

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 the course schedules in myStudy. Under 'edit information' and beneath 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. When registering as a student assistant or secretariat, please enter **your own information** – not the teacher's information. When the process is completed 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. If any corrections or changes are necessary (such as with respect to the teacher under evaluation), please contact the team at Leuphana Lehrevaluation.

Afterwards please enter the **evaluation start date**. Once the evaluation starts, 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. You can also 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 (5-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 a confirmation by email. 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

If a teacher of a team-teaching course registers a course evaluation in myStudy, then at the end of the registration it can be selected whether an individual evaluation or a team-teaching CE is desired. If an individual evaluation is desired, all other lecturers will receive an email with the options of individual evaluation or team-teaching evaluation. If a team-teaching evaluation is desired, all teachers will receive an email asking them to agree to the joint CE. Before a team-teaching evaluation can take place, all lecturers must give their consent and inform the Leuphana Course Evaluation team by e-mail. In the event the evaluation is to be carried out for more, fewer or different teaching staff, please contact the team at Leuphana Course Evaluation.

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

1. Collective course evaluation:

All teaching staff receive a separate email containing a link with which one can open their teacher questionnaire. It is possible for students to evaluate the teaching conduct of individual lecturers separately for five items. The remaining items refer to the entire course. After the evaluation is complete all teaching staff will receive a collective results report.

2. Multiple separate course evaluations:

If not all teachers give their consent to a joint evaluation, then an online CE can be registered separately for each teacher of the team-teaching course (or whoever wishes to). 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.

Evaluation results

The evaluation of the questionnaires can also take a little longer, especially during the peak periods. CE's for which a meeting date has been specified will be given priority in order to enable a presentation and discussion of the results for 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/D – 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 comment on 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.

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. However, this is only possible for future course evaluations and not retroactively for CE's that have already been conducted.

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 an 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 in your evaluation account**, but only until the evaluation starts.

Changing entries or deregistering a course from evaluation

In the overview in your evaluation account, you have until around 5 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. This is only possible until around 5 days before the start of the evaluation. You will then receive an email confirming deregistration.



Contact

If you have questions concerning this process, do not hesitate to contact the Leuphana Course Evaluation Team:

www.leuphana.de/lve | leva@leuphana.de | +49.4131.677-2243 Hotline: Tuesdays 10-12 o'clock

Contact Coordinator of the CE, Dr. Kirsten Mülheims: +49.4131.677-2244 (C7.324)