GUIDE TO THE PILOT PROCEDURE: EVALUATION IN MOODLE FOR TEACHERS

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1. MOODLE-PLUGIN

1.2 HOW DO I ACCESS THE COURSE EVALUATION?

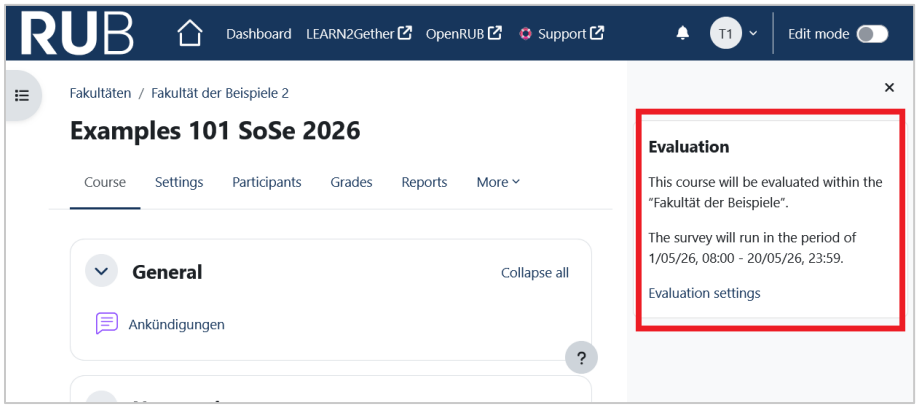
By default, as a teacher, you will receive an email notification as soon as an evaluation has been created for your course. This email contains a link that takes you directly to your course's evaluation settings. If this is not the case, you can find the evaluation by following these steps:

Step 1: Please log in to the RUB Moodle system using the link below with your loginID and password:

https://moodle.ruhr-uni-bochum.de/

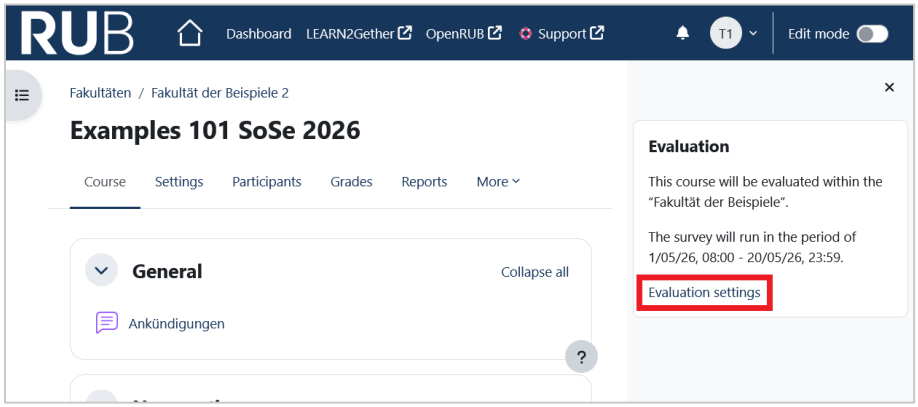
Step 2: Navigate to the course whose evaluation you like to access.

Step 3: On the main page of your course, you will now see a section on the right-hand side labeled "Evaluation".



If there is no evaluation section on your course page, it means that no evaluation has been created for this course yet. In that case, please contact your faculty evaluation coordinator.

Step 4: To open the evaluation settings, click "Evaluation Settings".



2. OPTIONAL: EVALUATION SETTINGS

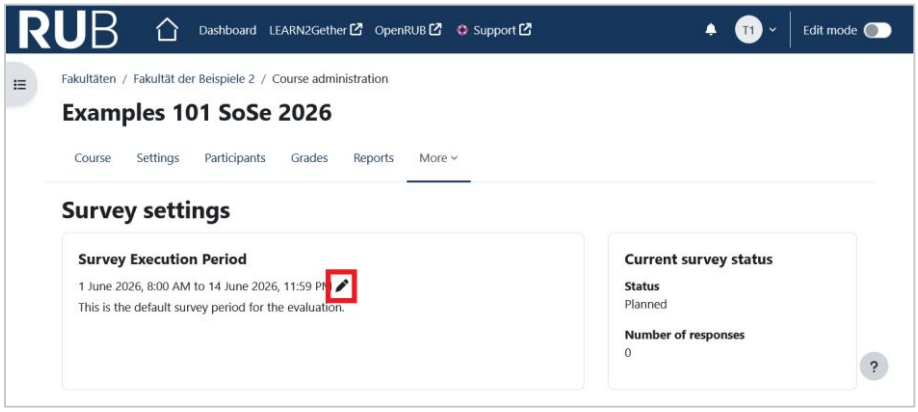
The settings you can change for your course evaluation depend on permissions assigned to you by your faculty evaluation coordinator.

