Information and Communications Technology Office –
Operations Management Office

Student's Faculty Evaluation System (SFES) Work Instruction for Undergraduate Students

PLM

STUDENT'S FACULTY EVALUATION SYSTEM

What is your default log-in credential?
Use your student number in the format below:
At **STUDENT–UNDERGRADUATE** under **SIGN IN**
Username : student number
Password : current password of CRS account

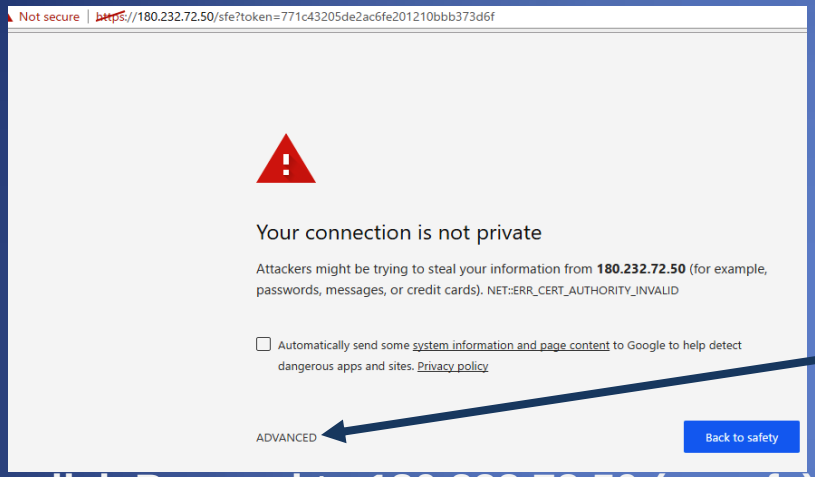
FACULTY EVALUATION STEPS

1. Type in the address bar: www.plm.edu.ph/sfe
2. Using the **User Level** drop-down list, choose **STUDENT – UNDERGRADUATE**
3. Use your **Username** (student number) and **Password** (current password of CRS account) then click **LOGIN**
4. Click **SUBJECT CODE-INSTRUCTOR** drop-down list and locate the subject and its corresponding instructor you wish to rate
5. Tap **START EVALUATION** to start the assessment
6. The evaluation instrument is divided into FACULTY ASSESSMENT, COURSE ASSESSMENT AND SELF-ASSESSMENT. Indicate your responses by clicking the radio button for quantitative questions and by typing the appropriate answer/feedback/comment in the comment box for qualitative questions.
7. After you have marked all your responses in the page, tap **NEXT** to continue
8. When you are finished with all the questions, click **FINISH**. You are now done evaluating your chosen subject-instructor. You will be directed back to the evaluation homepage where you can continue to assess the rest of your subjects and their corresponding instructors.
9. Repeat items 4-8 to assess other instructors
10. Once you have evaluated all of your subjects-instructors, logout your account

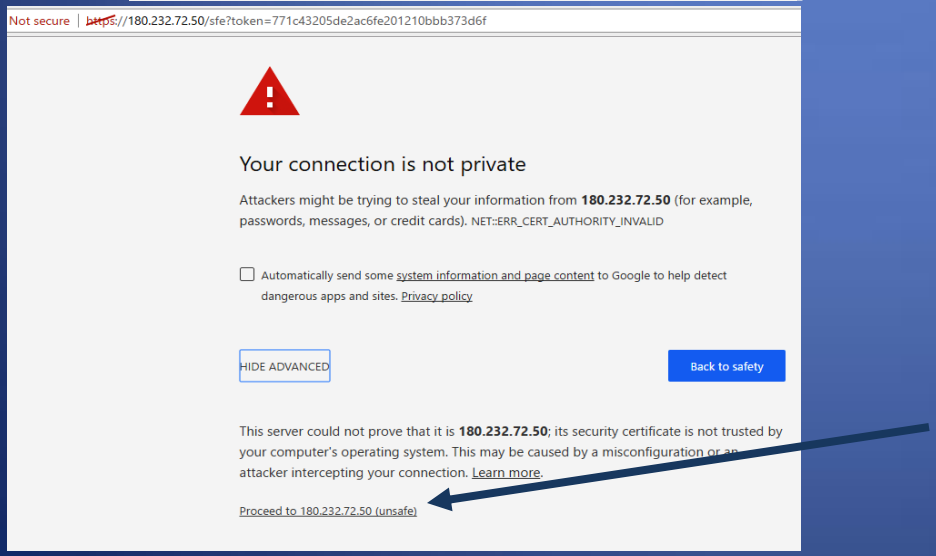
HOW TO LOGIN IN THE SFES PAGE? (STUDENT - UNDERGRADUATE)

