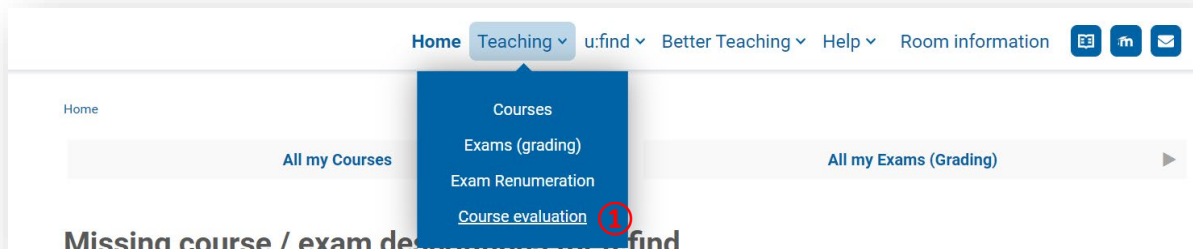
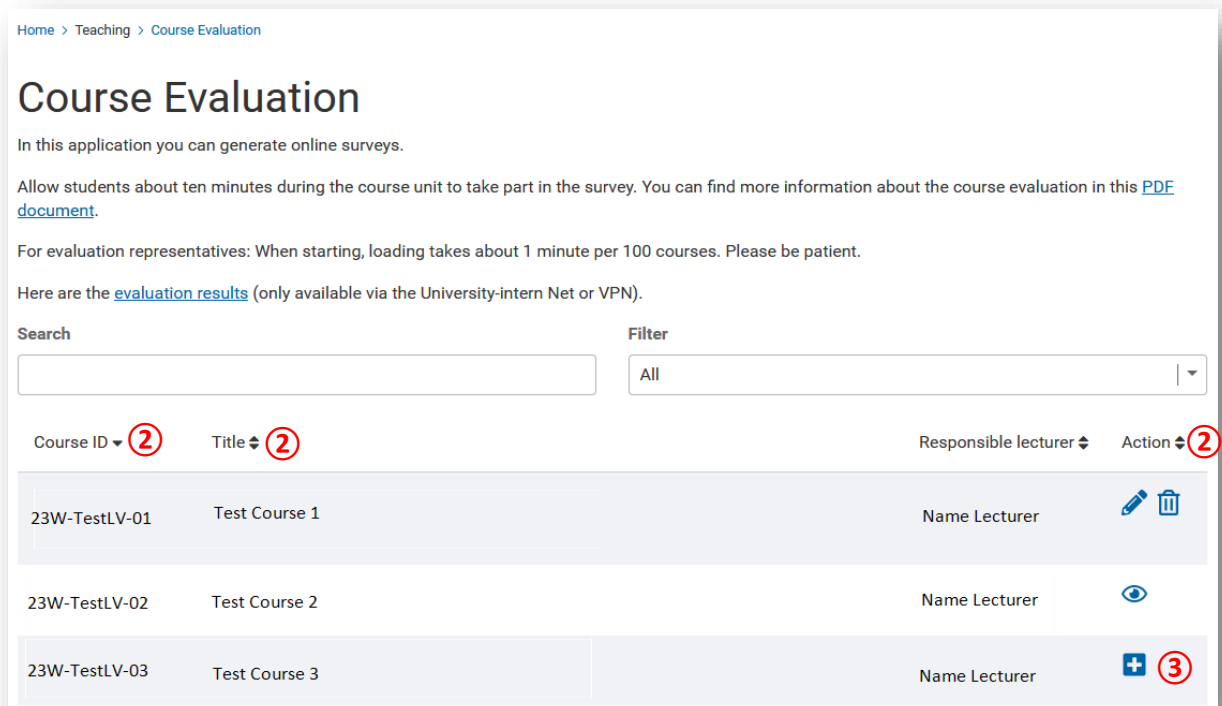


## Setting up of Course Evaluations

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**.

A screenshot of the 'Course Evaluation' page. The page title is 'Course Evaluation'. Below the title, there is a search bar and a filter dropdown set to 'All'. A table lists three courses with columns for Course ID, Title, Responsible lecturer, and Action. The 'Action' column contains icons for edit, delete, and a plus sign (circled with a red 3).

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-intern Net or VPN).

Search:

Filter: All

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

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 **4**

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	<b>8</b>  

## **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!

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