

Navigation in Evasys for Course Instructors

You can access the entry page while **within the university network** via the following link:

<https://eval2.univie.ac.at:8443>

For safety reasons access is only possible within the university network. If you want to access the data from **outside the university**, you first need to go to <https://univpn.univie.ac.at/> to set up a VPN-connection.

You can then select the semester **①**, in which an evaluation is available.

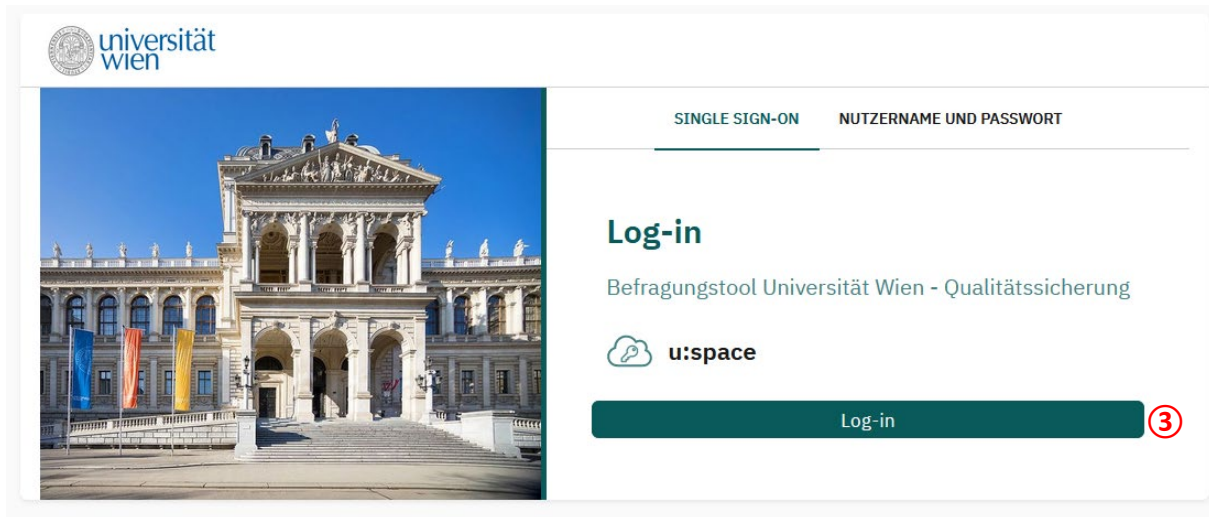
The screenshot shows the top navigation bar of the Evasys system. On the left is the University of Vienna logo and name. On the right are language options (EN), 'EvaSys', and 'Logout' buttons. The main heading is 'Reports on course evaluation at the University of Vienna'. Below this, it prompts the user to 'Please choose a semester and a report.' and identifies the user as 'Dean Stuble Erik'. A 'Choose semester:' dropdown menu is set to 'W22', with a red circled '1' next to it. Below the menu is a table with three columns: 'Course', 'PDF-Report', and 'Questionnaire'. The 'Course' column contains the text 'Name of the course'. The 'PDF-Report' and 'Questionnaire' columns each contain a 'Download' button with a dropdown arrow. Below the table, it says 'Select a document to download from this table'.

The reports are also available in English **②** (from summer semester 2019). (The students' comments are not translated).

This close-up shows the 'PDF-Report' column of the table. The 'Download' button has a dropdown menu open, showing two options: 'DE' and 'EN'. A red circled '2' is next to the 'EN' option. The 'Questionnaire' column also shows a 'Download' button.

Course instructors can add comments to current reports that are available. These comments can be seen by the responsible Directorate of Studies, deans and by (Vice-)rectors.





First you need to follow the link: <https://eval2.univie.ac.at>



Choose "Log-in" and register with the access data of your u:account. ③.