2.1 WITH PERMISSION TO EDIT THE EVALUATION PERIOD

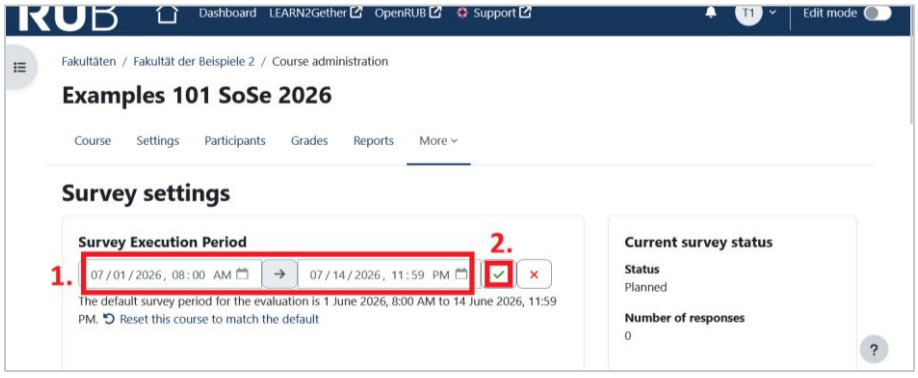
If you have permission to edit the evaluation period, you can adjust it as follows:

> **Attention:** Once the survey has started, you will no longer be able to change the evaluation period.

Step 1: Click the Edit-icon next to the evaluation period.



Step 2: Set the desired evaluation period and confirm by clicking the green checkmark.

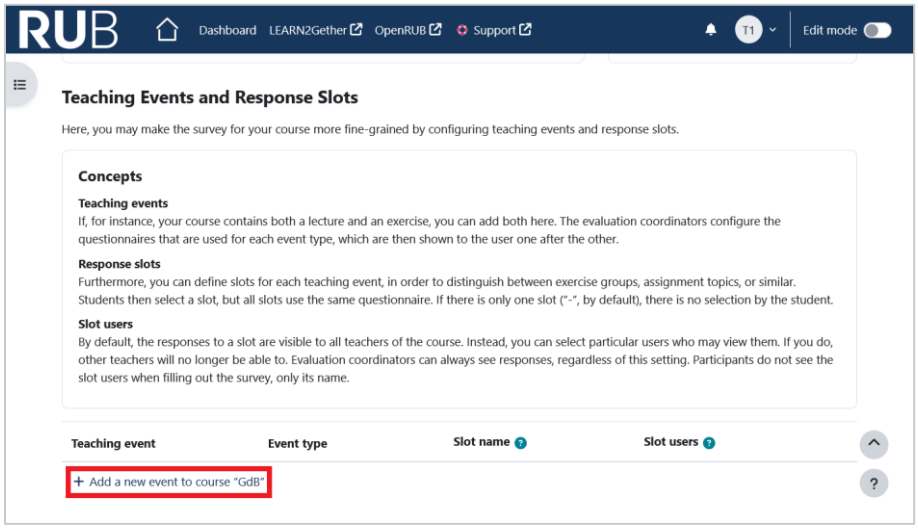


2.2 OPTIONAL (FACULTY OF COMPUTER SCIENCE): WITH PREMISSION TO ADJUST COURSES AND SLOTS

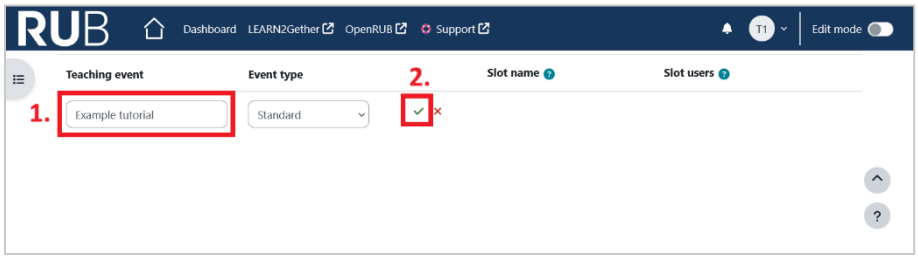
If you have permission to customize courses and subgroups, you can set up slots for separate evaluations. This may be necessary if multiple instructors for a shared course need to be evaluated separately, such as in the case of tutoring courses.

> **Note:** If you are not using subgroups, no further steps are necessary.

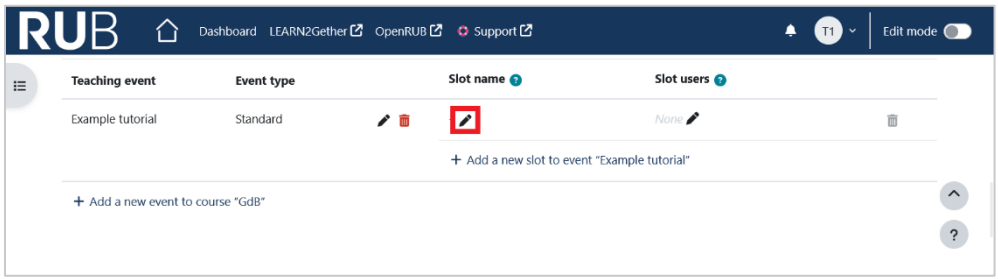
Step 1: Add a lecture by clicking "Add a new event to course 'XY'".



