Course Evaluation
– Registration via myStudy –

Please register your course(s) for evaluation using your myStudy account. In the following, you will find a short guide as well as further information on team teaching, accessing the results reports in the evaluation account, feedback options and changing your entries.

Registering a course for evaluation

1. Registration access
   Please open your course using e.g. the course schedules in myStudy. Under ‘edit information’ and after the sections ‘dates’, ‘allocations and examinations’, and ‘persons’, you will find the section ‘teaching evaluation’ containing the link: ‘Hier können Sie diese Lehrveranstaltung zur Evaluation anmelden./ Here you can register this course for evaluation.’ By clicking on this link, you will reach the step-by-step registration process (at the moment just in German).

2. User account (Nutzeraccount)
   Before you enter the key data relating to the specific course for evaluation, please check the data in your user account and correct them if necessary using the edit button in the top right, or enter the data if registering for the first time. If a person other than the teacher (such as student assistant or secretariat) is registering, please enter your own information here – not the teacher’s information. We require the dispatch address in order to send the paper-based questionnaires. You will then receive an email confirming that you have set up a user account.

3. Evaluation data (Evaluationsdaten)
   Here you will find all the data concerning your evaluation. The title of the course and the teacher information are taken directly from myStudy. Please check this information for its correctness. In the event any corrections or changes are necessary (such as with respect to the teacher under evaluation), please contact the team at Leuphana Lehrevaluation.
   To begin with, you are asked to decide whether the course evaluation should be conducted on paper or online. Please then enter the planned evaluation date (paper-based evaluation) or evaluation start date (online evaluation) as well as the number of questionnaires required (usually taken from myStudy). Please consider the necessary resources when ordering the paper-based evaluation. How many students can you expect on the evaluation date? In the case of the online CE, all students registered in myStudy and yourself (for your teacher questionnaire) will receive individual links by email.
   In the final section, you can select various ways of automating the feedback of the evaluation results to your students as well as schedule a meeting with your students to discuss the results. Information on team teaching can be found further below.

4. Questionnaire (Fragebogen)
   First select the language for the questionnaire and the results reports (German or English). The questionnaire always consists of a basic module containing 19 set items and questions. If you order up to 50 paper-based questionnaires or evaluate the same online, you can add a freely
configurable extension module (frei gestaltbares Aufbaumodul) to the basic module. This gives you the ability to define a maximum of 3 items (7-stage Likert scale) yourself or select predefined items from a list, as well as ask a maximum of 2 open questions (with an open entry field) and add them to the questionnaire.

5. Contact & support (Kontakt & Beratung)
If you would like to discuss something with us personally, please indicate your support request here. We will then contact you directly.

6. Registered evaluation
Your course is now registered for the course evaluation with the data displayed. You will also receive confirmation by email. You will be sent the requested paper-based questionnaires around a week before the evaluation date (student and teacher questionnaires). You are usually able to correct the data entered in your evaluation account in myStudy (see below) until this time. For the online course evaluation, your students will receive an email containing an individual link to the questionnaire on the evaluation start date. They can also complete the questionnaire using their smartphones. All teaching staff for the course will receive a separate email with the link and access data to their teacher questionnaire. The online evaluation window will automatically close 14 days after the evaluation start date. If you would like to change the evaluation window, please get in touch with us (see below).

Team teaching
The teaching staff of team-teaching courses named in myStudy are automatically carried over by our evaluation platform. In the event the evaluation is to be carried out for more, fewer or different teaching staff, please contact the team at Leuphana Lehrevaluation.

Please note the following information for the two possible evaluation variants:

1. Collective course evaluation:
For online evaluations, all teaching staff receive a separate email containing their teacher questionnaire. Five items allow students to evaluate teaching conduct separately. In the case of paper-based evaluation, students aren’t able to rate the teaching of every individual teacher, but the course overall. Once the registering person receives the paper-based teacher questionnaires by post, they have to be forwarded to each team-teaching staff member for completion and then collected afterwards. After the evaluation is complete all teaching staff will receive a collective results report.

2. Multiple separate course evaluations:
If desired, a paper-based or online evaluation can be registered for each teacher of the team-teaching course separately (or for those who wish). Both the teacher contributions as well as the course can therefore be rated separately by the students. This only makes sense if the teaching proportions of the teachers can clearly be separated and there was sufficient personal contact with the students. Each individual teacher will receive their own (rather than a collective) results report after the evaluation is complete. In this case, please contact the team at Leuphana Lehrevaluation with the evaluation data you would like after registering the course evaluation (leva@leuphana.de; +49.4131.677-2243).
Evaluation results

The evaluation of the questionnaires typically takes around 1-2 weeks. Course evaluations for which a meeting has been scheduled are processed as a matter of priority in order to ensure the results can be presented and discussed with the students. Once the data have been evaluated, you (or all teaching staff in the case of team teaching) will automatically receive an email containing the in-depth, **individual results report**, the **placard (Aushang)** with a short overview as well as the **presentation template ‘E.Di – Evaluation Dialogue’** for presenting the results to your class.

Self-reflection sheet

The individual results reports contain a page on which you can write down your reflections by hand or using Adobe Acrobat. This allows you to interpret and assess the results as well as record any possible reactions to them on the basis of three questions. This way, you can add your personal thoughts to the results and then show them to your students, for example, or attach them to applications.

Evaluation account in myStudy

Using myStudy, you can also usually access all the results from your previous course evaluations at a later point in time. After logging into myStudy and going to ‘administration’, you will find the entry ‘evaluation account’ on the left of the navigation menu including options to access your evaluation results and open this guide.

The link ‘Um auf Ihre Evaluationsergebnisse zuzugreifen, klicken Sie bitte hier! / Please click here to access your evaluation results!’ allows you to view your personal data (contact details, institution and dispatch address) as well as an overview of all evaluated courses. You can update your personal data here if necessary. For each course evaluation, you can also change your settings concerning the feedback options of the results for students.

Feedback options / Disclosing the results

We recommend making the results accessible to students by the various means available using the automatic feedback options during registration. First, you can choose to have the results **emailed** to the students as soon as you receive them (placard with a short overview). Second, the students registered to your course can also view a **meeting** scheduled by you on the course page in myStudy. It will be published under ‘information’/’course details’ in the ‘evaluation’ section. Third, at the same place you can also download the **placard** with the most important results — if available and confirmed by yourself — once the results are finalised. Fourth, when registering you also have the option to select whether the results of a evaluation are to be indicated on your **teacher profile page in myStudy** where they will also be visible to other students.

The choice of feedback options (meeting; placard by email, on the course page or teacher profile page) can also be **changed later in your evaluation account**.

Changing entries or deregistering a course from evaluation

In the overview in your evaluation account, you have until around 10 days prior to the entered evaluation date to change the underlying data of the evaluation using the ‘edit’ link. If you wish to make changes at a later time, please contact the team at Leuphana Lehrevaluation. If you would like to deregister the course from the evaluation, click on **deregister** and then confirm the query. You will then receive an email confirming deregistration.