

FAQ „ONLINE-IN-PRESENCE“

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WHAT IS THE „ONLINE-IN-PRESENCE“ PROCEDURE?

- The evaluations are online evaluations of teaching in face-to-face courses.
- The survey is conducted directly in the course in physical or digital presence.
- The students access the questionnaire by using a mobile internet-enabled device (smartphone, tablet, laptop).

HOW DOES THE „ONLINE-IN-PRESENCE“ PROCEDURE WORK?

- At the beginning of the evaluation period, you as a lecturer will receive an invitation by e-mail to participate in the student course evaluation.
- The email contains all information you need to conduct an evaluation.
- You share the questionnaire access data (QR code & direct link) with your students immediately before the evaluation.
- By personally asking your students for feedback, you send the message that student feedback is important to you and that you are interested in developing the quality of teaching.
- To access the online questionnaire, students scan the QR code or enter the direct link into an internet browser.
- After submitting the questionnaire, the data will directly be transferred to the system and will be available immediately as a PDF report.

- Be sure to reserve a time slot of 5 to 10 minutes in your course for conducting the evaluation.
- **We would not recommend simply passing on the access data after the end of the course, as this has been proven to lead to lower participation.**

HOW LONG DOES THE STUDENT COURSE EVALUATION TAKE?

- About 5 to 10 minutes.

HOW DO I GET THE ACCESS DATA FOR THE QUESTIONNAIRE?

- You can find the access data in your evasys user account at any time. Please log in via the following link (LoginID + password): <https://evaback.uv.ruhr-uni-bochum.de/evasys/public/ui/>
- Select "Online presence (plug-in)" on the left-hand side. You will see a list of all the surveys you can evaluate.
- By clicking on the blue arrow on the far right, you can open the access data (QR code & direct link) to the questionnaire.

HOW CAN STUDENTS PARTICIPATE IN THE EVALUATION?

- On the day of the evaluation, your students only need a mobile internet-enabled device (smartphone, laptop, tablet).
- Request your students to bring a mobile device to the evaluation session one session before.
- After you have communicated the access data (QR code & direct link), the students can access the questionnaire and start the evaluation.
- If individual students do not have a smartphone or cannot scan the QR code, they can participate in the evaluation using the direct link by using an internet browser.
- Those who do not have a mobile device with them can also participate in the evaluation at home if access is provided afterwards.
- Alternatively, ask your students to help each other out with mobile devices.

DOES THE EVALUATION WITH A SMARTPHONE WORK AT ALL AND IS THE QUESTIONNAIRE DISPLAYED CORRECTLY?

- The questionnaire can be answered with all mobile devices (smartphone, tablet, laptop) without any problems.
- The screen resolution automatically adapts to the end device used, so that the questionnaire can also be answered easily on a smartphone:

Ruhr-Universität Bochum
Prof. Dr. Martina Musterfrau
Beispielfakultät SoSe22
Musterfragebogen

Allgemeines

Im Rahmen welches Studiengangs besuchen Sie diese Lehrveranstaltung?

- 1-Fach-Bachelor
- 2-Fach-Bachelor
- 1-Fach-Master
- 2-Fach-Master
- Master of Education
- Staatsexamen (ohne Lehramt)/Kirchliches Examen
- Anderer

In welchem Fachsemester studieren Sie?

Bitte wählen... ▾

In welcher Form wird diese Lehrveranstaltung durchgeführt?

- ausschließlich in Präsenz auf dem Campus (alle Sitzungen, unabhängig von bereitgestellten Materialien)
- teilweise in Präsenz auf dem Campus (z.B. Blended Learning, Blockveranstaltung mit Remote-/Online-Anteilen)
- ausschließlich Remote/Online

Struktur & Anforderungen

Die organisatorischen Regelungen für die Veranstaltung sind klar verständlich.

trifft überhaupt nicht zu

trifft voll und ganz zu

Der inhaltliche Aufbau der Veranstaltung ist nachvollziehbar.

trifft überhaupt nicht zu

trifft voll und ganz zu

Die Lehr-/Lernziele der Veranstaltung sind mir klar.

trifft überhaupt nicht zu

trifft voll und ganz zu

Die Veranstaltung passt inhaltlich gut in das Modul.

trifft überhaupt nicht zu

Gesamtbeurteilung

Meine Gesamtbewertung der Veranstaltung:

sehr schlecht

sehr gut

Was ist besonders gut an der Veranstaltung?

Konkrete Verbesserungsvorschläge:

<< Zurück

Abenden

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WHAT DO I DO IF THE WIFI DOES NOT WORK OR THE SERVER DOES NOT RESPOND?

- Generally, access to eurodam should be secured within the Ruhr-Universität Bochum.
- If the WiFi does not work sporadically, ask your students to reconnect after a short delay.
- Alternatively, ask your students to access the survey via their own mobile data.
- If you notice problems with WLAN reception in a building/room, please contact us directly at evasys@uv.rub.de.

WHAT SO I DO IF STUDENTS CANNOT ACCESS THE SURVEY VIA THE DIRECT LINK?

- Ask them to re-enter the link.
- Ask them to scan the QR code if this is technically possible.
- Check the link for errors if you have typed it.
- Better: Copy the link directly out of evasys.

CAN STUDENTS WHO WERE NOT PRESENT AT THE EVALUATION SESSION ALSO EVALUATE AFTERWARDS?

- Yes. You can provide the link afterwards by email or on a learning platform.

HOW CAN I INCREASE THE RESPONSE?

- Show your students that you take their feedback seriously. Announce that you will discuss the results in one of the follow-up events and enter into a dialogue with them about possibilities for improvement.
- Emphasise that you are personally interested in the continuous development of your teaching.
- Be transparent about what you intend to use the results for. Give examples of developments in your courses based on the results of previous evaluations.
- Enable the students to fill in the questionnaires in physical or digital presence.

FOR QUESTIONS OR COMMENTS

SASKIA SKONETZKI

RUHR-UNIVERSITÄT BOCHUM

DEZERNAT 1 – HOCHSCHULENTWICKLUNG UND STRATEGIE

ABTEILUNG 1 – LEHRE, INFORMATIONEN- UND QUALITÄTSMANAGEMENT

UV 3/364

Tel.: 0234 - 32- 25986

Fax: 0234 - 32-14504

E-Mail: evasys@uv.rub.de

www.rub.de/evasys (Studentische Lehrveranstaltungsbeurteilung)