

## Step-by-Step explanation for using the online evaluation

### Technical background of the online evaluation

#### Learnweb and the course that needs to be evaluated:

At the beginning of the semester the lecturers have to open a Learnweb course for the class they are teaching so that the students can join. This is the basis for the process of the evaluation. The e-mail addresses of the students will be synchronized with the evaluation system EvaSys in this way.

#### Inviting students to participate in the evaluation:

The Learnweb module “EvaSys-Export” handles the set-up of the evaluation. The lecturers have to activate this module in order to start the evaluation process in a specific time frame chosen by the lecturer.

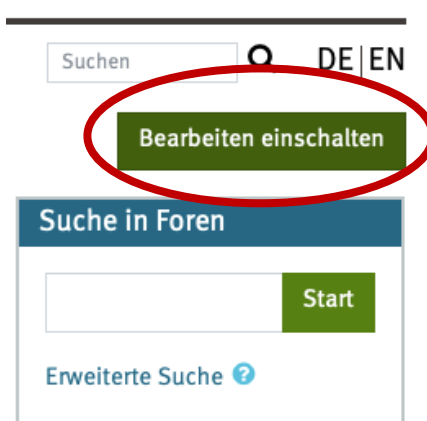
#### What do you have to do as a lecturer? Step-by-step:

##### Step 1:

- Log into the Learnweb and open the course you want to evaluate.
  - You need to have the administration rights in the Learnweb course.
  - Search the module “EvaSys-Export” in the right-hand column and click on “Status der Evaluationen anzeigen”.
- ➔ You managed to create the basis for the online evaluation with these steps already!
- ➔ Skip to Step 2 in this manual.

#### **Alternative to Step 1 (if the modul “EvaSys-Export) does not exist yet):**

- Klick on “Bearbeiten einschalten”.



- Scroll down to the module “Block hinzufügen”



- Now choose „EvaSys-Export“.
- You will see the module in the right column of your Learnweb course. Only you as a teacher can see this. Students will not be able to see this module from their account.



- Click on the green “Status der Evaluation anzeigen”.
- ➔ You managed to create the basis for the online evaluation with these steps already!

## Step 2:

- Choose a timeframe for the process of your evaluation. We strongly recommend informing the students about the evaluation DURING one of your lectures. For instance, you can start the evaluation in the last 20 minutes of your class and leave it open for two weeks. Your students will receive a link right at that time so that they get a chance to fill it out during class. The rest can do so at home. The students will be provided with a link that only enables them to participate once.
- After you chose your preferred time frame for the evaluation click on “Evaluation beauftragen”.
- From now on, the evaluation team will handle all matters and make sure your classes get evaluated.
- In case you have more than one class you are teaching this semester, you have to follow this guide for each class (therefore you need a Learnweb course for each class you are teaching).

Thank you for your cooperation. In case there should be any problems or questions don't hesitate to contact us (eva01ifp@uni-muenster.de).

Thank you and good luck!