1. Type in the address bar: **www.plm.edu.ph/sfe** then press **Enter**

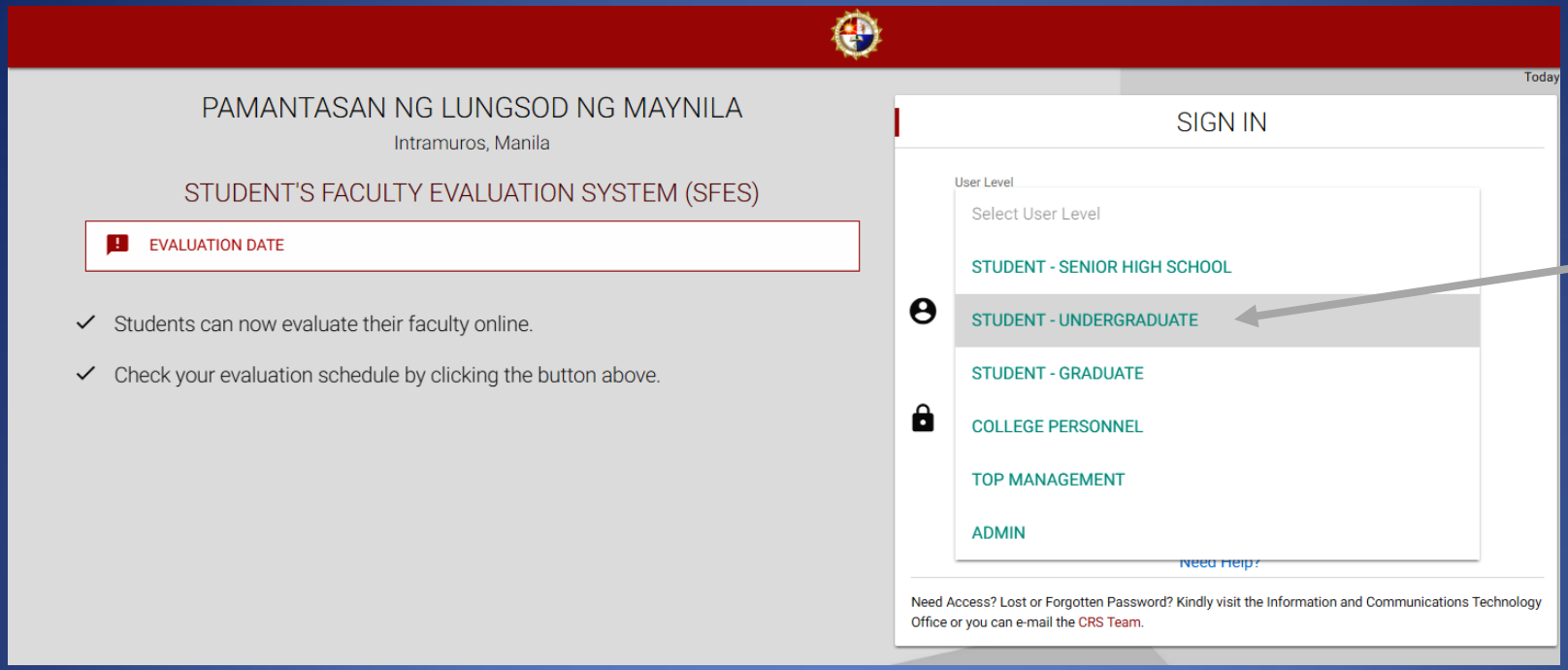
When you see this page, do not fret. Just click ADVANCED.



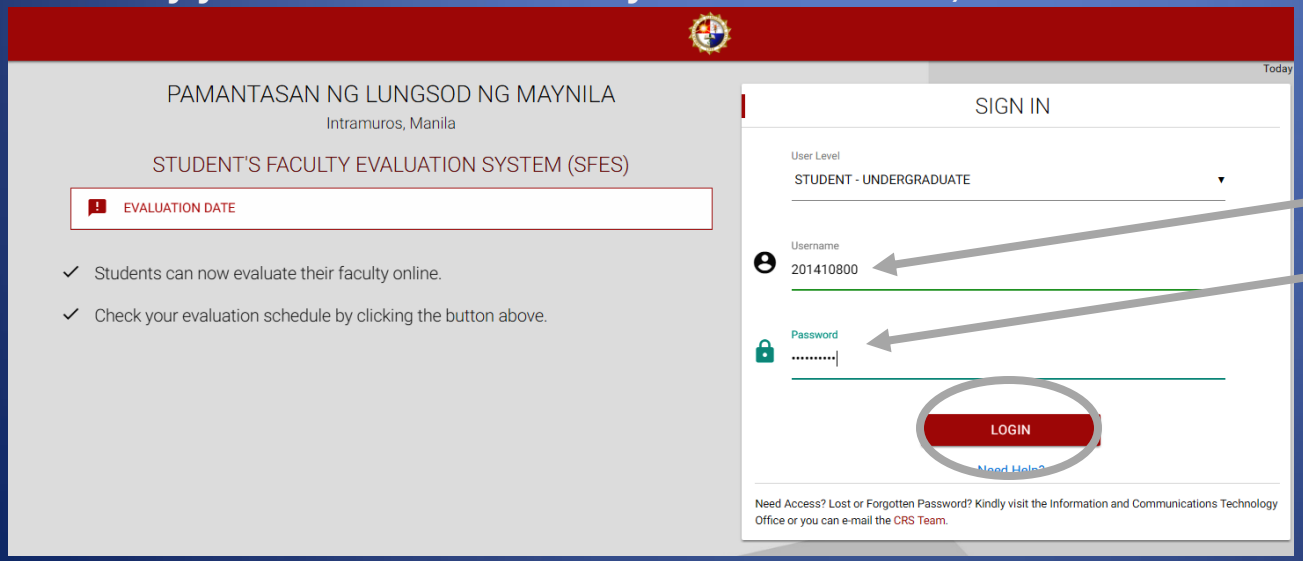
Then click Proceed to 180.232.72.50 (unsafe). You will be directed to the SFES Homepage.



