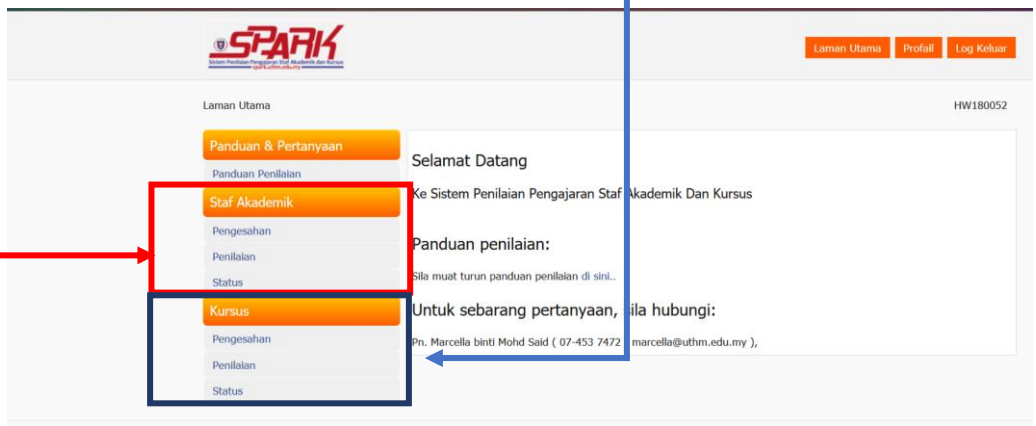
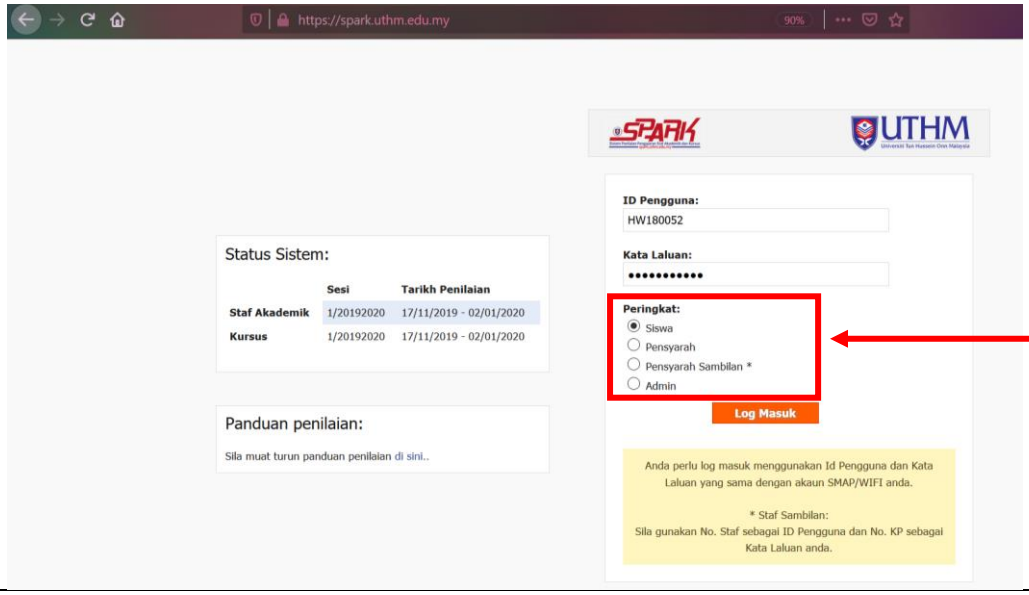
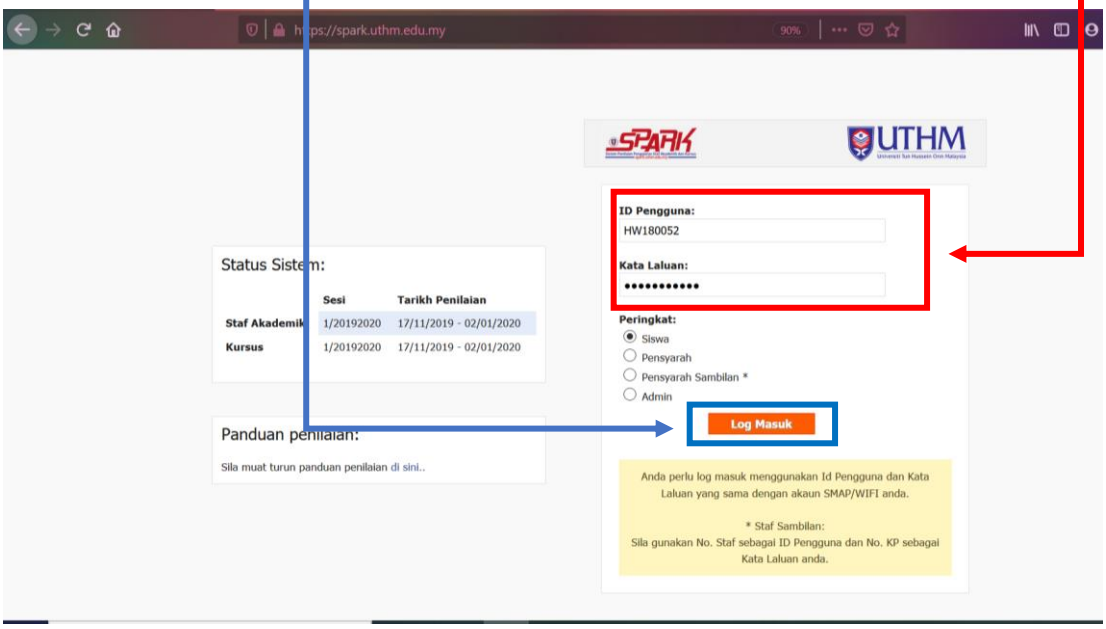
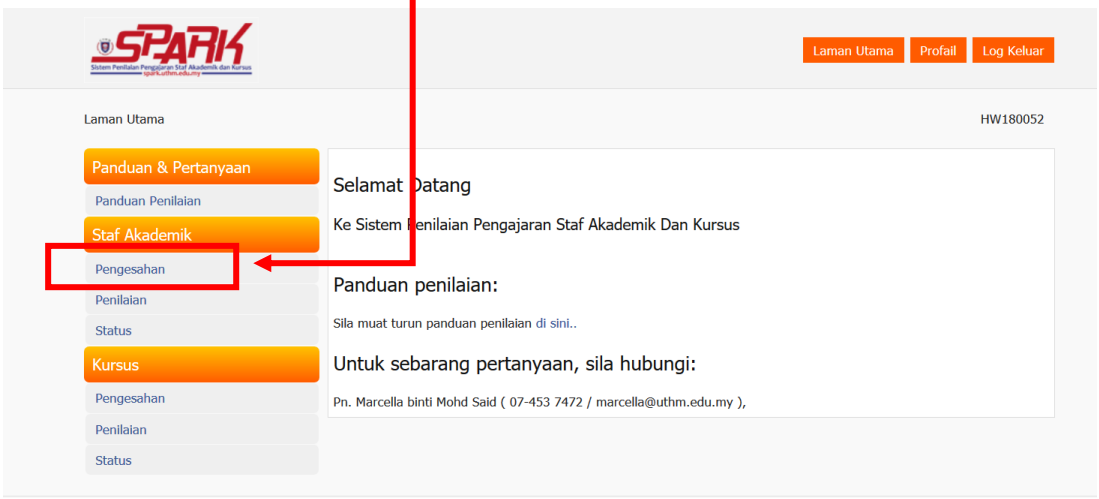
MANUAL FOR SPARK'S EVALUATION

