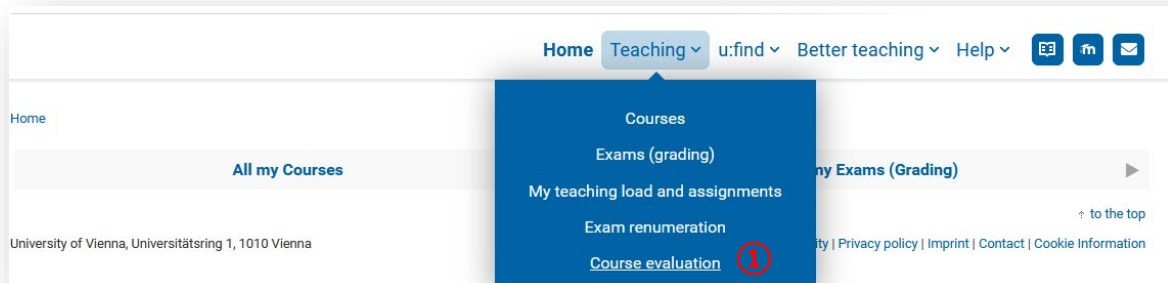
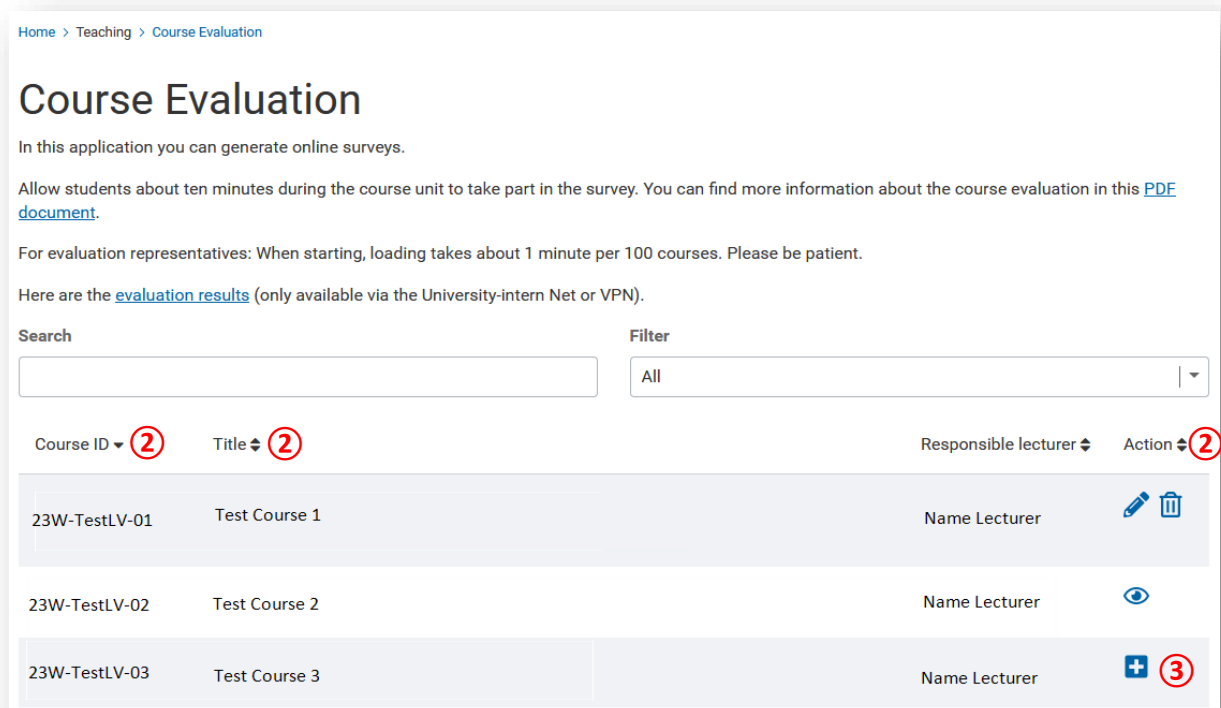


## Setting up of Course Evaluations

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.


The directorates of study specify which survey types ④ (QR/TAN) are available in each SPL.

## Evaluation with QR-Code

### Test Course 1

Survey type  ④

QR | v

Type of questionnaire  ⑤

SPL001 - Typ 1 (V9) - alle Lehrveranstaltungen | v

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:  ⑥

📅 28.02.2026 ⌚ 15:00

⑦

Save evaluation



In the case of a QR-code evaluation, course instructors will receive a QR-code and a link to the evaluation, which is presented to the students during the course unit.

Please choose the fitting **type of questionnaire** ⑤ and a **start date and time** of the evaluation. ⑥  
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, the QR-Code and a direct link to the survey.

The evaluation takes place “**Online in Presence**” during the lecture/course. Course instructors should give their students about 10 minutes of time during the lecture/course to fill out the survey. Course instructors automatically receive the evaluation results after 2 hours.

Should you want to change or delete the evaluation, you can do so until it starts via **edit/delete** ⑧.

Course ID v	Title d	Responsible lecturer d	Action d
23W-TestLV-01	Test Course 1	Name Lecturer	  ⑧

## Evaluation with TAN (survey link sent to students)

### Test Course 1

Survey type **4**  
TAN

Type of questionnaire **5**  
SPL001 - Typ 1 (V9) - alle Lehrveranstaltungen

Start date and time of the course evaluation: **6**  
28.02.2026 15:00

Date and time at which the evaluation is sent **1**  
28.02.2026 10:00

**7** **Important information**  
1 e-mail addresses have been found. You can only create 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 as at: Thursday).  
[Download e-mails as CSV file](#)

**8**  I confirm that the registration period for this course for students is over.

**9** Save evaluation

To view the questionnaires available for your directorate of studies (SPL), go to the following link [and select your SPL](#).

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.

In the case of a TAN-evaluation, students receive an individual link to the questionnaire sent to their univie email address. A TAN-evaluation is open for 48 hours.



Please choose the fitting **type of questionnaire** **5** and a **start date and time** of the evaluation. **6**

Here **7** you can see how many students are registered for the 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 must confirm that the list of e-mail addresses is complete **8** (or set up the evaluation at a later point in time). Via the button **Create Evaluation** **9** you complete the task.

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

The evaluation takes place **“Online in Presence”** during the lecture/course. Course instructors should give their students about 10 minutes of time during the lecture/course to fill out the survey. Course instructors automatically receive the evaluation results after 48 hours.

Should you want to change or delete the evaluation, you can do so until it starts via **edit/delete** **10**.

Course ID	Title	Responsible lecturer	Action
23W-TestLV-01	Test Course 1	Name Lecturer	<b>10</b>  

## FAQ

- Only for TAN-evaluations: 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.
- In the case of a QR-Code evaluation, students will not receive emails containing a link to the evaluation.
- 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 Unit for 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 on 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) and [Stefanie Wachter](#) (DW 18011)