# WWU
## MÜNSTER

# Evaluation at the IfPol

A guided way to using the new online evaluation with EvaSys and Learnweb

1. Why we are using the online procedure from now on?

2. Step by step: How does the online evaluation work?

3. Experiences from the summer semester 2020.

4. Questions and suggestions.

# 1. Why we are using the online procedure from now on?

✓ Time efficiency

✓ Saves paper

✓ Easy handling for students

✓ Fast and uncomplicated communication

✓ clarity

…

✓ prefered procedure of the central evaluation team

## 2. Step-by-step: How does the online evaluation work?

With the new procedure, the evaluation can be carried out online. The students will be provided with an email that has a link that leads them to the online evaluation. With the link they can participate in the evaluation in a selected time frame.

For the successful execution of the evaluation the Learnweb and the evaluation program work together. A connection between the two programs delivers the email addresses of the students to the EvaSys system.

Lecturers instruct the evaluation for each class they teach in the Learnweb. For doing so, a section in the Learnweb needs to be activated. The lecturer can then pick the evaluation time frame. After that, the evaluation team will be notified via email and will take care of the rest. The students will get an email at the beginning of the time frame providing them with a link that enables them to take part in the evaluation for the course.

evaluation.ifpol@uni-muenster.de

**The lecturer:**
- Activate the link in the Learnweb
- Choose a timeframe for the evaluation
- Instruct the evaluation

**The Evaluation system:**
- Take care ofthe instructed evaluations
- Support students and lectueres when there are questions and problems
- Send out the links to the students
- Take care of the whole process
- Send out a letter to the dean
- …

**The students:**
- Have to be registered in the learnweb course
- Open and read the email and follow the link to the evaluation

# 3. Experiences from the summer term 2020

In most cases there are no problems for the lecturers.

A possibility to reach out to the students during online teaching.

Relatively good response rate through the possibility to easily reach out to the students.

An important step towards digitalization.

Creation of a sustainable, transparent and easy to use system.

**4. Questions and suggestions**

In case there are any questions or suggestions do not hestitate to reach out to the evaluation team. We are happy to help. Please use this email: evaluation.ifpol@uni-muenster.de