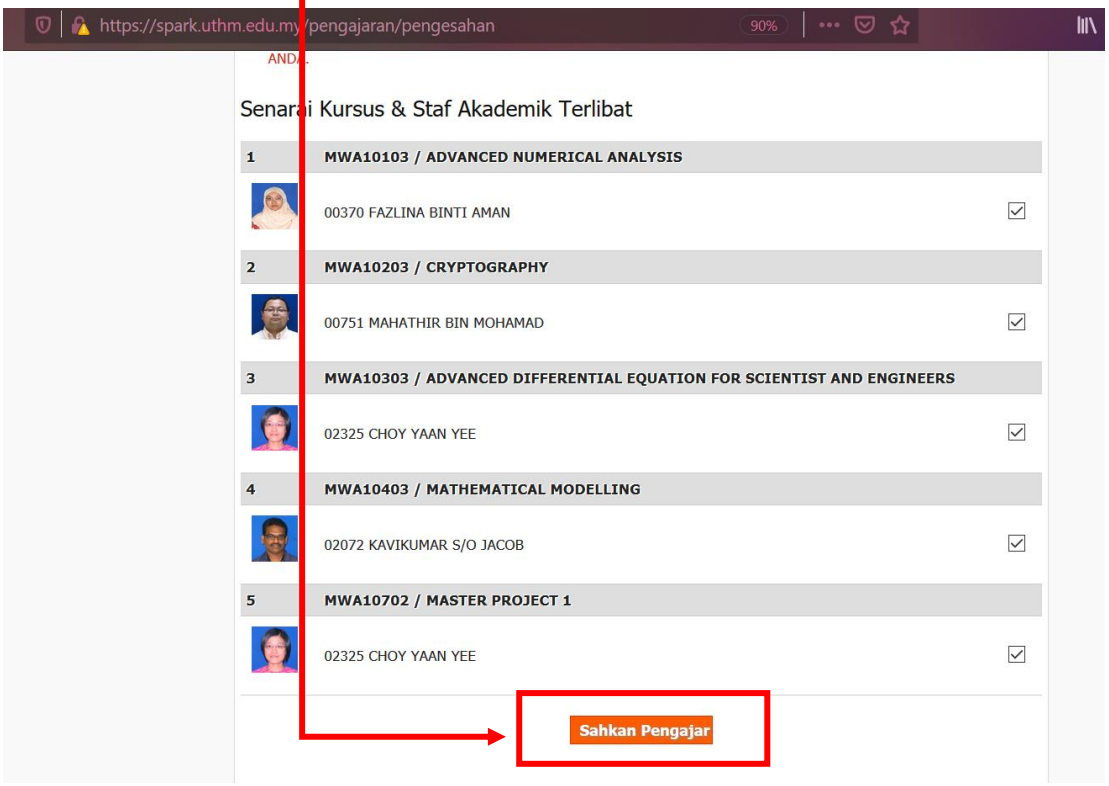
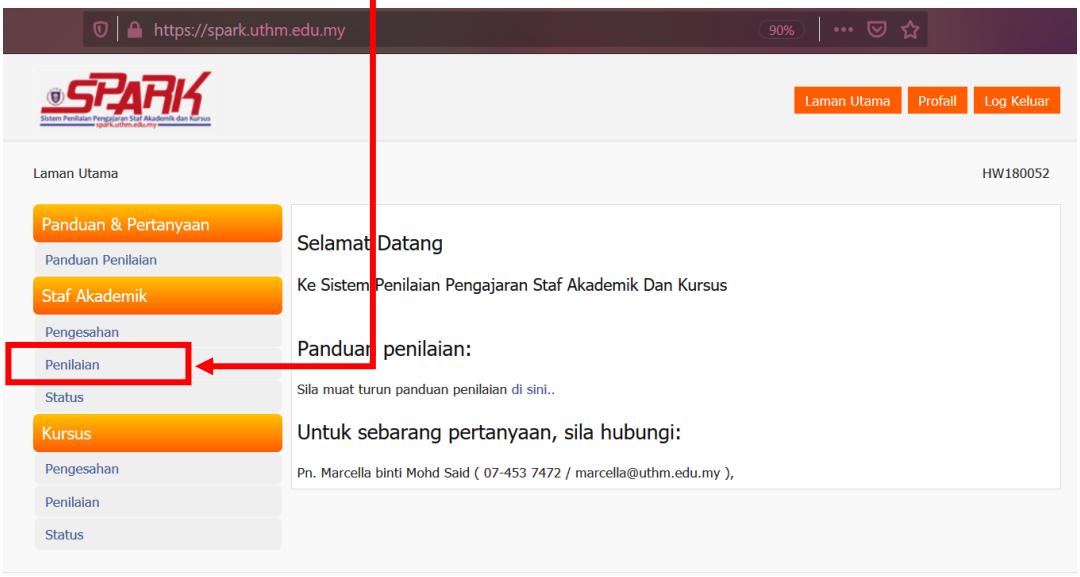
IMPORTANT: STUDENTS SHOULD COMPLETE EVALUATIONS ON TEACHING (*STAF AKADEMIK*) AND COURSES (*KURSUS*)

