Setting up of Course Evaluations
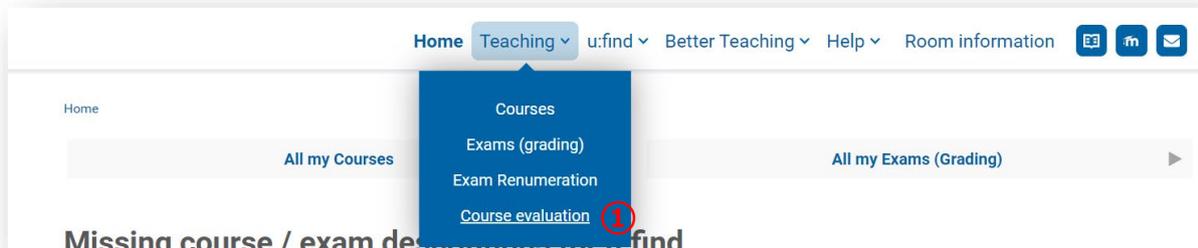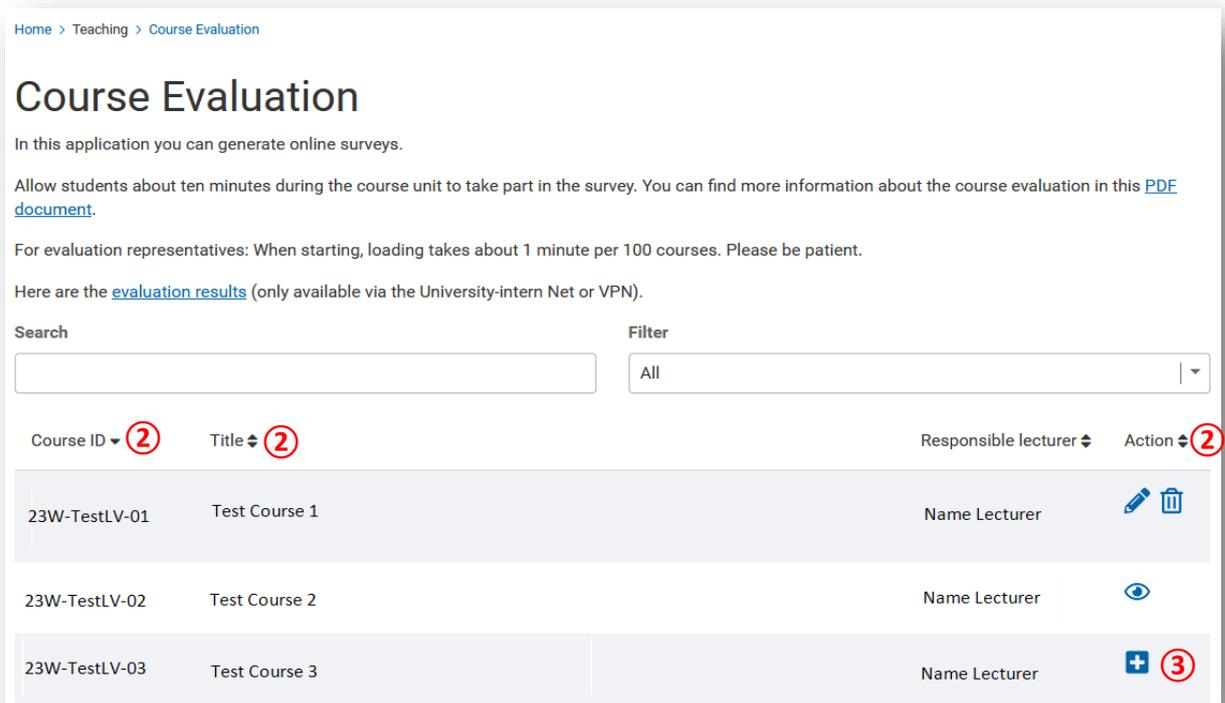
Log in via u:space. The menu item *Teaching* takes you to *Course Evaluation* ①.

Here you can see all the courses for which you are responsible as the person responsible for evaluation. When accessing the page, loading takes about 1 minute per 100 courses. Therefore, this process can take **a couple minutes**.

You can **sort** the courses by clicking on *Course ID*, *Title, Lecturer Responsible* or *Action*. ②

Via the plus-button ③ you can create an evaluation. A new area will open at the very **bottom of the page** for setting up evaluations.

Test Course 1

Type of questionnaire ⓘ ④

Select type of questionnaire ▾

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: ⓘ ④

📅 08.01.2024   🕐 16:49

Date and time at which the evaluation is sent ⓘ

08.01.2024 16:49

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.

The evaluation takes place "Online in Presence" during the lecture/course. Students should be given 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. ④

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 that the list of e-mail addresses is complete ⑥ (or set up the evaluation at a later point in time). Via the button **Create Evaluation** ⑦ you complete the task.

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

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 ✏️ 🗑️

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, course instructors automatically receive the results of the evaluation.
- All lecturers (up to four) are being evaluated together.
- 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.
- If certain courses are not in your list, it may be because they are assigned to a different institute.

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

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