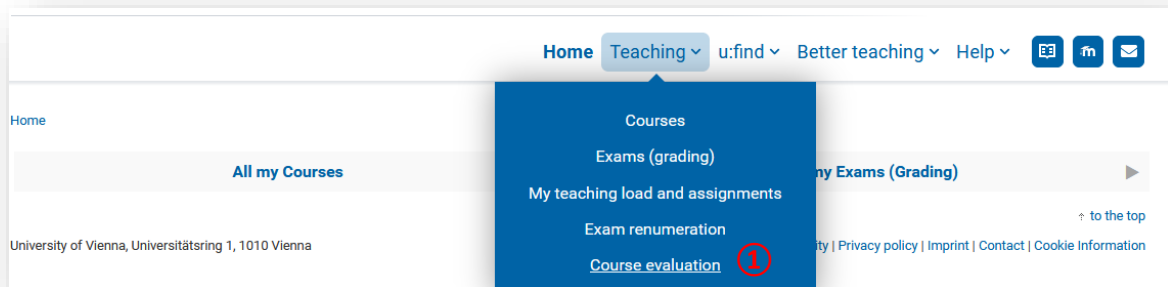
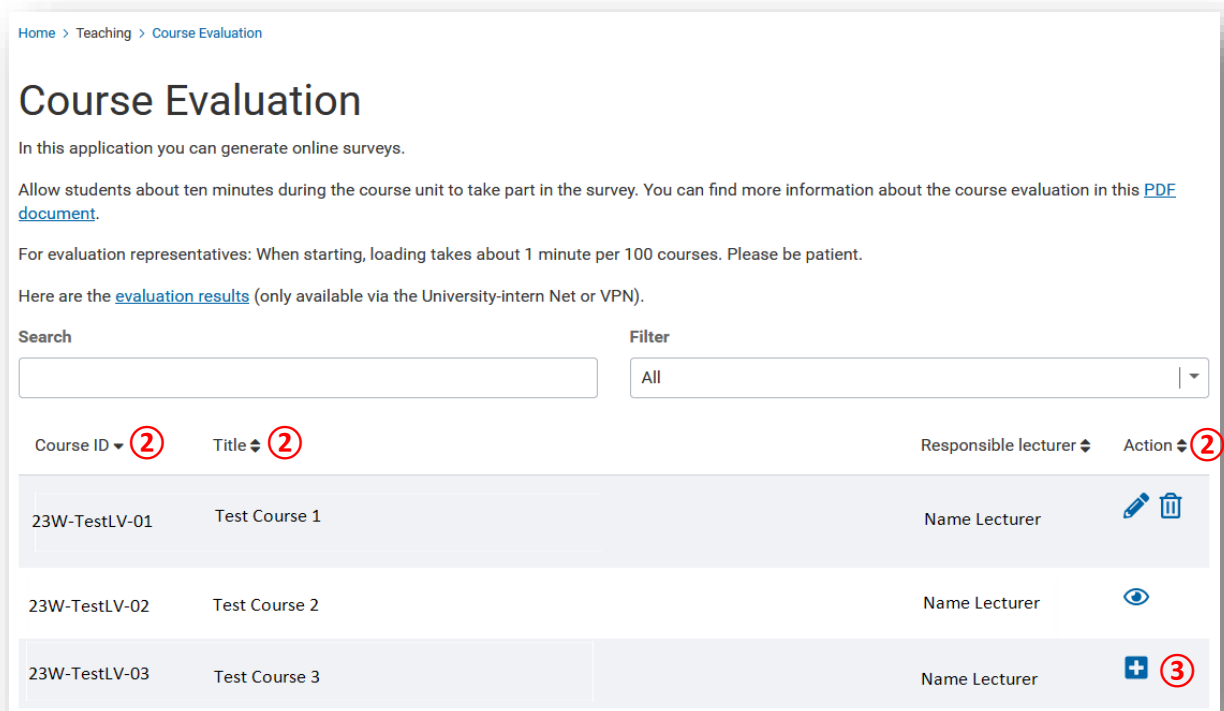


Setting up of Course Evaluations

Log in via [u:space](#). The menu item *Teaching* takes you to *Course Evaluation* ①.



Here you can see all your courses for which you are primarily responsible. You can **sort** them (by clicking on *Course ID*, *Title* or *Action*). ②

A screenshot of the 'Course Evaluation' page. The page title is 'Course Evaluation' and it includes introductory text about generating online surveys. Below the text is a search and filter section. The main content is a table with the following columns: 'Course ID', 'Title', 'Responsible lecturer', and 'Action'. The table contains three rows of data. The 'Course ID' and 'Title' columns are marked with a red circle and the number 2. The 'Action' column is marked with a red circle and the number 2. The third row has a plus sign icon in the 'Action' column, which is marked with a red circle and the number 3. The 'Responsible lecturer' column for all rows shows 'Name Lecturer'.