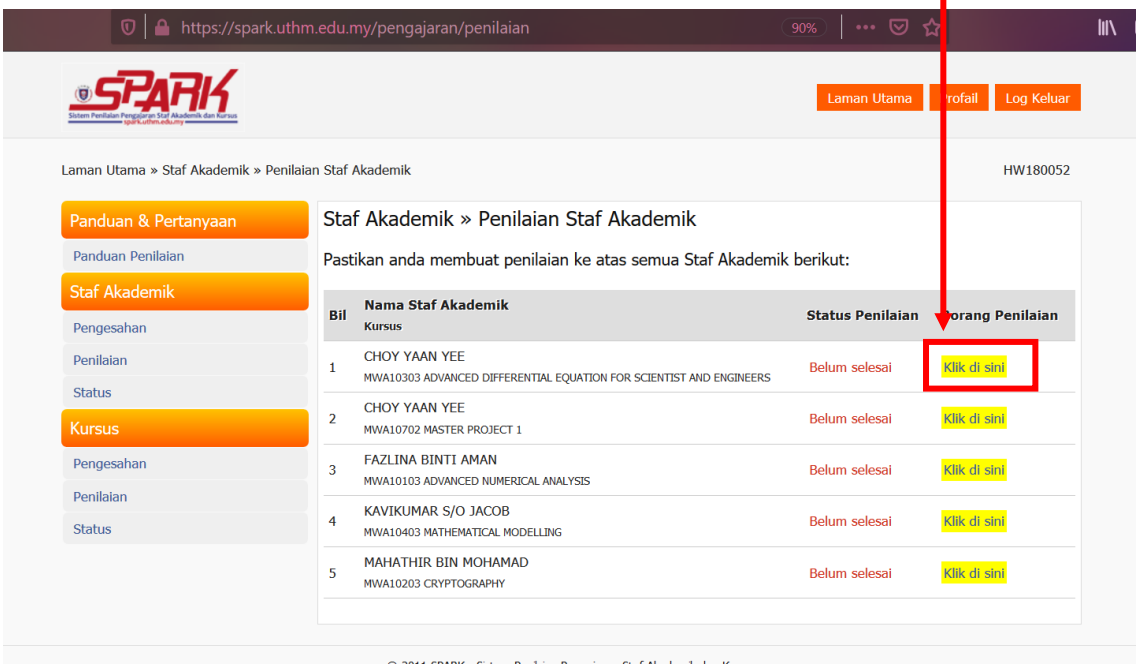
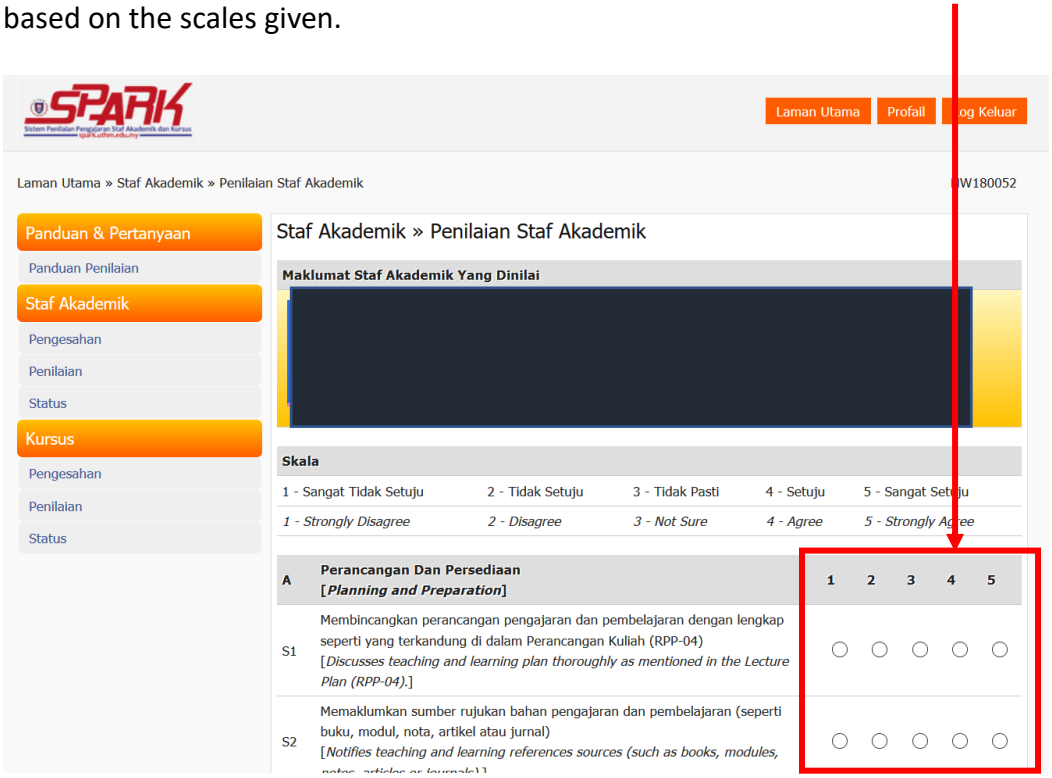


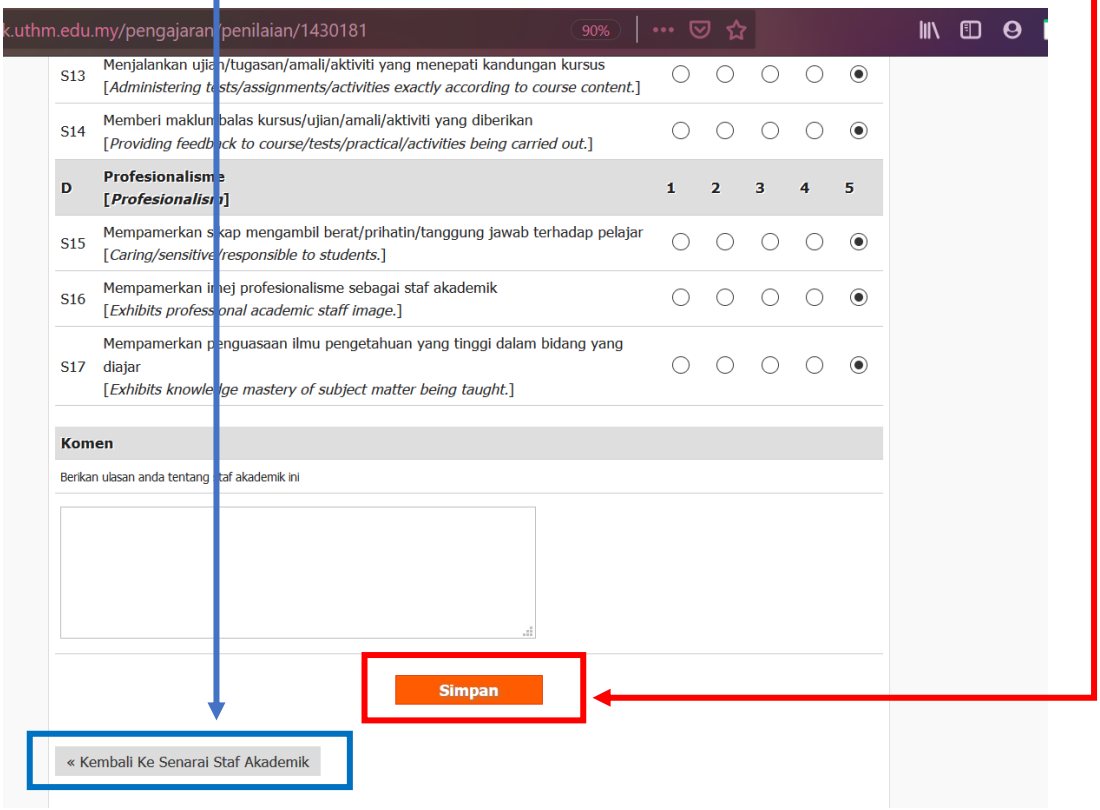
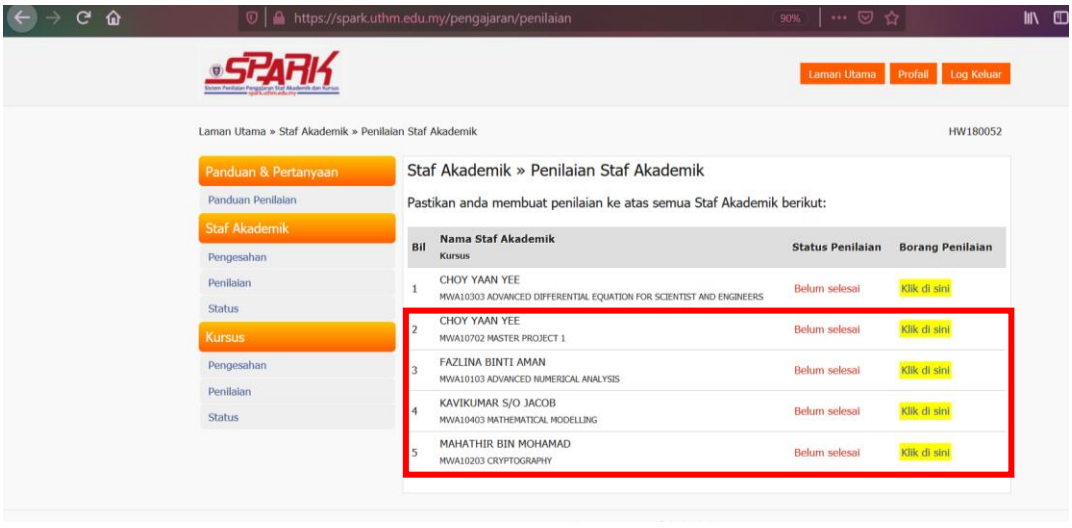