2. Using the User Level drop-down list, choose STUDENT – UNDERGRADUATE

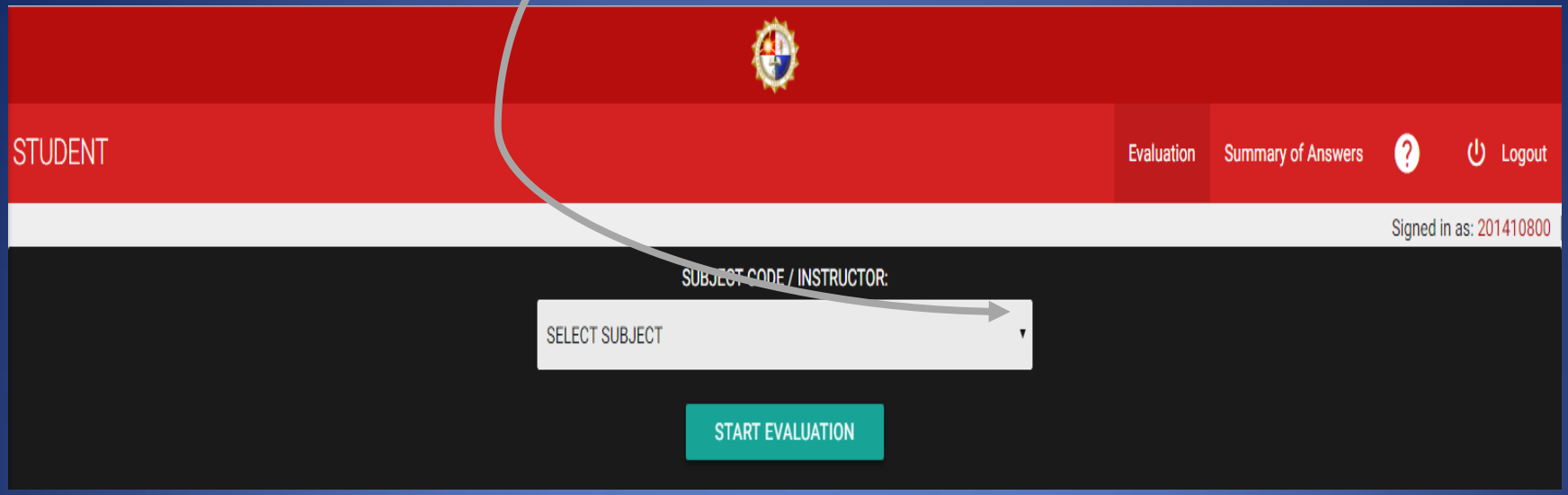


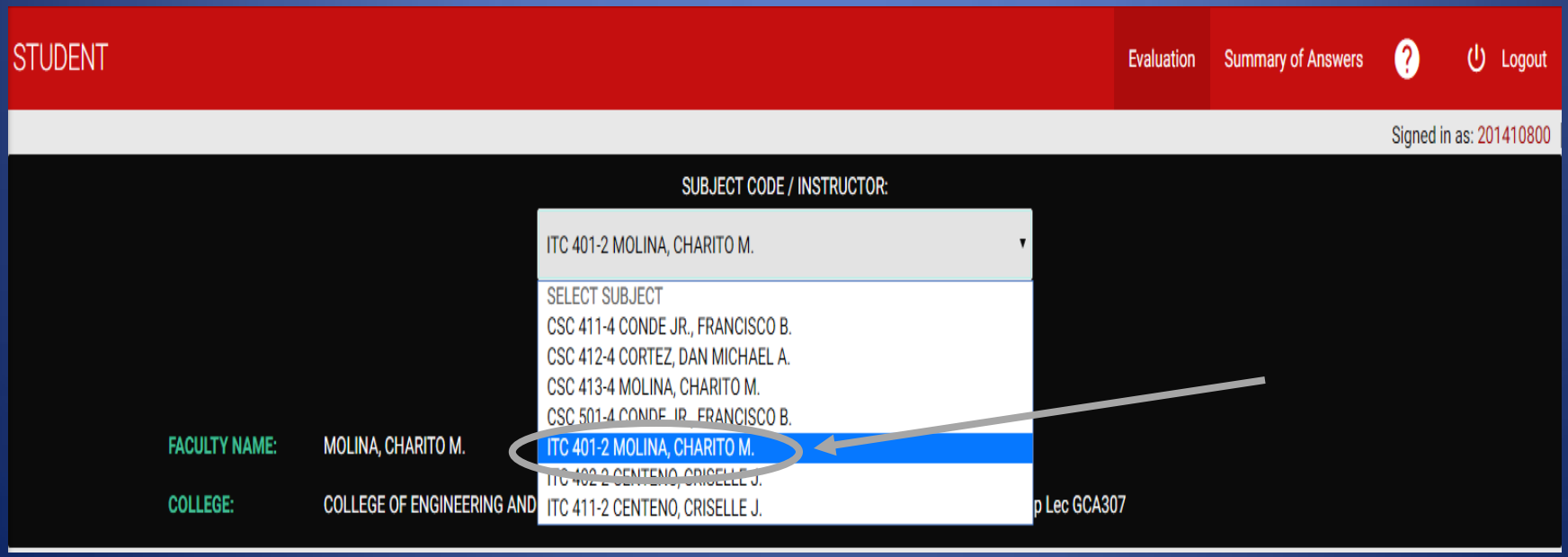
3. Use your Username (student number) and Password (current password of the CRS account) the same way you would do to access your CRS account, and then click LOGIN



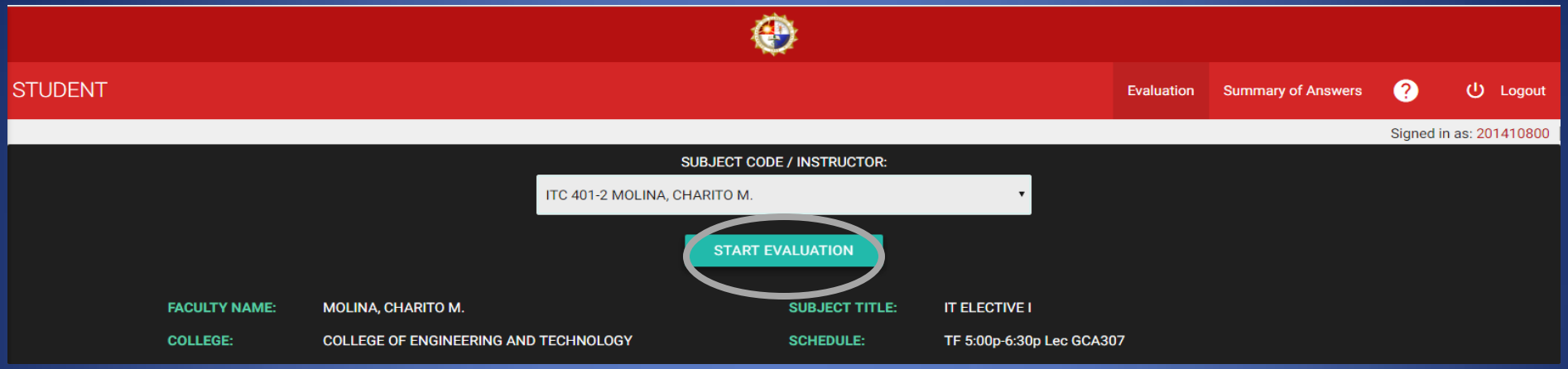
HOW TO EVALUATE?

