.5.4. Click **Submit** to view the Students’ Response Rate.

Note:
You may click the column header to sort the records.

5.5.5. Click **Back** to go back to the previous page.

5.6 **View Detailed Reports**

Please refer to **4.5.3 (page 28)**.

5.7 **View Summary Reports**

Please refer to **4.5.4 (page 29)**.
6. **Logout from the WebTE System**

6.1 After using the system, you should logout from the WebTE system. To logout, select ‘Logout’ in the menu and click **Logout**.

![Logout menu](image)

6.2 The Logout page will be displayed.

![Logout page](image)

**Note:**

For security reasons, the WebTE System will log you out automatically after being idle for two hours.

~End~