COMPLETE STEPS OF EVALUATING VIA SPARK

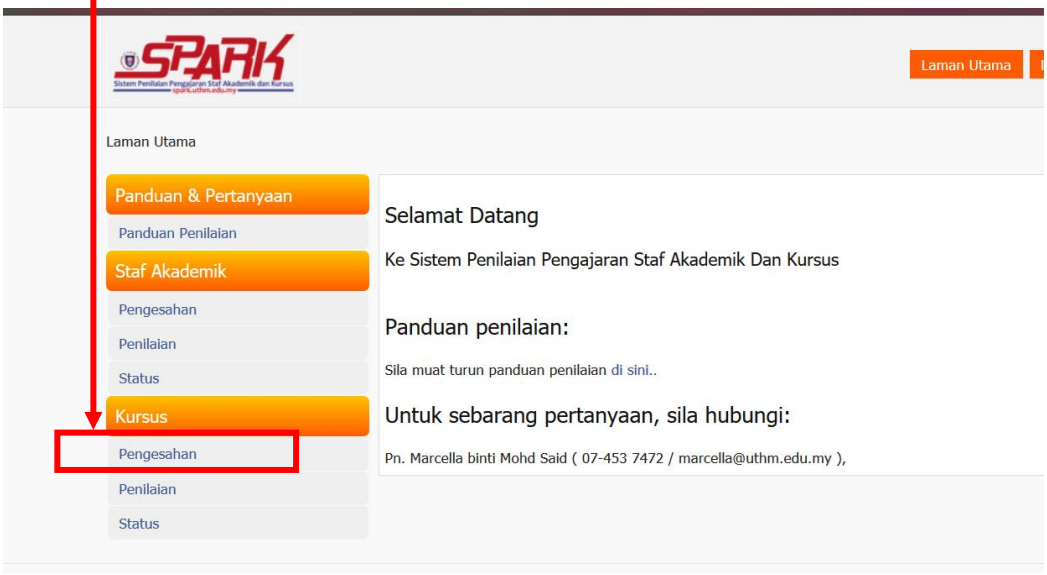
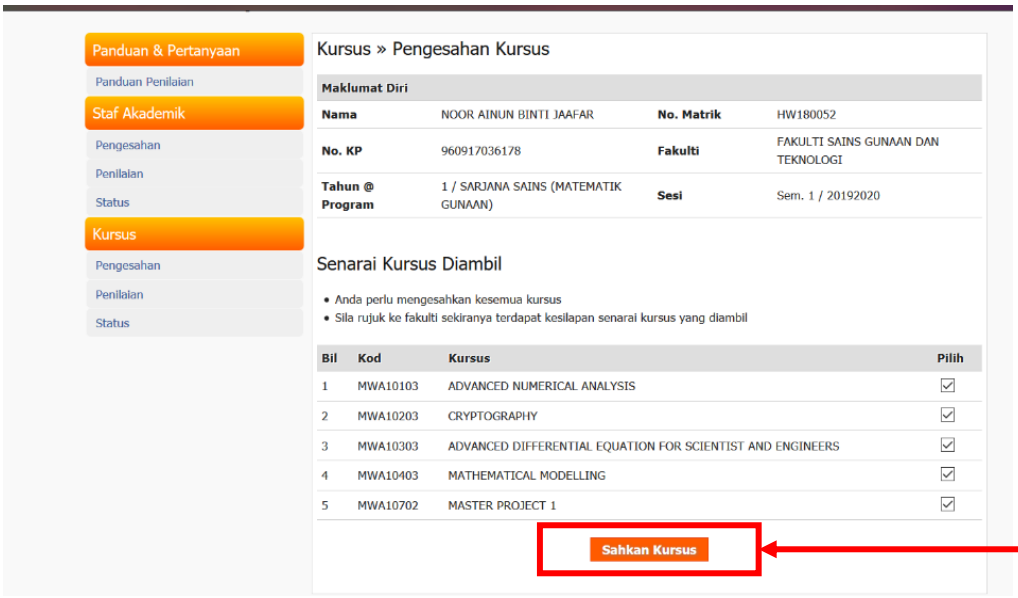
NO	STEPS
1	Go to https://spark.uthm.edu.my/. Choose "Siswa" 