4. Once you've gained system access, click the SUBJECT CODE-INSTRUCTOR drop-down list and locate the subject and its corresponding instructor you wish to rate.



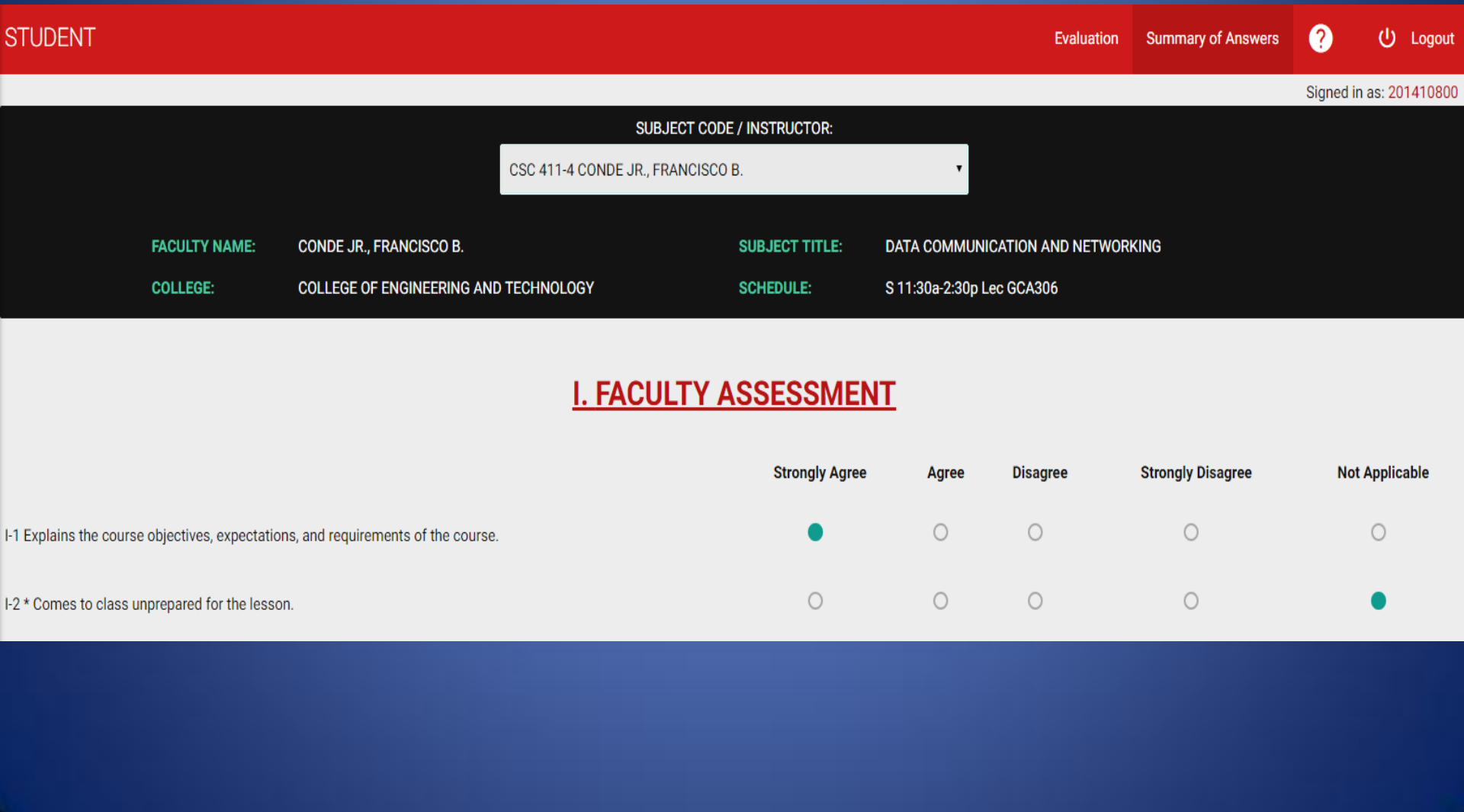


5. Choosing a specific subject code-instructor will display the following details: **FACULTY NAME, COLLEGE, SUBJECT TITLE, and SCHEDULE**. You must be officially enrolled in a particular instructor's course to access his or her evaluation instrument. To start the assessment, tap **START EVALUATION.**



The evaluation instrument is divided into FACULTY ASSESSMENT, COURSE ASSESSMENT and SELF-ASSESSMENT qualitative and quantitative questions. You are evaluating not only the instructor but also the teaching platform.

The "Faculty Assessment" has 41 questions.



The “Course Assessment” has 16 questions.

II. COURSE ASSESSMENT

II-10 Describe the nature of the departure(s) from the syllabus.

Conrad Hauser, Peter Parker, Clark Kent, Scott Summers, Optimus Prime

II-11 Do you think the departure(s) from the syllabus was/were necessary and benefited the class?