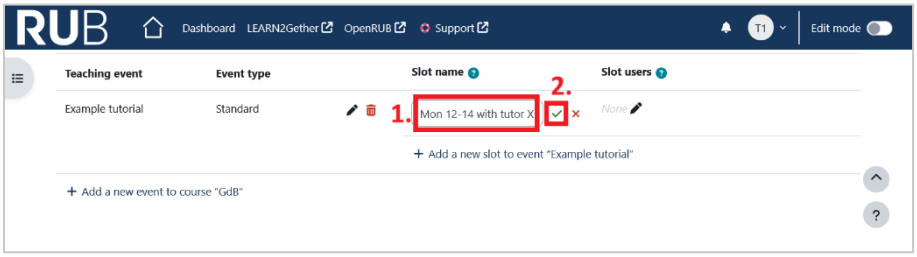
Step 2: Name the lecture, select "Standard" as event type, and confirm the change by clicking the green checkmark.



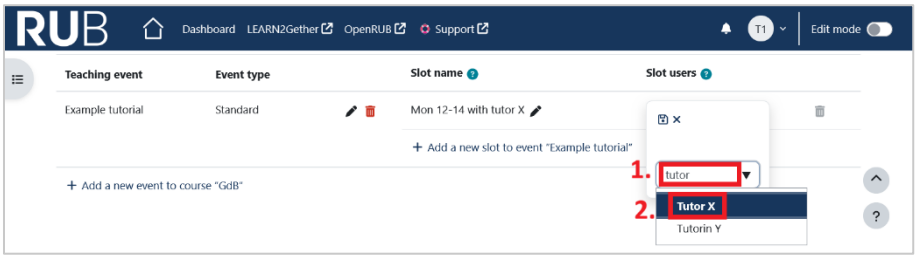
Step 3: Select the Edit-icon under "Slot Name".



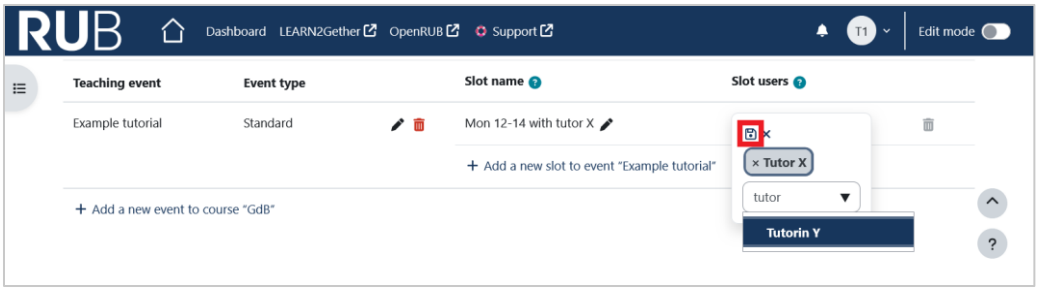
Step 4: Enter the name for the slot and confirm the change by clicking the green checkmark.



Schritt 5: Teachers are assigned to the slot using the Edit-icon in the "Slot users" column: Enter the person's name there and select it from the list that appears.



Important: Confirm the assignment by clicking the **Save-icon**!



For each additional slot you need, click "Add a new slot to event '…'" and repeat steps 4 and 5.

Note: **Only** the registered **slot teachers can view the results of their slot evaluation**. If there is only one slot and no users are assigned, the course owner can view the results by default.

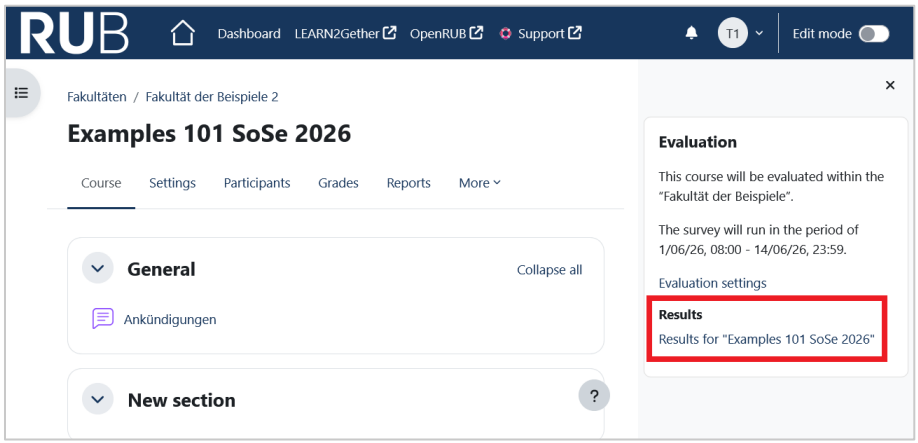
The slot teacher can still be changed even after the survey has started.

By setting up slots, students are given the option to select their respective slots before the questionnaire begins.



3. VIEW RESULTS

You can find the results of your evaluation in the section on the right-hand side of your course's main page. To view them, click “View results”.



IF YOU HAVE ANY QUESTIONS OR COMMENTS

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