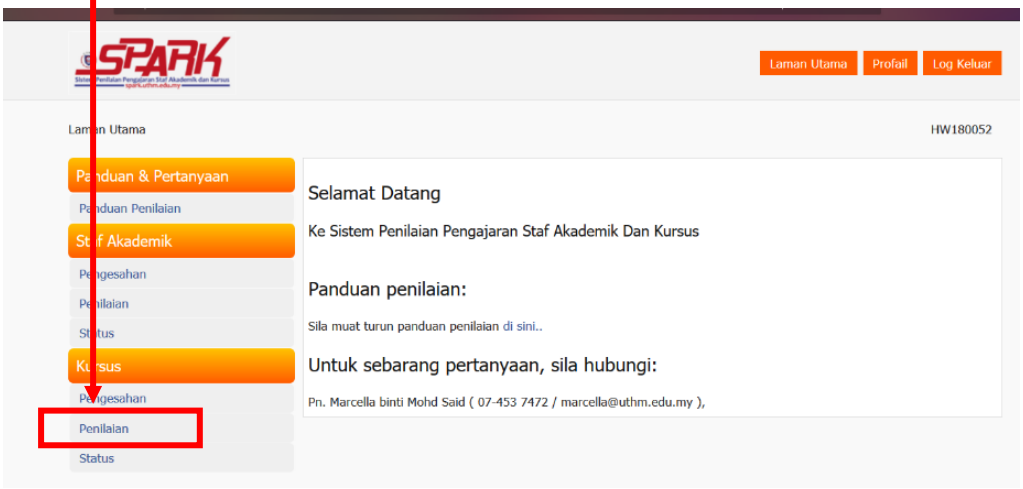
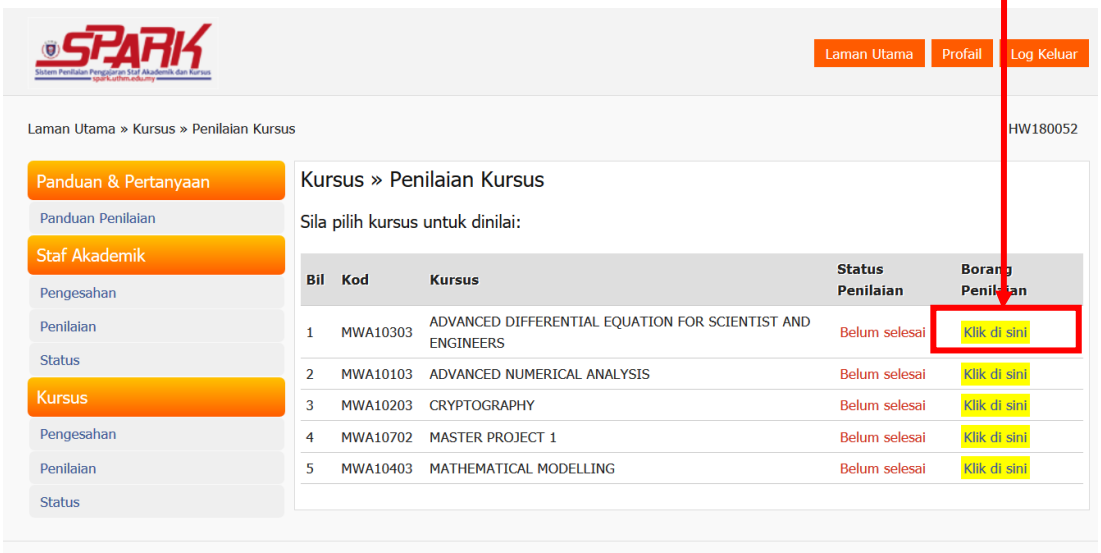
2	Log in by using your UserID and Password (similar to SMAP/WIFI UserID and Password). Next, click "Log Masuk" 
