Navigation in Evasys for Course Instructors

You can access the entry page while **within the university network** via the following link:
https://eval2.univie.ac.at/

Choose “Log-in“ and register with the access data of your u:account. ①

For safety reasons access is only possible within the university network. If you want to access the data from **outside the university**, you first need to go to https://univpn.univie.ac.at/ to set up a VPN-connection.

In the side menu **“Zentrale Evaluation“** you can choose between

- ② “Meine Umfragen” (“My Surveys“) and
- ③ “Archiv” (“Archive”)
The reports from the current semester and the last semester you can see in “Meine Umfragen”. The reports from past semesters you can access through the archive.

Course instructors can add comments to current reports that are available in “Zentrale Evaluation” – “Meine Umfragen”. These comments can be seen by the responsible Directorate of Studies, deans and by (Vice-)rectors.

To add a comment, click on the symbol “Edit/show notes”. Then click on “Notiz hinzufügen” (“Add Note”).

![Image of the user interface for Zentrale Evaluation and adding notes]

**Image Description:**
- The interface shows a section titled “Berichte aus der Zentralen Evaluation” with a table listing reports and their details.
- There is a button labeled “Edit/show notes” with an arrow pointing to it.
- Another section titled “Alle Notizen der Umfrage: Titel” shows a placeholder for notes.
- There is a button labeled “Notiz hinzufügen” (“Add Note”) with an arrow pointing to it.

![Image of the user interface for adding notes]

**Image Description:**
- The interface shows a form for adding notes to a report.
- The form has a field for the title of the note and a button labeled “Notiz hinzufügen” (“Add Note”).
- There is a button labeled “Zurück” (“Back”).

The reports from the current semester and the last semester you can see in “Meine Umfragen”. The reports from past semesters you can access through the archive.

Course instructors can add comments to current reports that are available in “Zentrale Evaluation” – “Meine Umfragen”. These comments can be seen by the responsible Directorate of Studies, deans and by (Vice-)rectors.

To add a comment, click on the symbol “Edit/show notes”. Then click on “Notiz hinzufügen” (“Add Note”).
After writing your comment, click on „Speichern“ to save it. ⑥

You can also access your reports in English by using the Drop-Down-Menu. ⑦ (Open comments from students are not translated.)
To access older reports you need to go to the archive. You can get there by clicking “Archiv (Plug-In)” on the left side. Afterwards you can choose between the different semesters where reports are available.

Note: In the archive, you are not able to add comments and older reports are not available in English.

Should you have any further questions please don’t hesitate to contact us directly!

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