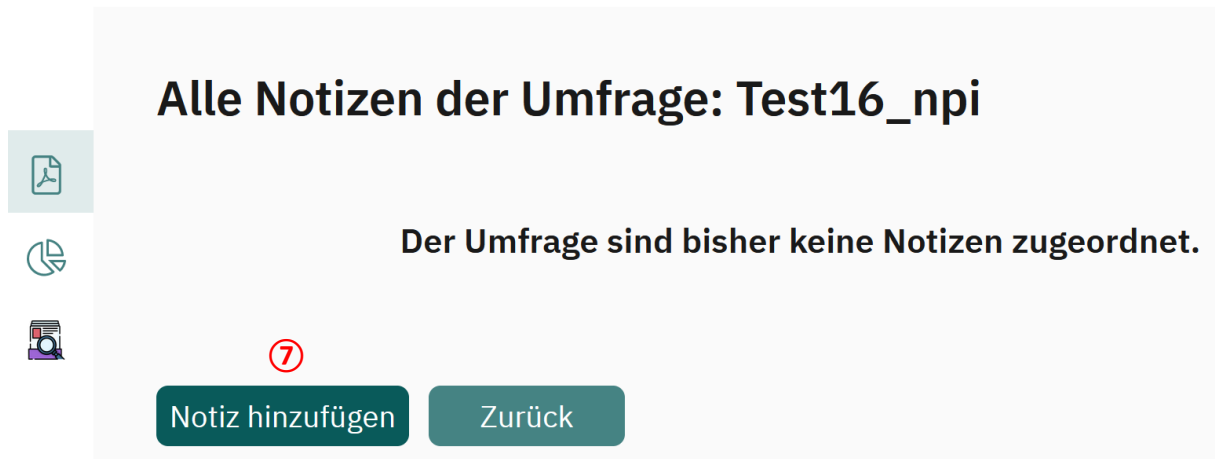
In the side menu "Zentrale Evaluation" you can choose between

- ④ "Meine Umfragen" ("My Surveys") (Analyses of the current and previous semesters can be found under "My surveys")
- ⑤ "Archiv" ("Archive") (You can call up analyses from previous semesters in the "Archive")

Art	Umfrage	Status	Fragebogen	Erstellt	Erfasst	Abrufen
🌐	Test16_npi 	Daten vorhanden	📄 003-5-V8	20.10.2023	2	Deuts 
🌐	Dddd 	Daten vorhanden	📄 003-5-V8	20.10.2023	3	Deuts 

Course instructors can add **comments** ⑥ to current reports that are available. These comments can be seen by the responsible Directorate of Studies, deans and by (Vice-)rectors.

To add a comment, click on the symbol “**Edit/show notes**”. ⑥



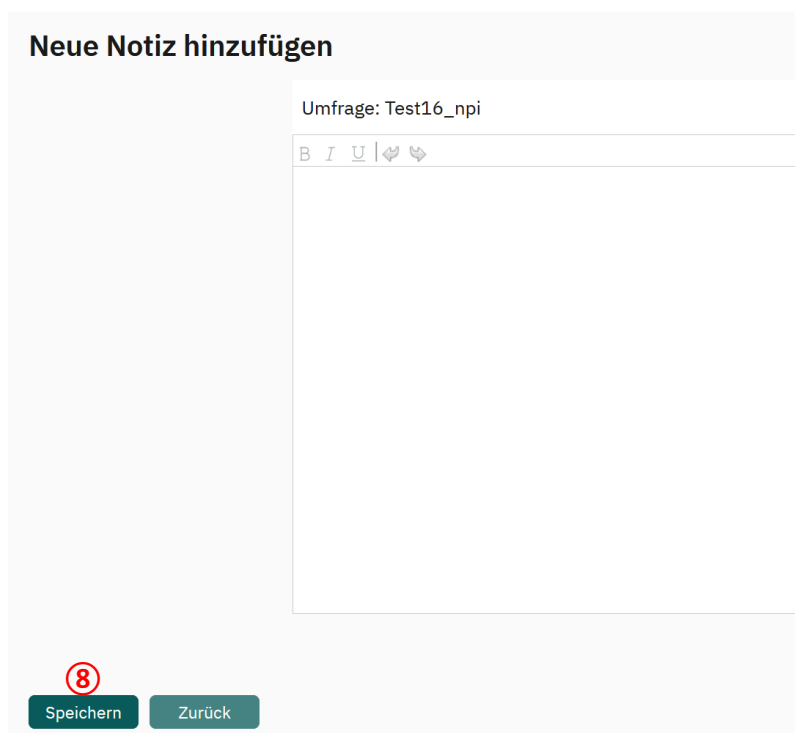
Alle Notizen der Umfrage: Test16_npi

Der Umfrage sind bisher keine Notizen zugeordnet.

Notiz hinzufügen Zurück

Then click on “**Notiz hinzufügen**” (“Add Note”). ⑦

After writing your comment, click on „**Speichern**“ to save it. ⑧



Neue Notiz hinzufügen

Umfrage: Test16_npi

B I U | ↶ ↷

Speichern Zurück

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

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