A quick guide to ordering student evaluation surveys

This document illustrates the survey order process by walking through the steps required to order a survey. The process is essentially the same for all survey types.

From the staff portal at https://staff.mq.edu.au/, select TEACH

Which takes you to ...

From where you click Design for learning

Which takes you to

Design for learning
From where you select **Teaching and curriculum evaluation**

<table>
<thead>
<tr>
<th>colleges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design for learning</td>
</tr>
<tr>
<td>Curriculum life cycle</td>
</tr>
<tr>
<td>Teaching and curriculum evaluation</td>
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<tr>
<td>Curriculum and assessment</td>
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<tr>
<td>Learning technologies and spaces</td>
</tr>
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Which takes you to ...

You might want to save this address to your shortcuts bar for future reference.

Scroll down until you get to the link **Student Feedback Surveys** ...

Clicking the link takes you to

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**Student Feedback**

Both formal and informal student feedback provides...
On this page you will be presented with several options for moving forward with your order.

The first two options “Plan your survey” and “Order your survey” are most relevant when placing your order.

If you have placed orders before and have your key dates and custom questions identified, click on “Order your survey”.

If you are new to surveys at Macquarie, please review the material in “Plan your survey”.

Clicking on “Order your survey” will allow you to select the survey type you wish to use…
... and start the order...

Clicking “START MY ORDER”

... takes you to an authentication page where you will be required to enter your MQID.

Which will take you to a page where you can check and update your details and place your order.