Kristine Hermosa, Yassi Pressman, Liza Soberano, Luanne Dy, Valeen Montenegro, Jessica Henwick, Nathalie Emmanuel, Maria Ozawa

	Too Fast	Fast	Just Right	Slow	Too Slow
II-12 How would you rate the overall pace of the course?	●	○	○	○	○

	Very Much	Much	Moderately/Some	Very Little	Nothing/Not at all	Not Applicable

The “Self-Assessment” has 9 questions

III. SELF-ASSESSMENT

	Very Much	Much	Moderately/Some	Very Little	Nothing/Not at all	Not Applicable
III-1 How actively did you participate in class discussions and activities?	●	○	○	○	○	○
III-2 Did you learn new ideas from your interactions with your teacher and classmates?	●	○	○	○	○	○

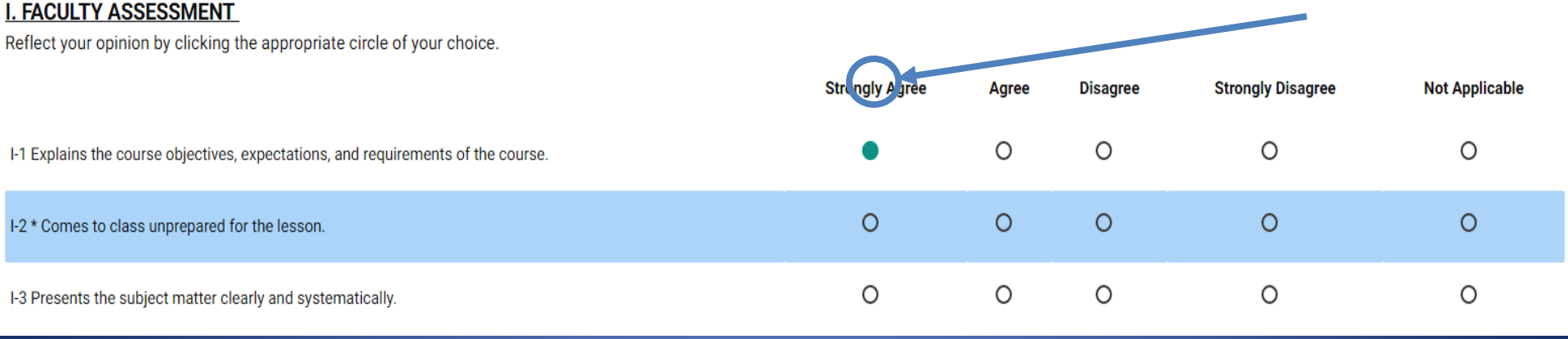
6. **Mark your responses by:**

a. Clicking the radio button for quantitative questions. You will be able to highlight only one radio button for each number.

SUBJECT CODE:	CSC 411-4		
FACULTY NAME:	CONDE JR., FRANCISCO B.	SUBJECT TITLE:	DATA COMMUNICATION AND NETWORKING
COLLEGE:	COLLEGE OF ENGINEERING AND TECHNOLOGY	SCHEDULE:	S 11:30a-2:30p Lec GCA306

I. FACULTY ASSESSMENT

Reflect your opinion by clicking the appropriate circle of your choice.



	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
I-1 Explains the course objectives, expectations, and requirements of the course.	●	○	○	○	○
I-2 * Comes to class unprepared for the lesson.	○	○	○	○	○
I-3 Presents the subject matter clearly and systematically.	○	○	○	○	○

b. Type in the appropriate answer/feedback/comment in the comment box for qualitative questions. Do not leave these boxes blank; otherwise, you will not be able to proceed to the next page. A message, "Please fill out this field," will appear for blank text boxes.

I. FACULTY ASSESSMENT

Reflect your opinion by clicking the appropriate circle of your choice.

	Yes	No
I-30.2 Are QUIZZES one of the bases used by the teacher for grading?	○	○
I-30.3 Is MIDTERM EXAMINATION one of the bases used by the teacher for grading?	○	○
I-30.4 Is FINAL EXAMINATION one of the bases used by the teacher for grading?	○	○
I-30.5 Are REPORTS one of the bases used by the teacher for grading?	○	○
I-30.6 Are PAPERS one of the bases used by the teacher for grading?	○	○

I-30.7 What are the OTHER bases used by the teacher for grading?

