

HOW TO EVALUATE „ONLINE-IN-PRESENCE“?

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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://evaback.uv.ruhr-uni-bochum.de/evasys/public/ui/>



Figure 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)".

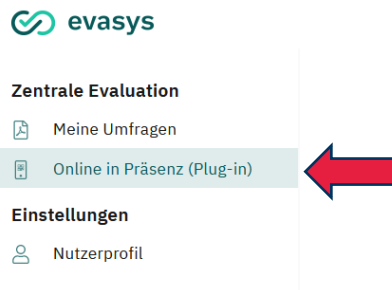


Figure 2: To your courses

- 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.

Online in Präsenz

Für folgende Lehrveranstaltungen wurden für Sie Onlineumfragen erstellt.
Mit einem Klick auf das blaue Pfeil-Icon gelangen Sie jeweils zu einer Vollbildanzeige des Links zu dieser Umfrage als QR-Code und Tiny-URL.

Umfrage	Periode	Erstellungsdatum
Eine Vorlesung	WS22/23	2022-09-26

A red arrow points to a blue arrow icon in the top right corner of the table, which is used to access the survey data.

Figure 3: Calling up "Online in Presence" surveys

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



1)

2) <https://tinyurl.com/2l67r97y>

3) Musterfragebogen

1) QR code to the questionnaire

2) Direct link to the questionnaire

3) Name of the course

Figure 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.
- **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".



Zentrale Evaluation

Meine Umfragen

Online in Präsenz (Plug-in)

Einstellungen

Nutzerprofil



Figure 5: To the result reports

Please note that you select the current evaluation period.

Berichte aus der Zentralen Evaluation

Erhebungsperiode(n)

WS22/23

SoSe22

WS2021

SoSe20

Aktualisieren

Für folgende Veranstaltungen sind Sie als Dozent/in hinterlegt:

WS22/23	Art	Umfrage	Status	Fragebogen	Erstellt	Erfasst	Abrufen
	⑤	Eine Vorlesung	Daten vorhanden	⑤ BASIS_ONLINE	26.09.2022	3	<div>Deutsch</div> <div></div>

Figure 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.

FAQ

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.

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 DO 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.

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:

The figure shows three screenshots of a questionnaire displayed on a smartphone screen. The questionnaire is titled 'Ruhr-Universität Bochum Prof. Dr. Martina Musterfrau Beispielfakultät SoSe22 Musterfragebogen'. It is divided into three main sections: 'Allgemeines', 'Struktur & Anforderungen', and 'Gesamtbeurteilung'. The 'Allgemeines' section asks for the student's program (1-Fach-Bachelor, 2-Fach-Bachelor, 1-Fach-Master, 2-Fach-Master, Master of Education, Staatsexamen (ohne Lehramt)/Kirchliches Examen, Anderer) and the semester (Bitte wählen...). The 'Struktur & Anforderungen' section asks for the clarity of organizational regulations, the comprehensibility of the content structure, the clarity of teaching/learning objectives, and the fit of the content with the module. The 'Gesamtbeurteilung' section asks for the overall evaluation (sehr schlecht to sehr gut), what was particularly good about the event, and concrete improvement suggestions. The bottom of the screen shows navigation buttons: '<< Zurück' and 'Absenden'.

Figure 7: Display of the questionnaire on a smartphone

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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