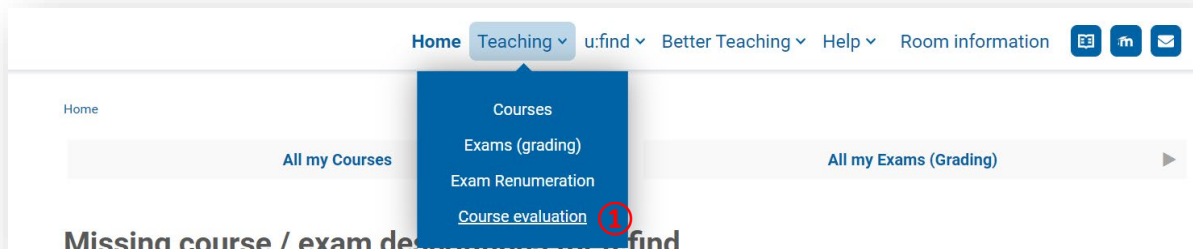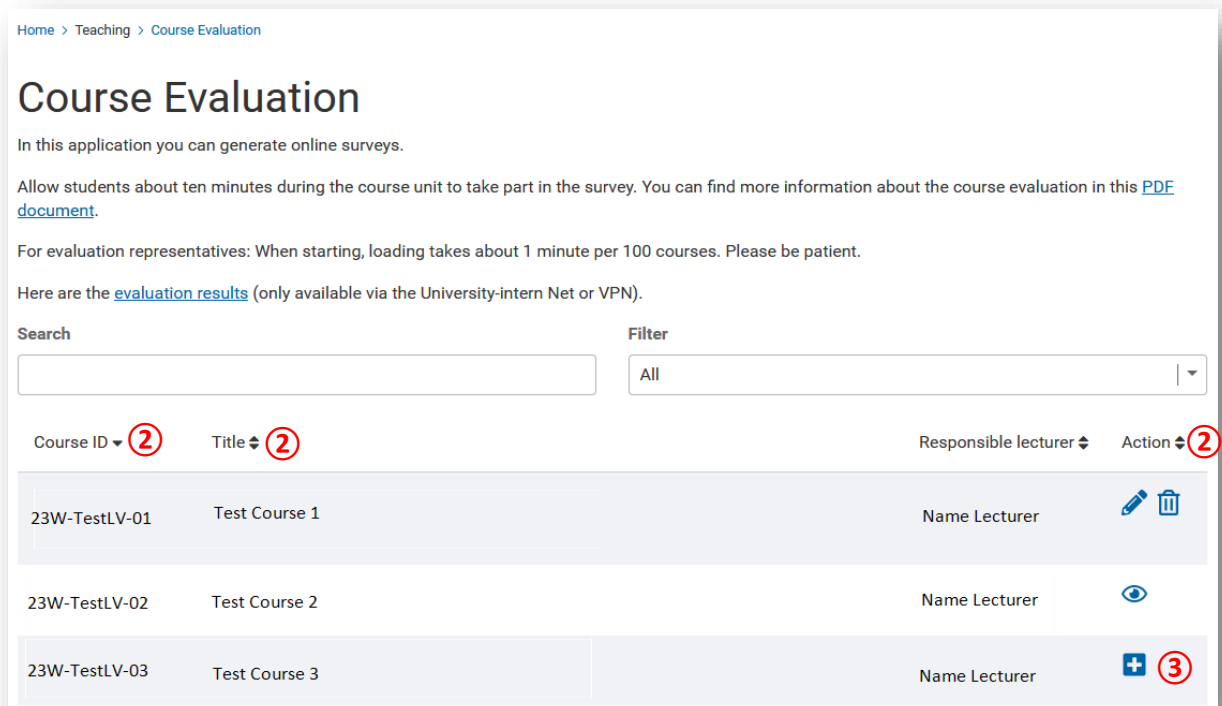# Setting up of Course Evaluations

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 clicking on *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.)

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. Please give the students 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 As soon as a survey is set up, the students' e-mail addresses are no longer updated.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.

You will receive an automated **confirmation mail** including 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, lecturers automatically receive the results of the evaluation.
- 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.
- All lecturers (up to four) are being evaluated together. Separate evaluations of single lecturers can only be set up via the Quality Assurance.

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

Erik Stuible (DW 18003) und Stefanie Wachter (DW 18011)