Home > Teaching > Course Evaluation

Course Evaluation

In this application you can generate online surveys.

Allow students about ten minutes during the course unit to take part in the survey. You can find more information about the course evaluation in this [PDF document](#).

For evaluation representatives: When starting, loading takes about 1 minute per 100 courses. Please be patient.

Here are the [evaluation results](#) (only available via the University-internal Net or VPN).

Search Filter

Course ID ②	Title ②	Responsible lecturer	Action ②
23W-TestLV-01	Test Course 1	Name Lecturer	
23W-TestLV-02	Test Course 2	Name Lecturer	
23W-TestLV-03	Test Course 3	Name Lecturer	③

Via the plus-button ③ you can create an evaluation. (Should you have a lot of courses you need to **scroll down** to the end of the page.)

The directorates of study specify which survey types ④ (QR/TAN) are available in each SPL.

Evaluation with QR-Code

Test Course 1

Survey type **i** **4**

QR

Type of questionnaire **i** **5**

SPL001 - Typ 1 (V9) - alle Lehrveranstaltungen

To view the questionnaires available for your directorate of studies (SPL), go to the following link [and select your SPL.](#)

Start date and time of the course evaluation: **i** **6**

28.02.2026 15:00

7 Save evaluation



In the case of a QR-code evaluation, you will receive a QR-code and a link to the evaluation, which is presented to the students during the course unit.

Please choose the fitting **type of questionnaire** **5** and a **start date and time** of the evaluation. **6**
Via the button **Create Evaluation** **7** you complete the task.

You will receive an automated **confirmation mail** once the evaluation is set up, which includes the determined survey period, the QR-Code and a direct link to the survey.

The evaluation takes place **“Online in Presence”** during the lecture/course. Please give the students about 10 minutes of time during the lecture/course to fill out the survey. You will automatically receive the evaluation results after 2 hours.

Should you want to change or delete the evaluation, you can do so until it starts via **edit/delete** **8**.

Course ID ▼	Title ⇅	Responsible lecturer ⇅	Action ⇅
23W-TestLV-01	Test Course 1	Name Lecturer	8  

Evaluation with TAN (survey link sent to students)

Test Course 1

Survey type **4**
TAN

Type of questionnaire **5**
SPL001 - Typ 1 (V9) - alle Lehrveranstaltungen

Start date and time of the course evaluation: **6**
28.02.2026 15:00

Date and time at which the evaluation is sent **6**
28.02.2026 10:00

To view the questionnaires available for your directorate of studies (SPL), go to the following link [and select your SPL](#).

7 **Important information**
1 e-mail addresses have been found. You can only create 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 (data as at: Thursday).
[Download e-mails as CSV file](#)

8 I confirm that the registration period for this course for students is over.

9 Save evaluation

Since there are often delays in sending e-mails at the end of the semester, the invitation e-mails are sent out five hours before the start date.

In the case of a TAN-evaluation, students receive an individual link to the questionnaire sent to their univie email address. A TAN-evaluation is open for 48 hours.



Please choose the fitting **type of questionnaire** **5** and a **start date and time** of the evaluation. **6**

Here **7** you can see how many students are registered for your course (or rather if the registrations have already been imported into our database – which happens on Saturdays with the status quo of Thursday). As soon as a survey is set up, the students' e-mail addresses are no longer updated. Hence, you must confirm that the list of e-mail addresses is complete **8** (or set up the evaluation at a later point in time). Via the button **Create Evaluation** **9** you complete the task.

You will receive an automated **confirmation mail** once the evaluation is set up, which includes the determined survey period.

The evaluation takes place **"Online in Presence"** during the lecture/course. Please give the students about 10 minutes of time during the lecture/course to fill out the survey. You will automatically receive the evaluation results after 48 hours.

Should you want to change or delete the evaluation, you can do so until it starts via **edit/delete** **10**.

Course ID	Title	Responsible lecturer	Action
23W-TestLV-01	Test Course 1	Name Lecturer	10  

FAQ

- Only for TAN-evaluations: At the chosen time, the students receive an e-mail containing the link to the survey. After 24 hours a reminder is sent to all students who have not yet filled out the survey.
- In the case of a QR-Code evaluation, students will not receive emails containing a link to the evaluation.
- Once the survey is closed, lecturers automatically receive the results of the evaluation.
- Should there be no registrations it is possible that the data has not been imported into our database yet. As already mentioned, the data is updated on Saturday between 8:00 a.m. and 6:00 p.m.
- All lecturers (up to four) are being evaluated together. Separate evaluations of single lecturers can only be set up via the Unit for Quality Assurance.

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

[Erik Stuible](#) (DW 18003) und [Stefanie Wachter](#) (DW 18011)