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

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 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.

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

![GUI screenshot showing the questionnaire setup process]

Here 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 As soon as a survey is set up, the students’ e-mail addresses are no longer updated.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 have to confirm that the list of e-mail addresses is complete (or set up the evaluation at a later point in time). Via the button **Create Evaluation** you complete the task.

You will receive an automated **confirmation mail** including the determined survey period.

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

- 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.
- 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 Quality Assurance.

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

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