HOW TO EVALUATE „ONLINE-IN-PRESENCE"?

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

The procedure "Online-in-Presence" refers to the use of online questionnaires during student course evaluation in face-to-face courses. That means that your students participate in the online evaluation in a course on site. They access the questionnaire via digital devices (smartphone, laptop or tablet) using a QR code or a direct link during the course and answer it online.

PREPARATION

Step 1: Schedule the evaluation for one session of the respective course.

Step 2: Announce the evaluation one week in advance and ask your students to bring a mobile device.

IMPLEMENTATION

Step 3: Briefly explain your students the procedure of the course evaluation and why the feedback is important for you as a lecturer.

Step 4: Open the access to the course evaluation (QR code and direct link), project it and invite your students to participate in the evaluation. To access the questionnaire, your students scan the QR code with their mobile device or type the direct link into a web browser.

Important! Give your students 5 to 10 minutes during the course to complete the questionnaire and point out that the "Submit" button needs to be pressed at the end of the survey.

HOW DO I RETRIEVE THE ACCESS DATA FOR THE COURSE EVALUATION?

You can obtain the access data for your online surveys at any time in your user account

- Sign in to your user account with your access data (LoginID + password): https://evab-ack.uv.ruhr-uni-bochum.de/evasys/public/ui/

Abbildung 1: The evasys login

- Move your mouse pointer over the menu bar on the left to expand it. Then click on "Online in Präsenz (Plug-in)".

Abbildung 2: To your courses

- After a short loading time, you will see a list of your surveys that have been set up for course evaluation. You can access the access data for the questionnaire via the blue arrow on the far right.

Abbildung 3: Calling up "Online in Presence" surveys

- You will receive a unique QR code and direct link for each of your courses:

1) QR code to the questionnaire

2) Direct link to the questionnaire

3) Name of the course

Abbildung 4: Access data for the course evaluation

HOW CAN I USE THE QR CODE AND DIRECT LINK?

You can share the access data for the student course evaluation with your students in different ways:

In face-to-face events: Display the access to the survey (QR code & direct link) on site in the event room. Open the access during your event in your evasys user account or include it in your event slides in advance. Your students can then participate in the course evaluation live (as in the paper evaluation) with the help of a digital device.

Important! Explicitly give your students 5 to 10 minutes to participate to ensure response.

In synchronous digital courses: Share access to the survey via screencast or post the direct link in the chat. The access can be opened directly via your evasys user account or embedded in your course slides in advance.

Important! Explicitly give your students 5 to 10 minutes to participate to ensure response.

Further or additional possibilities (e.g. in asynchronous digital courses):

- You can send the link to the survey to your students via the Moodle announcement.
- You can integrate the access data into your learning platform (e.g. as a screenshot or the direct link).
- You can send the direct link to your students by e-mail. To do so, simply use your own email account.

Important! If access is not made possible live during a course (in presence or synchronously digitally) and no time slot is made available for participation, experience has shown that the response rate will be similarly low as in the pandemic-related procedure.

By combining several possibilities (e.g. evaluation in presence and integration in Moodle), students can also be reached who were unable to attend the course in question at the time of the evaluation.

OUTCOMES

Step 5: You can access your results directly after the evaluation in your evasys user account as soon as at least three students have participated. You can download your result reports in German and English under "Meine Umfragen".

Abbildung 5: To the result reports

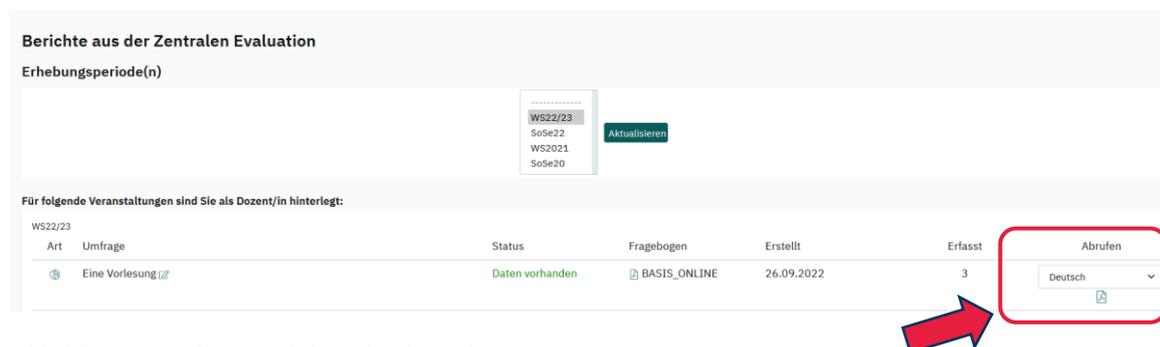Please note that you select the current evaluation period.

Abbildung 6: Call up and download result reports

Step 6: Prepare and conduct the obligatory feedback discussion with your students. You can find further information on the feedback (discussion) in the download centre „Lehre Laden", which is offered by the university didactics.

FOR QUESTIONS OR COMMENTS

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