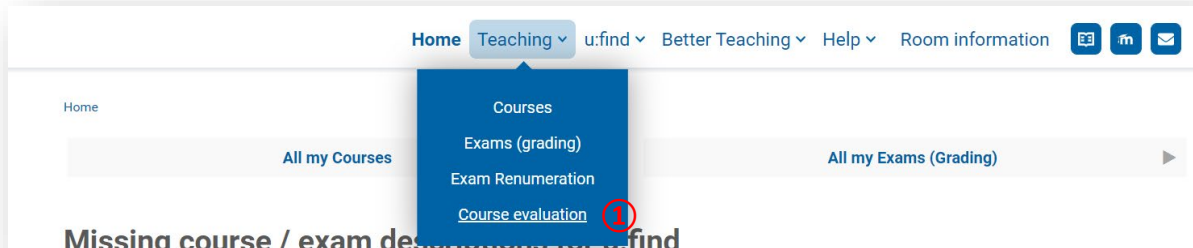


Setting up of Course Evaluations

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 *Course ID*, *Title* or *Action*). ②

Home > Teaching > Course evaluation

Course Evaluation

In this application you can generate online surveys.

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-intern Net or VPN).

② COURSE ID	TITLE	LECTURER RESPONSIBLE	ACTION
21S-Test	Test-LV SS 2021	Kostenzer, Simone	+ 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.)

Test-LV SS 2021

④ Type of evaluation: To see the questionnaires available in your SPL, select [your SPL here](#).

Type of questionnaire:

Start date and time of the course evaluation:

Email distribution date and time:

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.

Via **Type of Evaluation** ④ you choose between “Online in Presence” (48 hours) and “Online” (14 days). (“Online in Presence” is performed during the lecture/course and ensures the best response rate.) Please choose now the fitting **type of questionnaire** and a **start date and time** of the evaluation.

⑤

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 (data status: Thursday).

[Download e-mails as CSV file](#)

⑥

I note that student e-mail addresses will not be updated once a survey is set up.



⑦

Create evaluation

Here ⑤ 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 As soon as a survey is set up, the students' e-mail addresses are no longer updated.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 this ⑥ (or set up the evaluation at a later point in time). Via the button **create evaluation** ⑦ you complete the task.

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

Should you want to change or delete the evaluation you can do so until its' start via **edit/delete** ⑧.

COURSE ID	TITLE	LECTURER RESPONSIBLE	ACTION
21S-Test	Test-LV SS 2021	Kostenzer, Simone	⑧  

FAQ

- At the chosen time the students receive an e-mail containing the link to the survey. The duration of "online in presence" is two days, of "online" 14 days (with reminders for those who haven't taken the survey yet after one day, alternatively after seven days).
- Once the survey is closed you automatically receive the results of the evaluation.
- All lecturers (up to four) are being evaluated.
- Separate evaluations of single lecturers can only be set up via the Quality Assurance.
- 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.

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

[Simone Kostenzer](#) (DW 18001), [Erik Stuible](#) (DW 18003), [Stefanie Wachter](#) (DW 18011)