NEXT

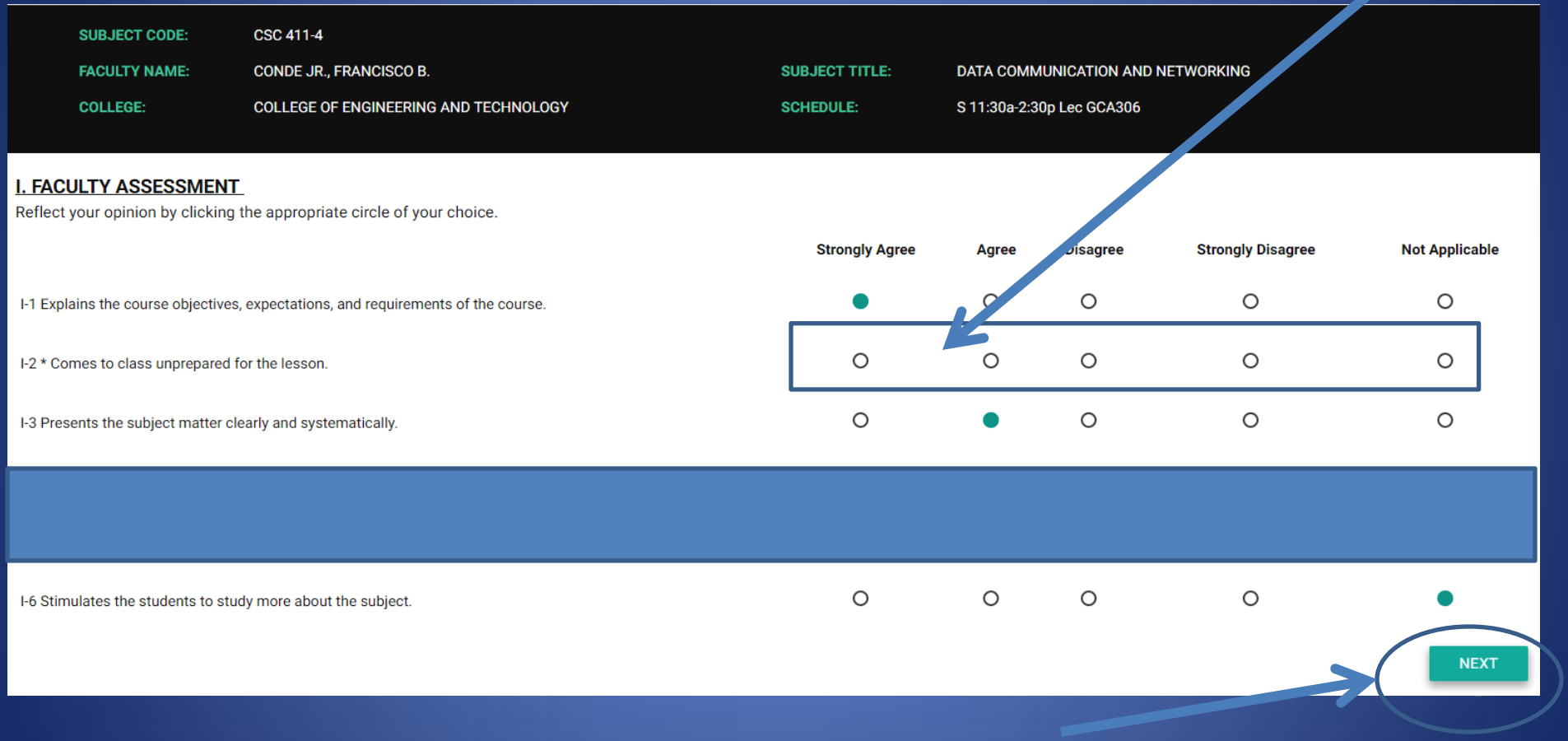
Your comments are anonymous unless you type information that identifies you.

I-30.7 What are the OTHER bases used by the teacher for grading?

behavior, attitude, hygiene, outlook, chrome, bank account, social media, Combiner Wars, Titans Return, Power of the Primes, Infinity Gauntlet

You will not be able to proceed to the next page unless all fields are filled out.

7. Once you have completely marked your responses, click on the NEXT button. Note that all responses are saved in the system once you click the NEXT button.



SUBJECT CODE:	CSC 411-4		
FACULTY NAME:	CONDE JR., FRANCISCO B.	SUBJECT TITLE:	DATA COMMUNICATION AND NETWORKING
COLLEGE:	COLLEGE OF ENGINEERING AND TECHNOLOGY	SCHEDULE:	S 11:30a-2:30p Lec GCA306

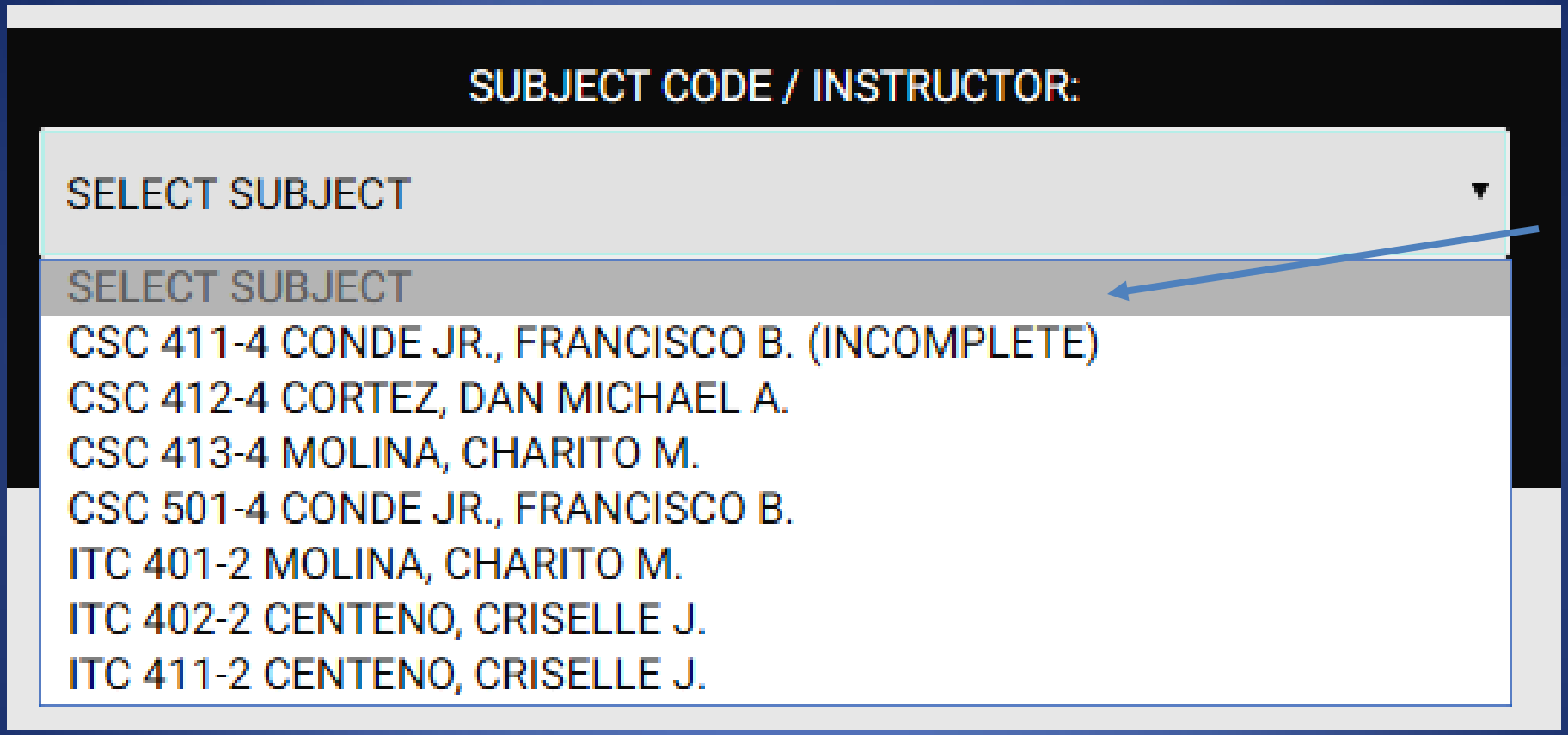
I. FACULTY ASSESSMENT

Reflect your opinion by clicking the appropriate circle of your choice.