3	You will be directed to the following screen. Start by evaluating the lecturers' teaching. Click "Pengesahan" 

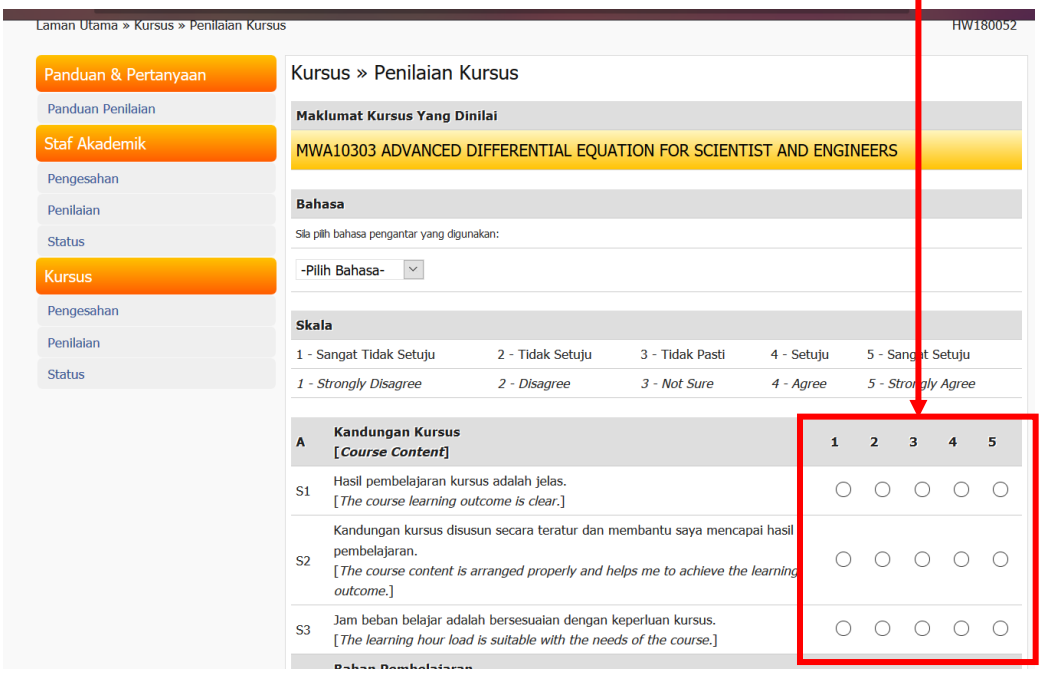
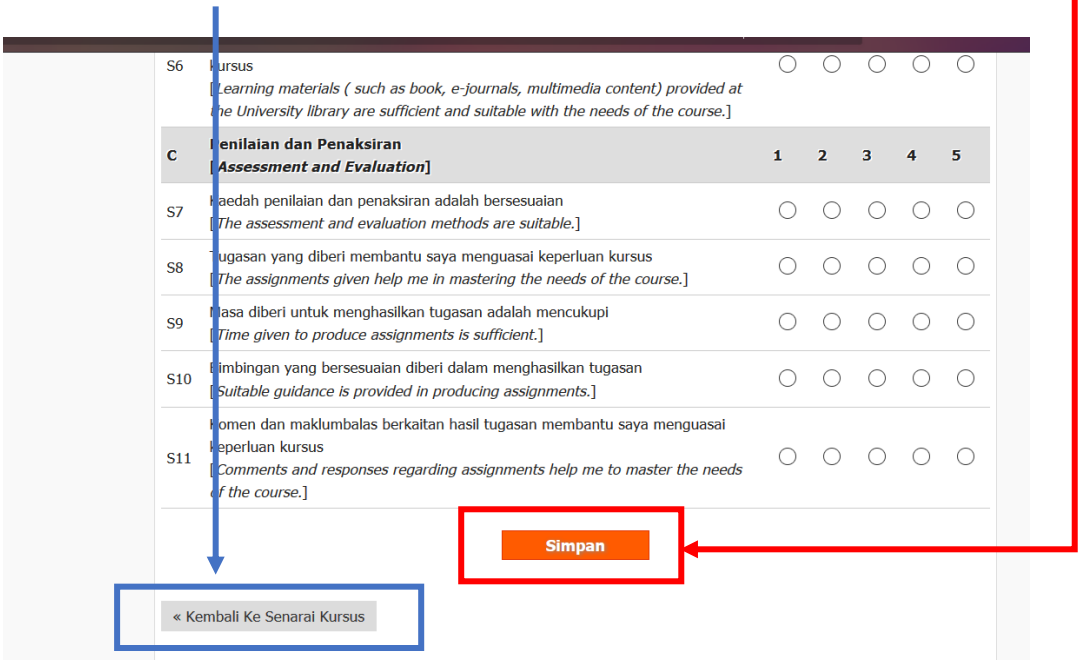
4	Courses and respective lecturers will be shown as below. If the details shown are correct, click "Sahkan Pengajar". Otherwise, please inform the faculty for immediate action. 
