FAQ „ONLINE-IN-PRESENCE"

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.

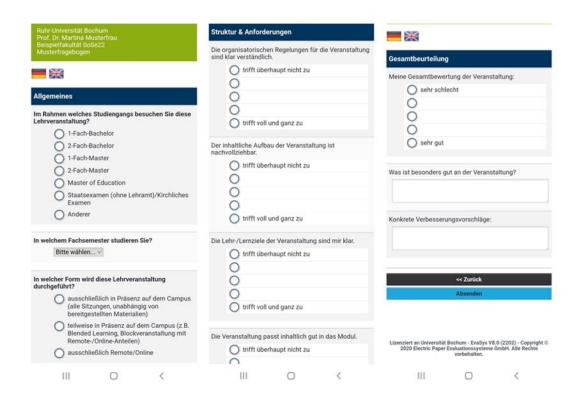## HOW DO I GET THE ACCESS DATA FOR THE QUESTIONNAIRE?

- 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:

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

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