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

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.)

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.
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 As soon as a survey is set up, the students’ e-mail addresses are no longer updated.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 this (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 including the determined survey period.

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

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)