5	Click "Penilaian" 

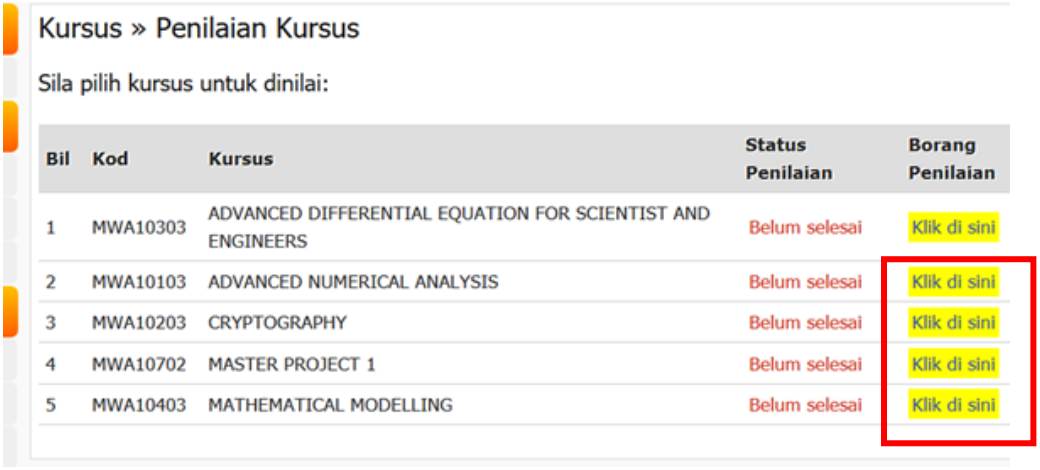
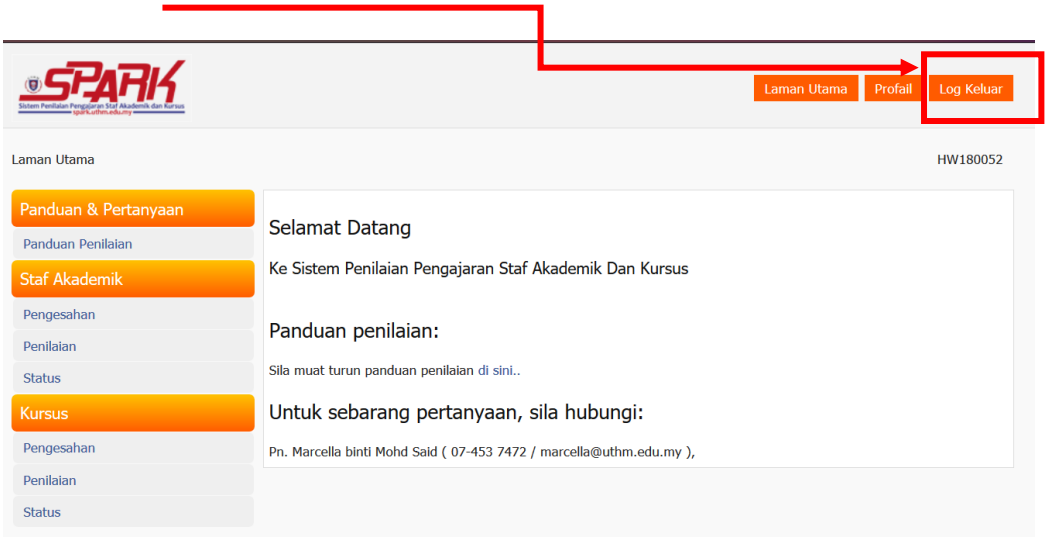
6	Courses and respective lecturers will be displayed as below. Click "Klik di sini" to start evaluating the lecturers. 
7	You will be directed to the following screen. Click on the appropriate radio buttons based on the scales given. 

8	Complete the evaluation and click "Simpan" Click "Kembali Ke Senarai Staf Akademik" to complete the evaluation for other lecturers. 
9	Repeat Steps 6 – 8 for all lecturers. 

10	Once teaching evaluations are completed, then proceed to courses' evaluations. Click "Pengesahan" 
11	Courses will be shown as below. If the details shown are correct, click "Sahkan Kursus". Otherwise, please inform the faculty for immediate action. 

12	Click “Penilaian” 
13	Courses will be displayed as below. Click “Klik di sini” to start evaluating the courses. 

14	You will be directed to the following screen. Click on the appropriate radio buttons based on the scale given. 
15	Complete the evaluation and click "Simpan" Click "Kembali Ke Senarai Kursus" to complete the evaluation for other courses. 

16	Repeat Steps 13 – 15 for all courses. 
17	Click "Log Keluar" after you complete the evaluations. 

THANK YOU