Online Course Evaluation in the Lecture Hall

Information for Course Lecturers

Version: 1 December 2016

Requirement: The prerequisite for the method "Online Course Evaluation in the Lecture Hall" is that all students who attend the course have also been registered for it through the i3v software. This should be ensured for all **continuous assessment courses** through the changes in registration formalities, starting with the winter semester of 2015/16. For **lectures**, it would also be preferable that the participating students are registered via the iv3 software. This should be decided by the responsible directorate of studies.

Set-up: As course lecturer, you have to set the starting time and date of the course during which the evaluation will take place, as well as the type of questionnaire for every course. This can be done in the u:space interface for course lecturers at https://uspace.univie.ac.at/ → teaching → course evaluation.

Implementation: It is important that you, as course lecturer, notify the students in advance about the course evaluation and enable them to participate in the evaluation during the scheduled course unit. Please allocate an appropriate time frame for the evaluation. At the chosen time, the students will receive an e-mail containing a link to the survey on their mobile devices (smartphone, tablet, laptop) and can fill out the electronic survey while in the lecture hall. Students who are not present during the course have the possibility of filling out the course evaluation until two days after the course took place. After one day, an e-mail reminder will be sent to all students who have yet to participate.

Results: The survey will be open for two days. As course lecturer, you will receive an e-mail containing the evaluation report immediately after the survey has been completed. You can also continuously check the results of the course evaluation from your account at http://eval2.univie.ac.at. If you want to check them from outside the University computer network, you will need a VPN connection https://vpn.univie.ac.at/.

Feedback to students: If the course evaluation is carried out as described above during the penultimate course session, the results can be discussed with the students or presented during the next or last session of the course. This kind of feedback would also be consistent with the recommendation from the Quality Audit suggesting that course instructors should inform students about the results of course evaluations.

Outcomes: The Unit for Quality Assurance has completed a pilot project for the "Online Course Evaluation in the Lecture Hall" in various directorates of studies during the winter semester of 2014/15 (Philosophy, Teacher Education), the summer semester of 2015 (Geography, Computer Science) and the winter semester of 2015/16 (History, Translation Studies, Mass Media and Communication Science). Outcomes worth mentioning are:

- Under appropriate conditions (see above), the same number of questionnaires are filled out electronically, as in the case of paper-and-pencil surveys: approximately 70% of the students enrolled in continuous assessment courses. This is significantly more than in the case of conventional online evaluations.

- The students meet the technical requirements (web-enabled mobile phone, tablet or laptop).

- The technical infrastructure of the University of Vienna (WLAN, survey server) allows a large number of students to complete the survey simultaneously.

- The open text comments of the students are easier to read and anonymised. The number of comments has been exemplary checked and corresponds with the number of comments in paper questionnaires.

- Students, course lecturers and directors of studies appreciate the opportunity of online course evaluations in lecture halls.

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👤 Michael Hofer, hoferm8   **LOGOUT**

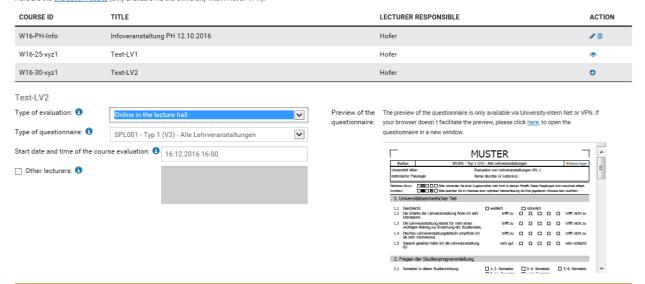## Course Evaluation

In this application you can generate online surveys and order paper & pencil questionnaires.

Here are the evaluation results (only available via the University-intern Net or VPN).

COURSE ID	TITLE	LECTURER RESPONSIBLE	ACTION
W16-PH-Info	Infoveranstaltung PH 12.10.2016	Hofer	✏ 🗑
W16-25-xyz1	Test-LV1	Hofer	👁
W16-30-xyz1	Test-LV2	Hofer	⊕

Test-LV2

Type of evaluation: ℹ   [Online in the lecture hall ▾]

Type of questionnaire: ℹ   [SPL001 - Typ 1 (V3) - Alle Lehrveranstaltungen ▾]

Start date and time of the course evaluation: ℹ   [16.12.2016 16:00]

☐ Other lecturers: ℹ

Preview of the questionnaire: The preview of the questionnaire is only available via University-intern Net or VPN. If your browser doesn´t facilitate the preview, please click here, to open the questionnaire in a new window.

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💡 **IMPORTANT INFORMATION**

1 e-mail addresses have been found. You can only make an online evaluation if the students are registered for the course via U:SPACE. The students? e-mail addresses are transferred to the evaluation system every Saturday.

Download e-mails as CSV file

☑ I confirm that the registration period for this course for students has been closed.

CREATE EVALUATION

Contact: evaluation@univie.ac.at, +43 1 4277 18001, http://qs.univie.ac.at