A quick guide to ordering student evaluation surveys

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

From the staff portal at [https://staff.mq.edu.au/](https://staff.mq.edu.au/), select TEACH

Which takes you to ...

From where you click Design for learning

Which takes you to
<table>
<thead>
<tr>
<th>From where you select <strong>Teaching and curriculum evaluation</strong></th>
<th><img src="image1.png" alt="Diagram" /></th>
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<tbody>
<tr>
<td><strong>Which takes you to ...</strong></td>
<td><img src="image2.png" alt="Diagram" /></td>
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<td><strong>You might want to save this address to your shortcuts bar for future reference.</strong></td>
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<tr>
<td><strong>Scroll down until you get to the link <strong>Student Feedback Surveys</strong> ...</strong></td>
<td><img src="image3.png" alt="Diagram" /></td>
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<tr>
<td><strong>Clicking the link takes you to</strong></td>
<td><img src="image4.png" alt="Diagram" /></td>
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*Contact TEDS@mq.edu.au if you have any questions regarding this document*
From where you read the text before scrolling down to **Start your order**. Clicking on the link takes you to the survey order site itself *via iLearn*.

If you are not already enrolled in iLearn for student evaluation surveys, you will be asked to self-enrol… just click the **Enrol me** button and then…

Enter your MQID details to login…

Which takes you to the start of the cycle.
On the left you will see a series of slides which will step you through the order process.

If you intend to place an order, progress through each slide.

If you are new to student evaluation surveys at Macquarie, Slide 1 provides an overview and Slide 2 outlines the diverse types of survey instruments available.

Slide 5 provides an opportunity to review the many different questions that are available from the student evaluation survey question bank.