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
I-1 Explains the course objectives, expectations, and requirements of the course.	●	○	○	○	○
I-2 * Comes to class unprepared for the lesson.	○	○	○	○	○
I-3 Presents the subject matter clearly and systematically.	○	●	○	○	○
I-6 Stimulates the students to study more about the subject.	○	○	○	○	●

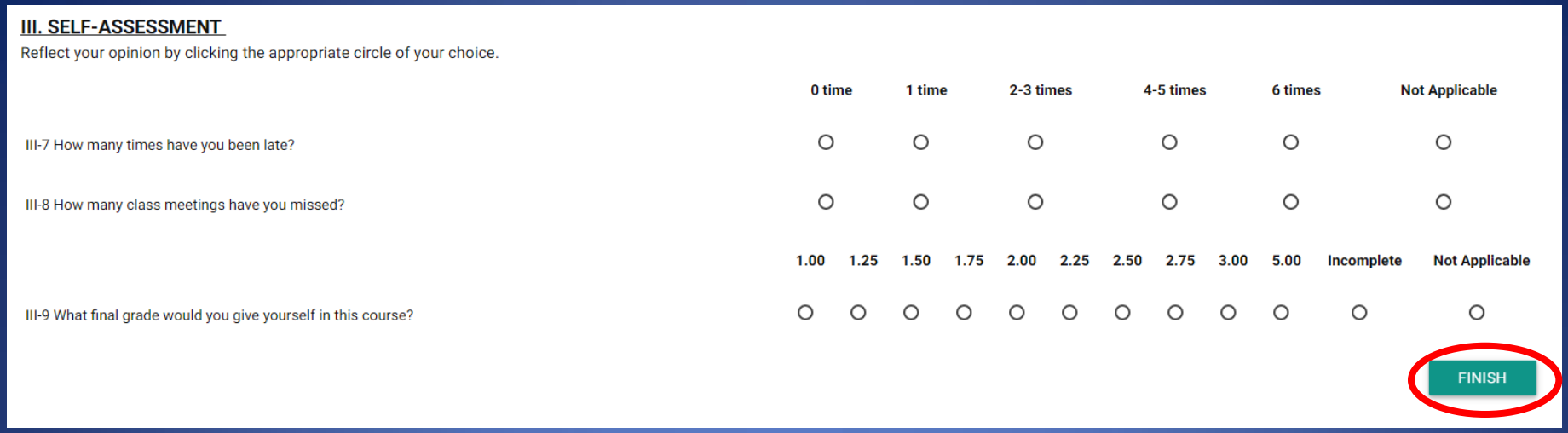
NEXT

If, by chance, you logged out your account while answering the evaluation, just log in your account again and choose the incomplete evaluation.



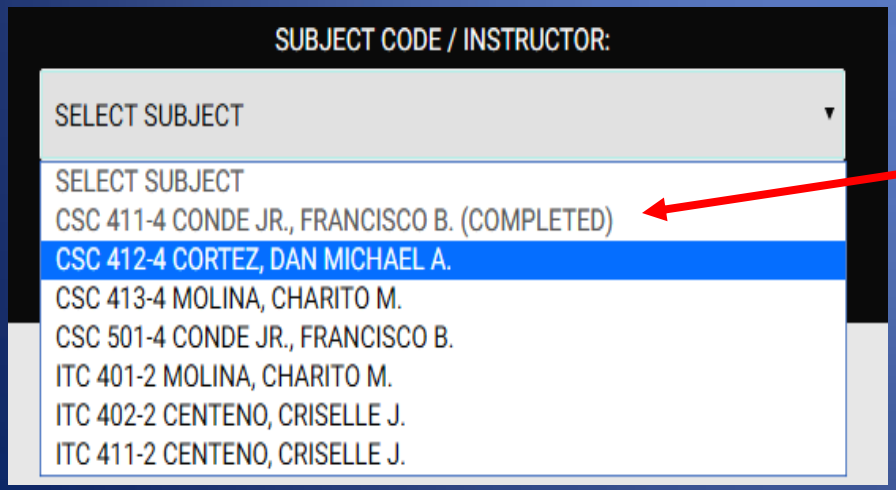
Once you've done so, you will be directed to the page where you left off and continue evaluating the subject and instructor.

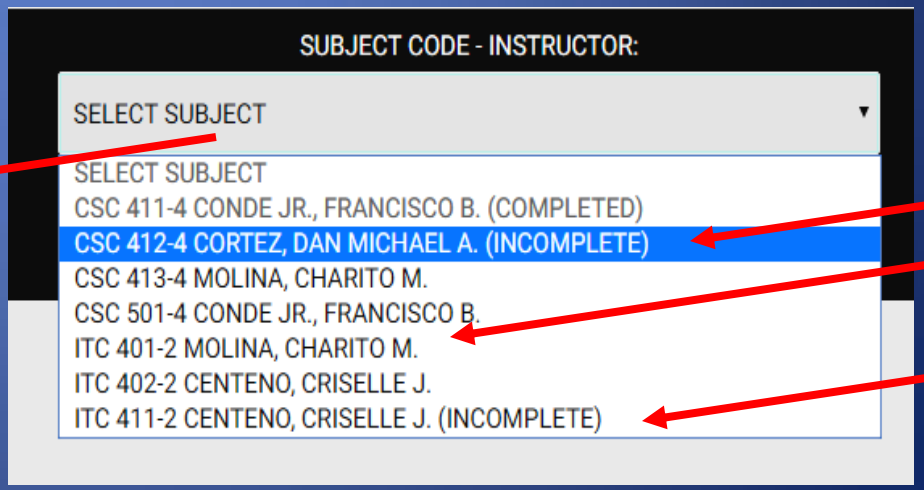
8. Once you have provided your responses on all questions, click **FINISH.**



Note that the feedback you provide cannot be modified in any way once you click the FINISH button. You are now done evaluating your chosen subject-instructor.

9. After that, you will be directed back to the evaluation homepage where you can continue evaluating the rest of your subjects and their corresponding instructors by repeating items 4-8. Completely evaluated subject codes and instructor names are greyed-out and can't be accessed.

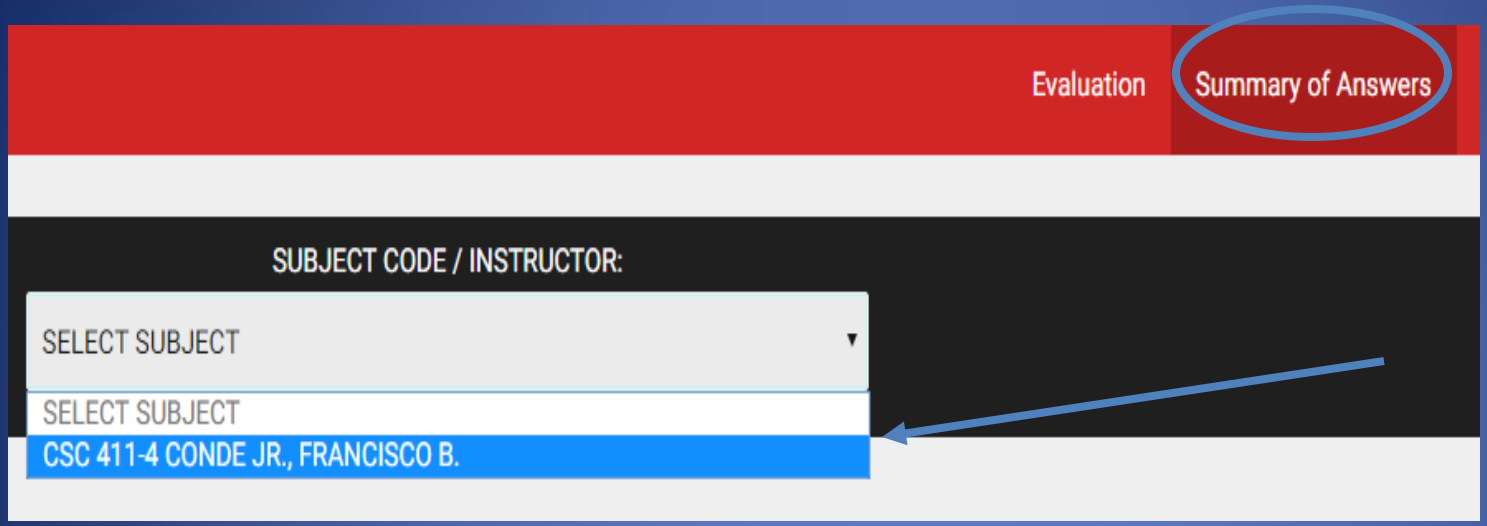




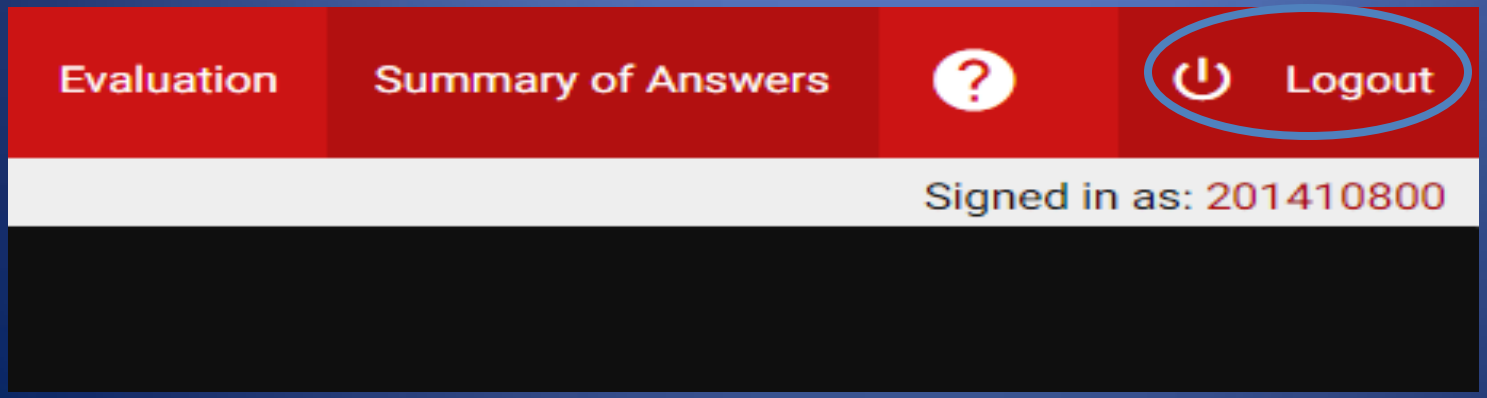
HOW TO REVISIT SUBMITTED RESPONSES?

a. Select **Summary of Answers** located in the menu section beside **Evaluation**.

b. Click the name of the instructor whose evaluation you want to review.



10. Once you have evaluated all of your subjects-instructors, do not forget to logout your account.



Thank You!